

2022-  
2023

## Table of Contents

### **Westcliff University Senate Overview**1

Mission Statement1

Vision Statement1

History1

Senate Overview2

### **Faculty Constitution & Bylaws**3

Preamble3

#### [Article I: Purpose and Authority](#)3

*This article contains the reason for Senate existence and the motivation behind it.*

#### [Article II: Faculty Senate Membership and Service](#)3

*This article addresses the various aspects of membership, including the different types of members, the membership selection process, term of office, expectations, and the procedures for revoking or rescinding membership.*

#### [Article III: Officers](#)5

*This section discusses how officers are selected, as well as the duties, powers, and responsibilities of each officer. Also specified in this article are the procedures for removing an officer and filling vacant officer positions.*

#### [Article IV: Faculty Senate Committees](#)7

*Standing committees are detailed in this section, including how committee members are appointed and their specific duties and charges.*

#### [Article V: Meetings and Voting Procedures](#)11

*Regular and special meetings are discussed in this article. This includes the time and place of the meetings, requirements for notifying stakeholders, attendance stipulations, and how many senators are needed for a quorum. Also covered in this section are voting procedures.*

#### [Article VI: Amending the Constitution and Bylaws](#)12

*This article contains specific rules as to how these bylaws can be amended. It also states who can recommend amendments and how these amendments will be voted upon.*

#### [Frequently Asked Questions](#)14

## Westcliff University Senate Overview

### Mission Statement

The Westcliff University Faculty Senate's mission is to lead faculty not only in fulfilling their responsibilities in the shared governance and policies of the university but also to advocate for the growth of scholarship, learning, teaching, research, service, and respect for diversity, equity, and inclusion by acting as a collective and independent voice that serves as a liaison between faculty and stakeholders.

### Vision Statement

The Faculty Senate aspires to be seen by Westcliff University members and community stakeholders as a valued collaborator in the fulfillment of the university's vision to become a well-respected and cutting-edge higher education institution worldwide. By continuing to exercise its vested authority to encourage faculty members to inspire, empower, and develop students' personal and professional competencies, the performance of the Faculty Senate aims at being recognized as highly essential to the daily endeavors of faculty and to university decisions that affect academic affairs in general.

### History

In 2016, the Westcliff University Faculty Senate held its first meeting and began to regularly operate with one ad hoc executive committee and four standing committees: Academic Standards, Policies, and Procedures Committee, Curriculum Committee, Faculty Affairs Committee, and Performance Assessment Committee. At that time, all faculty, regardless of rank, were considered senators. In 2019, the Faculty Senate added a fifth committee, the Equity, Diversity, and Inclusion Committee and, later that same year, held its second officer election. In 2020, the Faculty Senate voted to convert from an open Faculty Senate membership structure to, instead, a limited Faculty Senate membership structure. The new structure move was made in an effort to preserve sustainability and scalability as the institution continued to grow. The Faculty Senate also welcomed members of the College of Technology and Engineering and the College of Law to serve on the five standing committees. In 2021, the Constitution and Bylaws were changed to accommodate any new college without the need for amendment. In 2021, the name of the Equity, Diversity, and Inclusion Committee was changed to the Diversity, Equity, and Inclusion Committee.

### Senate Overview

The Faculty Senate is made up of three Faculty Senate officers and five standing committees. Officer roles include that of president, vice president, and secretary. Officer terms are two-years long, and officers are eligible to serve a maximum of two terms.

Standing committees include:

- Academic Standards, Policies, and Procedures Committee
- Curriculum Committee
- Faculty Affairs Committee
- Performance Assessment Committee
- Diversity, Equity, and Inclusion Committee

Each committee consists of one committee chair and one faculty representative from each college. Committee chairs and committee representative terms are for a period of one year, and committee chairs and representatives may serve a maximum of two terms.

The Faculty Senate President assumes the role of Immediate Past Faculty Senate President upon completion of service. The most recent election was held in August 2021. The next election will take place in August 2023.

