

Academic Standards Committee Bylaws

1. Name

1.1. The name of this committee is the Academic Standards Committee

2. Faculty Senate Charge

2.1. The Academic Standards Committee is charged by the Faculty Senate to maintain the academic standards at Northern Arizona University through the appropriate review, creation, and application of academic policies as they apply to undergraduate students, while recognizing that special circumstances may occasionally warrant an exception to a policy. The Academic Standards Committee accomplishes this charge by:

- 2.1.1. identifying the need for new policies or the revision of current policies;
- 2.1.2. drafting new policies or revised policies, engaging the university community in the examination and critical appraisal of the policy prior to voting upon recommending the policy to the Office of the Provost for final approval;
- 2.1.3. acting as the final arbiter for grade appeals only in the case of perceived violation of due process in grade appeal process;
- 2.1.4. ensuring that the standards of the University are maintained through the appropriate application of policy; and
- 2.1.5. reviewing exception requests from undergraduate students related to university-wide academic policies that are not adjudicated through other channels.

3. Relationship to the Faculty Senate

3.1. The Academic Standards Committee shall:

- 3.1.1. Submit Committee Bylaws to the Senate, through the Faculty Senate Executive Committee, for approval;
 - 3.1.1.1. Minor amendments to the Bylaws that are proposed for increased efficiency and do not alter the underlying purposes of the committee must be submitted to the Faculty Senate Bylaws Committee. The Faculty Senate Parliamentarian will verify that the amendments made are minor, and do not alter the underlying purposes of the committee. If validated, they do not need Faculty Senate approval. If not validated, the Faculty Senate Bylaws Committee will review the proposed changes and forward them to be voted on by the Senate.
- 3.1.2. Submit an annual written report including actions taken to fulfill the Academic Standards Committee charge and strategic efforts for the coming year.
 - 3.1.2.1. The report shall be submitted at the end of each academic year, or more often if deemed necessary by the Committee, to the Past President of the Faculty Senate for transmission to the Senate through the Faculty Senate Executive Committee.

4. Membership

4.1. Membership on the Academic Standards Committee is composed of elected voting and appointed ex officio non-voting members.

- 4.1.1. Voting members of the Academic Standards Committee shall include faculty members, as defined by the Faculty Senate Constitution, from the following areas:
 - 4.1.1.1. College of Arts and Letters = 2
 - 4.1.1.2. College of Education = 2
 - 4.1.1.3. College of Engineering, Informatics, and Applied Sciences = 2
 - 4.1.1.4. College of the Environment, Forestry, and Natural Sciences = 2
 - 4.1.1.5. College of Health and Human Services = 2
 - 4.1.1.6. College of Social and Behavioral Sciences = 2
 - 4.1.1.7. Extended Campuses = 2
 - 4.1.1.8. University Honors College = 1
 - 4.1.1.9. The W.A. Franke College of Business = 2
- 4.1.2. Voting members of the ASC shall also include representation from the following areas:
 - 4.1.2.1. Academic Advising = 1
 - 4.1.2.2. Academic Chairs Council = 1
 - 4.1.2.3. Associate Deans = 1
 - 4.1.2.4. Associated Students of Northern Arizona University = 1
 - 4.1.2.5. Athletics = 1
 - 4.1.2.6. Center for International Education = 1
 - 4.1.2.7. Enrollment Management and Student Affairs = 1
 - 4.1.2.8. Extended Campuses Student Services = 1
 - 4.1.2.9. Registrar's Office = 1
 - 4.1.2.10. Student Veterans Services = 1
- 4.1.3. Ex officio (non-voting) membership of the Academic Standards Committee shall include the following representation:
 - 4.1.3.1. Faculty Senate
 - 4.1.3.2. Financial Aid
 - 4.1.3.3. Graduate College
 - 4.1.3.4. Provost's Office
 - 4.1.3.5. Student and Departmental Account Services
- 4.2. Faculty members will serve three-year staggered terms so that approximately one-third of the members are elected each year. Staff members will serve for a minimum of one year.
- 4.3. All members will serve without compensation.

5. Officer of the Committee

- 5.1. The Committee will have two officers, an elected Chair and an elected Vice-Chair/Chair-Elect. The officers will be elected each year from among the eligible voting members of the Committee.
 - 5.1.1. Elections will be held in a manner as to provide for a smooth transition into the business of the upcoming academic year.
 - 5.1.2. The term of the officers is one year, starting at the first meeting of the academic year until the new chair resumes the responsibilities.
 - 5.1.3. The Vice-Chair may choose not to secondarily serve as the Chair-Elect, provided a Chair is elected by the eligible voting members following 5.1.1.

