

<b>College</b>	<b>The College of Liberal Arts and Sciences</b>
<b>Unit</b>	
<b>Document</b>	<i>Constitution of the College Assembly and the Senate of The College of Liberal Arts and Sciences</i>

**Unit and college approval**

<b>Date of approval by the faculty Senate</b>	<b>November 29, 2021</b>
<b>Date of review by the dean</b>	<b>November 30, 2021</b>

**Provost office approval**

<b>Vice Provost for Academic Personnel</b>	<b>Date</b>

*Constitution of the College Assembly and the Senate of The College of Liberal Arts and Sciences Arizona State University Approved by Provost September 13, 2011. Amended and Approved September 17, 2012. Amended and Approved April 21, 2015. Amended and Approved November 29, 2021.*

## **Preamble**

This document contains the Constitution and Bylaws of the College Assembly and Senate of The College of Liberal Arts and Sciences of Arizona State University at the Tempe Campus and supersedes all previous documents addressing that purpose. The Constitution and Bylaws are binding upon current and future administrative officers and members of the academic units, as referenced in the Academic Affairs Manual (ACD). Article I through IX comprise the Constitution, and Articles X through XVIII comprise the Bylaws. A 2/3 majority of the members voting shall be required for faculty or administrators to deviate from procedures outlined in this document. If one portion of the document is found to be in conflict with University policy or is otherwise found to be invalid, the rest of the document remains in force.<sup>1</sup>

## **Constitution**

### **I Faculty Governance Organizations**

The primary faculty governance unit of The College of Liberal Arts and Sciences ('The College') is the College Assembly. The College Assembly normally exercises its authority through its representative body, the College Senate.

- a. The business of the College Assembly shall ordinarily be conducted by ballot.
- b. The Dean may call meetings of the College Assembly as needed during the academic year with ten calendar days' notice.
- c. Upon receipt of a petition signed by 2 percent of the members of the College Assembly, the Dean shall call a special meeting of the College Assembly (giving 10 calendar days' notice and scheduled within 20 calendar days of receipt of the petition) during the academic year. The petition shall state the specific item(s) to be considered by the Assembly.

### **II Membership of the College Assembly**

The voting members of the College Assembly shall reflect those recognized in the University Senate governing documents, with the addition of c. below:

- a. Faculty members whose tenure home is in The College with the rank of assistant professor or above;

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<sup>1</sup> The Faculty Assembly authorizes the Senate to update, on a yearly basis or as otherwise appropriate, references to University policies, regulations, and titles and Arizona Board of Regents policies, regulations, and titles.

- b. Lecturers, senior lecturers, principal lecturers, clinical faculty, professors of practice, and research faculty holding at least 0.5 full-time equivalent (FTE) renewable contracts in The College;
- c. Individuals holding the rank of Academic Professional in The College and whose appointments are 0.5 FTE or greater;
- d. Individuals holding the rank of Dean in The College.<sup>2</sup>

### **III Officers of the Assembly**

The Dean of The College shall preside over meetings of the College Assembly.

### **IV Rights and Privileges of the College Assembly**

The College Assembly shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University administration, and the Academic Constitution and Bylaws of Arizona State University.

- a. The College Assembly shall be consulted by and make recommendations to the Dean on all matters relating to:
  - i. Proposed new courses and academic programs (certificates, majors, minors, degrees) and proposed changes to existing courses and programs, and recommend approval or disapproval of such. This authority may be delegated to a standing subcommittee;
  - ii. The establishment and disestablishment of academic units and centers.
- b. The College Assembly may be consulted by and make recommendations to the Dean on matters relating to:
  - i. Educational, curricular, and faculty-student, proposals that have implications for academic quality as fall within the purview of The College, and proposed and existing rules, regulations, and initiatives intended to promote and enforce such policies.
  - ii. The reports of its standing, advisory, and ad hoc committees.
  - iii. And all other matters relevant to academic quality and faculty governance in The College.
- c. The Assembly may at any time request reports and information from The College administration concerning issues of relevance to The College.

### **V Conduct of College Assembly Meetings**

- a. Unless a quorum is called for, a majority of those members present and voting at regular and special sessions of the College Assembly shall be sufficient for the adoption of all measures.

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<sup>2</sup> *Dean* here excludes Associate and Assistant Deans.