- 5.2. The Chair is responsible for:
 - 5.2.1. setting the agenda in (consultation with Provost's Office representative),
 - 5.2.2. conducting the meetings to ensure that the business of the Committee is conducted in a timely manner,
 - 5.2.3. ensuring accurate minutes of the meetings and membership attendance records are publicly available,
 - 5.2.4. reviewing content and information disseminated through the Academic Standards Committee website,
 - 5.2.5. providing leadership for the immediate and annual work of the Committee, and
 - 5.2.6. serving on the Curriculum and Assessment Coordinating Committee.
- 5.3. The Vice-Chair/Chair-Elect will assume the duties of the Chair in his/her absence, and other responsibilities as delegated by the Chair.

6. Duties of Membership

- 6.1. Each voting member is expected to attend each meeting of the Academic Standards Committee, participate in Academic Standards Committee activities, and complete any assigned tasks. At a minimum, this includes preparing for Academic Standards Committee meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.
- 6.2. If a voting member is unable to attend a scheduled meeting of the Academic Standards Committee, the member should notify the Provost's Office representative of the impending absence.
 - 6.2.1. Substitutes are not permitted on a meeting-by-meeting basis and because of the importance of the discussions which occur at the Academic Standards Committee meetings votes in absentia are not permitted.
- 6.3. A member's position will be declared vacant by the Chair if the member fails to attend three meetings during the year and the vacating member's academic unit will be asked to facilitate the designation of a new faculty member to serve for the amount of time remaining in that committee member's term. If the remaining time in the term is less than one year, the replacement member may be appointed by the Academic College's Dean.
 - 6.3.1. If a regular member of the Academic Standards Committee is unable to attend the meetings for one semester or more, a long-term substitute may be appointed for the affected time period.

7. Meetings

- 7.1. The committee will meet regularly, throughout the semester, in a pre-arranged location.
- 7.2. Special meetings may be called by the Chair as necessary to conduct Committee work.
- 7.3. Members may attend via technology.
- 7.4. Agenda and minutes of the previous meeting, including attendance records, will be available online prior to the meeting.
 - 7.4.1. If the agenda materials are not ready for distribution before the meeting, the Chair and/or the Provost's Office representative will notify the membership concerning the delay.

- 7.5. All business of the Committee will be conducted at regularly scheduled meetings of the Committee, or at special meetings with the consent of the Committee and presence of a majority at the special meeting.
- 7.6. All meetings are open to the public.
- 7.7. If the Committee Chair and Vice-Chair/Chair-Elect are both unavailable, the Provost's Office representative will act as a substitute to chair the meeting. If a policy motion results in a tie, the motion will be tabled until the Academic Standards Committee chair can render a tie-breaking vote.

8. Voting

- 8.1. A simple quorum (50% of the voting members + one member) of the voting members must be present at any meeting before any binding action may be taken. The number of members necessary for a quorum will be determined at the first meeting each fall.
- 8.2. The Chair of the committee may vote in the event of a tie vote.
- 8.3. Proxy voting is not allowed.
- 8.4. Virtual voting is acceptable if the member is present on the phone at the time of the vote for an item or groups of items.
- 8.5. Approval of formal actions of the Committee regarding policies will be by a simple majority vote of the regular voting members of the Committee present at the meeting when the vote is taken.

9. Subcommittees and Task Forces

- 9.1. The Academic Standards Committee has the authority to create subcommittees to facilitate the accomplishment of the committee's charge.
- 9.2. Any Academic Standards Committee subcommittee or task force will develop their own set of by-laws (if applicable) and procedures related to their charge by the Academic Standards Committee.

10. Amendments

- 10.1. These Bylaws may be amended at any regular meeting of the Academic Standards Committee by a majority vote of those present, assuming a quorum, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through email or regular mail at least two (2) weeks prior to the meeting at which the action is to be taken.

11. Establishment of Operating Policies and Procedures

- 11.1. In concert with the Curriculum & Assessment Coordinating Committee and the Office of Curriculum, Learning Design, and Academic Assessment, the Academic Standards Committee will establish and document the processes and procedures for carrying out its charge.
 - 11.1.1. The Office of Curriculum, Learning Design, and Academic Assessment will support the operations and management of these established processes and procedures.

12. The Academic Standards Committee as part of the general function of the Northern Arizona University Governance Structure.

- 12.1. The Academic Standards Committee recognizes that its bylaws must be in accordance with the Faculty Senate charge, all NAU and ABOR policies and local, state and federal laws.