- b. A quorum shall be the representation of over half of the academic units of The College and attendance by at least 10 percent of the members of the College Assembly.
- c. Before the final vote has been taken on any question before the College Assembly, and at the request of at least 1/3 of the members present and voting, a mail or electronic ballot, to be submitted to all members of the College Assembly, shall be ordered.
- d. An item of new business cannot normally be acted upon until the meeting subsequent to its introduction. However, it can be discussed and acted upon with the approval of at least 2/3 of those present and voting.

## **VI The College Senate**

- a. Members of the College Senate shall be referred to as “College Senators.”
  - i. Membership of the college Senate shall reflect the same units as are members of the University Academic Senate.
  - ii. Each academic unit of The College shall select its own College Senators.
  - iii. The number of Senators from each academic unit shall equal the number of the unit’s representatives in the University Academic Senate.
- b. College Senate Officers
  - i. A Presiding Officer and a Presiding Officer-Elect shall be elected by majority vote of the College Senators present no later than the last meeting of each spring semester. The College Senate bylaws shall define the terms of office and procedures for handling vacancies and resignations.
  - ii. The Presiding Officer of the College Senate, the Presiding Officer Elect, and the Dean shall constitute the Executive Committee of the College Senate.
  - iii. The Presiding Office shall prepare the agenda for and chair the meetings of the College Senate. In the absence of the Presiding Officer, the Presiding Officer-Elect shall perform these duties.
  - iv. The Presiding Officer-Elect shall be responsible for the preparation of minutes of each College Senate Meeting and shall ensure that the minutes, once approved, are posted to the College Senate website.
- c. Expectations
  - i. College Senators shall have the dual roles of representing the interests of the faculty members in their academic units and of participating in the governance of The College as a whole. They should keep their units informed of issues before the Senate, and they may act according to their best judgments in such matters.
  - ii. College Senators are expected to attend all regular and special meetings of the College Senate. The policy for excused and unexcused absences is the same as for the University Senate, referenced in the Academic Affairs Manual (ACD).
- d. Duties:

- i. Exercising rights, privileges, prerogatives, and authority of the College Assembly as specified in Article IV, and to provide advice and counsel to the Dean between meetings of the College Assembly.
- ii. Recommending college-wide and division-wide policies that implement or augment university policies in the Academic Affairs Manual (ACD).
- iii. Approving or disapproving recommendations from standing committees such as curriculum changes, standards changes, or any other current items of business.
- iv. Preparing an agenda for College Assembly meetings.
- v. Suggesting to the Dean and the College Assembly needed clarifications and interpretation of this document as needed.
- vi. Reviewing on an ongoing basis the structure and effectiveness of the Liberal Arts and Science curricula and making recommendations to the Dean concerning thereto.
- vii. Recommending ways and means to enhance the intellectual environment of The College, to encourage research, to encourage and reward service to the university and the greater community, and to re-enforce The College's commitment to diversity.
- viii. Making recommendations to the Dean concerning current and proposed objectives of The College and long-term planning for The College.
- ix. Making recommendations to the Dean on all other matters relevant to the academic quality or governance of The College.
- x. Requesting reports and information from The College administration concerning issues of relevance to the academic quality or governance of The College as appropriate.

## **VII Clarification and Higher Authority**

All policies and procedures mandated by the Arizona Board of Regents and Arizona State University take precedence over this Constitution. Clarification of such policies and procedures and of this document may be sought from the College Assembly, the Dean, and from the office of General Counsel.

## **VIII Distribution**

The Constitution and Bylaws of the College Assembly and the Senate of The College of Liberal Arts and Sciences of Arizona State University, as amended, shall be available on the College Senate website.

## **IX Amendments to the Constitution**

- a. Proposals for Amendments to the Constitution shall be sent to the members of the College Senate at least 10 calendar days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules. If the College

Senate approves the amendment, then it shall be sent to the College Assembly for a mail or electronic ballot for final approval.

- b. Amendments to the Constitution shall be adopted upon the approval of a majority of those College Assembly members voting.
- c. The College Senate shall review the Constitution at least once every 3 years and initiate proposals for amendments as appropriate.
- d. Perfecting amendments that address cosmetic corrections of numbering, grammar, and language may be ratified by consent of the College Senate.

## **Bylaws**

### **X Organization of The College**

- a. The College of Liberal Arts and Sciences (The College) includes academic units and other administrative divisions as may be created. Each academic unit shall develop its own operating bylaws which should include explicit policies and procedures on annual evaluations, promotion, and tenure and continuing status. Such bylaws and any amendments must be approved by The College and the Provost's Office.
- b. Voting membership in the College Assembly shall be clearly defined in writing by each academic unit. Units should refer to the Academic Affairs Manual (ACD) for guidelines concerning non-tenured faculty and academic professionals when defining such membership.
- c. Chairs and Directors are appointed by and serve at the pleasure of the Dean of The College. No later than the fifth year of the chair's or director's service, or at the request of the members of the unit, the Dean shall consult with the members of the unit concerning the chair's or director's reappointment.

### **XI. Organization of the College Senate**

- a. Each academic unit of The College shall select its own College Senators, either by designating its University Academic Senators to be its College Senators, or by holding an independent election to choose its College Senators in numbers equal to its representation in the University Academic Senate. The term of office shall be 3 years.
- b. A majority of the College Senate membership shall constitute a quorum.
- c. The Officers of the College Senate shall be the Presiding Officer and the Presiding Officer-elect. Except as provided below, the term of the Presiding Officer shall be for one year, beginning with the fall semester of the academic year following election.
- d. At the end of the term of the Presiding Officer, or upon the Presiding Officer's resignation or inability to conduct the duties of the office, the Presiding Officer-elect shall become the Presiding Officer.
- e. A Presiding Officer-Elect shall be elected by majority vote of the College Senators present. The names of the candidates shall be circulated to the College Senators with the

agenda for the meeting at which the election is to be held. The election shall be held at the first scheduled meeting of the College Senate upon a vacancy and no later than the last meeting of the spring semester otherwise. The term of office shall begin immediately upon a vacancy and at the start of the subsequent fall semester otherwise.

- f. In the event that both offices become vacant, the Dean shall call a meeting of the College Senate to elect a Presiding Officer and Presiding Officer-Elect. Candidates shall be nominated from among the College Senators and elected by a majority vote of the College Senators present. Each officer's term shall begin immediately. The term of the Presiding Officer shall conclude at the end of the academic year in which he or she is elected.

## **XII College Standing Committees**

- a. Standing elected committees shall be established with duties as listed below.
  - i. The Committee on Committees shall nominate candidates for all elected committees and make its report to the College Senate in time for the annual election each spring. The committee shall consist of 6 members of the College Assembly.
  - ii. The Academic Standards Committee shall advise the College Deans in decisions concerning the enforcement and interpretation of College standards as stated in the General Catalog. The Committee shall consist of 9 members of the College Assembly.
  - iii. The Curriculum Committee shall consider and make recommendations to the College Senate and to the College Deans on all proposals involving curricular changes within The College, including consideration of all undergraduate and graduate programs and General Studies requirements, and review of all copy for the General Catalog. The committee may initiate proposals concerning any aspect of The College curricula. The committee shall consist of 9 members of the College Assembly and one student member from each division of The College.
  - iv. The Student Affairs and Grievances Committee shall hear student grievances. It shall recommend policy and procedure as appropriate. It shall consist of 6 members of the College Assembly, the Associate Dean for Academic and Student Programs and appropriate representative from that office.
  - v. Committee on Quality of Instruction shall investigate matters relating to faculty development and the improvement of instruction, including selection of outstanding teacher awardees, and shall recommend to the College Assembly via the College Senate policies and guidelines for evaluation of instruction. The committee shall consist of 9 members of the College Assembly and 3 student members.
  - vi. Committee of Review shall hear faculty and academic professional complaints and assist in resolving personnel differences over matters within the purview of The College, including performance evaluation. The committee shall not handle appeals of recommendations made by the Dean's Advisory Councils, and shall attend to situations for which no regular channels of procedure exist or only after all normal appeal procedures in the originating unit have been exhausted. The committee shall

- consist of 6 faculty members with tenure and one academic professional with continuing status. The committee shall use non-adversarial fact-finding procedures and shall report its findings and recommendations to the Dean.
- b. Membership as specified above by committee shall be drawn from the following three groups:
    - Non-voting ex-officio members from the Dean's office,
    - Students appointed by the Dean, and
    - College Assembly members elected in equal numbers from the major academic divisions of The College. Faculty and academic professionals are assigned to one of these divisions according to their unit, school, or program affiliation, not by center affiliation.
  - c. Elections for elected members of standing committees shall be conducted by mail or electronic ballot to the College Assembly no later than the end of the spring semester. The candidate who receives the most votes in each contest shall be elected. The term of each newly elected member shall begin at the start of the subsequent fall semester.
  - d. Unless otherwise indicated on specific committees, members of standing committees shall serve 3-year terms. Terms shall be staggered so that 1/3 of the members are elected each year.
  - e. Each standing committee shall elect its chair from among its members who shall serve until the end of the academic year of election.
  - f. The elected committees of The College shall report at least annually, no later than the last meeting of the spring semester, to the College Assembly via the College Senate and to the Deans of The College. Committees dealing with personnel matters shall not report on the specifics of given cases, but only upon general matters of concern.
  - g. Candidates for elected positions on standing committees shall be nominated by the Committee on Committees in equal numbers from the academic divisions and in time for the annual spring elections.
  - h. A vacancy in an elected position shall be filled by the person who had the next highest vote on the ballot to the member whose position has been vacated, but preferably one who does not duplicate academic-unit representation on the Committee. If such person is unavailable, the cognizant Dean shall fill the vacancy by appointment.

### **XIII Appointed and Special Committees**

The Dean or Divisional Deans may create such other committees, on an ongoing or an *ad hoc* basis, as are necessary to carry on the business of The College. Members of these committees shall be appointed by the Deans.

### **XIV Dean's Advisory Councils.**

The Dean's Advisory Councils shall be composed of members of the College Assembly elected from each of the three major academic areas of The College. These councils shall schedule regular meetings at least once a semester, and special sessions of the appropriate council can also be called by the Dean whenever decisions are being planned which shall affect the College Assembly membership in the specified areas. Elections for elected members of the Dean's Advisory Councils shall follow the same processes as for Standing Committees in Article XII.

a. The Dean's Faculty Advisory Council shall advise the Dean in personnel matters in determining promotions, tenure, sabbatical leaves or other matters related to faculty. No member shall vote on the promotion or retention of faculty in the member's own unit. The Council shall consist of 9 tenured full professors. Chairs, center and program directors, and assistant and associate deans are ineligible for membership for this committee.

b. The Dean's Academic Professional Advisory Council shall advise the Dean in personnel matters in determining promotions, continuing status, sabbatical leaves, or other matters related to academic professionals. No member shall vote on the promotion or retention of academic professionals in the member's own unit. The Council shall consist of 5 academic professionals (one elected from each division) plus 2 appointed by the dean. Committee members shall be of senior/full or terminal rank, or shall hold continuing status as defined by ACD507-06. Continuing status, multi-year, and year-to-year academic professionals are eligible to serve provided they have been employed as benefits-eligible academic professionals at ASU for a minimum of 3 consecutive years.

c. The Dean's Advisory Council on Equity, Diversity, and Inclusion shall advise the Dean on issues related to justice, equity, diversity, and inclusion as it relates to students, faculty and staff at The College. The committee shall consist of nine faculty members: two tenured/tenure-track faculty and one fixed-term faculty from each of the three divisions in The College. Committee members will be appointed by the Divisional Deans and will serve 3-year terms. The committee will report its findings and recommendations to the Dean at least once per semester.

## **XV The Administrative Council.**

All chairs and directors of the College serve on the Administrative Council. The Council is chaired by the Dean and serves as an advisory body on such issues as budget, teaching and research priorities, planning, diversity issues, legislative initiatives, and other issues that affect the entire College.

## **XVI Parliamentary Procedure and Processes**

In all matters not specified in this Constitution and Bylaws, this organization shall be governed by the latest edition of Robert's Rules of Order, Newly Revised.

## **XVII Tenure Guidelines for Faculty**

In tenure cases, The College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 506-04: Tenure](#)). Unit administrators,

personnel committees, and tenure candidates are encouraged to consult the Academic Affairs Manual prior to and throughout the tenure review process to develop a clear understanding of the policy and processes. The College is also guided by specific tenure criteria as articulated by each academic unit. Each academic unit shall specify metrics for excellence in the unit's field(s). The College requires evidence of demonstrated excellence in teaching, research, and service as they relate to the unit's and college's current and future missions and goals. The College also requires evidence of promise of continued excellence (i.e., the upward trajectory).

#### **a. Promotion Guidelines for Faculty**

In promotion cases, The College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 506-05: Faculty Promotion](#)). Unit administrators, personnel committees, and promotion candidates are encouraged to consult the Academic Affairs Manual prior to and throughout the promotion review process in order to develop a clear understanding of the policy and processes. The policy has distinct sections for both tenured and tenure-eligible faculty and for faculty with fixed-term (non-tenure eligible) appointments.

##### **i. Promotion of Tenured/Tenure-Eligible Faculty**

In addition to the expectations and requirements within [ACD 506-05: Faculty Promotion](#), The College is guided by specific promotion criteria as articulated by each academic unit. Each academic unit shall specify metrics for excellence in the unit's field(s).

For promotion to Associate Professor, The College requires evidence of demonstrated excellence in teaching, research, and service as it relates to the unit's and college's current and future missions and goals. The College also requires evidence of the promise of continued excellence (i.e., the upward trajectory). Consistent with university policy, candidates for promotion to Associate Professor must be evaluated for tenure no later than the date indicated in the original offer letter or date amended by an authorized probationary period extension.

For promotion to Professor, The College requires evidence of demonstrated and sustained excellence at national and international levels relative to the unit's and college's current and future missions and goals. There is no prescribed timeline for promotion from Associate Professor to Professor. Typically, such a record is achieved after several years at the Associate level.

##### **ii. Promotion for Fixed-Term Faculty**

In addition to the expectations and requirements within [ACD 506-05: Faculty Promotion](#), The College is guided by specific promotion criteria as articulated by each unit. Due to the differences in types of work performed by faculty with fixed-term appointments, academic units shall clearly define the criteria for promotion to each rank.

While guided in large part by unit and university criteria, The College also requires evidence of a demonstrated and sustained record of excellence for all fixed-term faculty members seeking promotion. Demonstrated excellence shall exceed the criteria for the candidate's current rank. Evidence of exceeding criteria may include a record of demonstrated accomplishment and sustained successful innovation in teaching, research, or service, or a record of demonstrated accomplishment and sustained successful leadership in program or curriculum development beyond current job expectations.

The College expects that candidates for promotion to Associate rank for professors of practice, clinical faculty, and research faculty, as well as candidates for promotion to Senior Lecturer, typically have a minimum of five years of experience at rank. The College expects that candidates for promotion to Professor for professors of practice, clinical faculty, and research faculty, as well as candidates for promotion to Principal Lecturer, will typically have a minimum of seven years of college-level teaching or research experience.

#### **b. Promotions Guidelines for Academic Professionals**

In considering promotion cases, The College is guided in large part by the definitions, policies, and procedures described in the Academic Affairs Manual ([ACD 507-07: Academic Professional Promotion](#)). Unit administrators, personnel committees, and promotion candidates are encouraged to consult the Academic Affairs Manual (ACD) prior to and throughout the promotion review process in order to develop a clear understanding of the policy and processes.

In addition to the expectations and requirements within [ACD 507-07: Academic Professional Promotion](#), The College is guided by specific promotion criteria as articulated by the unit.

The unit shall specify metrics for excellence in the unit's program(s).

While guided in large part by unit and university criteria, The College requires evidence of a demonstrated and sustained record of excellence for all academic professionals seeking promotion. Demonstrated excellence must exceed the criteria for the candidate's current rank. Evidence of exceeding criteria might include: a record of demonstrated accomplishment and sustained successful innovation in teaching, research, or service; demonstrated accomplishment and successful leadership in program or curriculum development beyond current job expectations.

The College expects that candidates for promotion to Associate rank will typically have a minimum of five years of experience at rank. The College expects that candidates for promotion to Full/Senior rank will typically have a minimum of seven years of college-level experience.

### **XVII Proposed Amendments to the Bylaws**

- a. Proposals for Amendments to the Bylaws must be presented by motion for a first reading to the College Senate. A second reading shall be made at a subsequent meeting of the College Senate. This provision is not subject to a motion to suspend the rules. Between the meetings of the College Senate, the senators are to convey the proposed amendments to their respective units and obtain advice from the members of the College Assembly in those units.
- b. Amendments to the Bylaws require a majority of those College Senate members present and voting.
- c. The College Senate shall review the bylaws at least once every 3 years and shall initiate proposals for amendments as appropriate.