Faculty Senate Organization Chart 2021-2022

<b>Ex Officio Members</b>	Anthony Lee, University President	Mihaela Tanasescu, Chief Academic Officer	Jodi Consten, Immediate Faculty Past Senate President		
<b>Executive Committee Members</b>	Mary Broding, President	Shaun Spath, Vice President	Open, Secretary		
<b>Committee Chairs</b>	Ghani Zahid, Academic Standards, Policies, and Procedures Committee Chair	Open, Curriculum Committee Chair	Jennifer Money, Diversity, Equity, and Inclusion Committee Chair	Tatian Genin, Faculty Affairs Committee Chair	Stephen Sheperd, Performance Assessment Committee Chair
<b>Committee Members</b>	<u>Academic Standard, Policies, and Procedures:</u> Daneene Barton - COB Representative, Shemika Howard - COB Representative, Open - COE Representative, Open - COTE Representative	<u>Curriculum Committee:</u> Kyle Allison - COB Representative, Edward Hyman - COE Representative, William Stewart McConnell - COTE Representative	<u>Diversity, Equity, and Inclusion Committee:</u> George Conley, Jr. - COB Representative, Jordann Nelson - COE Representative, Open - COTE Representative, Open - WSCOL Representative	<u>Faculty Affairs Committee:</u> Karen Robinson - COB Representative, Roxann Reid Goodman - COB Representative, Open - COE Representative, Sourabh Aggarwal - COTE Representative, Open - WSCOL Representative	<u>Performance Assessment Committee:</u> Oludotun Oni - COB Representative, Brian Townsley - COE Representative, Elizabeth Crow - COTE Representative

**Faculty Constitution and Procedural Bylaws**

## Preamble

This Constitution is established in order that the Westcliff University Faculty may participate in the achievement of these purposes through shared governance and the principle of academic freedom.

## Article I: Purpose and Authority

The name of this body shall be the Westcliff University Faculty Senate.

### Section 2.

Subject to the approval of the Board of Trustees, the authority to establish, implement, and govern educational and academic policies of Westcliff University is vested in the university faculty, as defined by the Board of Trustees.

### Section 3.

The Faculty Senate is an official university body for shared governance. It considers and makes recommendations concerning educational policies and other matters of university-wide importance. The Faculty Senate shall foster discussion and maintain adequate communication channels among students, staff, faculty, administrative officers, and the Board of Trustees on all matters affecting the welfare of the university or its constituents.

## Article II: Faculty Senate Membership and Service

### Section 1.

Each existing college shall have, at minimum, one participating Faculty Senator (hereto within referred to as "Senator"). Faculty members, regardless of their location (*e.g.*, onsite or online) shall be counted in.

### Section 2.

While all faculty in good standing are eligible to serve, preference will be given to those faculty desiring to serve within a Faculty Senate role who meet Tier 1, Tier 2, and Tier 3 criteria, in listed order. Criteria include:

TIER 1: Full-time faculty who have been with the institution for any amount of years and who have not exceeded more than the maximum term allotted for a Faculty Senate role.

TIER 2: Part-time faculty who have taught 4 classes at the institution and who have demonstrated high-quality work through special projects (non-teaching projects). Tier 2 faculty must be given a recommendation by at least one special project lead.

TIER 3: Part-time faculty who have taught 4 classes with the institution and who have demonstrated high-quality teaching. Tier 3 faculty must be recommended by their program chair and/or dean.

### Section 3.

Faculty from each college of the university are eligible to serve on the Faculty Senate. Faculty from newly added colleges may begin service immediately following the official announcement of the new college

by university leadership.

#### Section 4.

Terms of office shall begin on the first day of Session 1. The term of office of an elected senate officer shall be two years. Faculty Senate officers can be reelected for a maximum of one consecutive term. The term of office of an appointed standing committee chair and college representative shall be one year. Committee chairs and committee representatives cannot serve in the same role for more than one term but can serve in a different role within the same committee. A senator cannot serve on a standing committee for more than two consecutive terms. Senators cannot serve on more than one committee at a time.

#### Section 5.

All senators are expected to:

1. Attend all Faculty Senate meetings. If unable to attend the meeting, the senator must make an effort to find a competent substitute to act as her/his proxy at the meeting. To ensure an independent and democratic vote, current senators may not act as a proxy. Said proxy will have all rights and privileges accorded a regular senator during the meeting. The senator must provide notification of the substitution to the president and the secretary prior to the start of the meeting.
2. Prepare for Faculty Senate meetings, including reviewing the agenda and any relevant documents sent.
3. Participate in meetings, including voting, as long as doing so advances the business of the Faculty Senate.
4. Gather opinions and other information from their representation colleges concerning Faculty Senate activity.
5. Show proper decorum during meetings.

#### Section 6.

If an officer must vacate their seat, the vacancy shall be filled by a special election within the Faculty Senate. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than one year, this term will not count as a full term of officer service.

If a committee chair must vacate their seat, the Faculty Senate President will appoint a new committee chair and fill the role. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than six months, this term will not count as a full term of committee service.

If a committee representative must vacate their seat, the committee chair will appoint a new committee representative. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than six months, this term will not count as a full term of committee service.

## Section 7.

A senator may be removed from office at the discretion of the Faculty Senate President with consultation from the chief academic officer. In the event a senator is removed, the president will inform the relevant college dean and fill the seat with another senator, ensuring representation from each college remains reflected within the committee.

## Article III: Officers

### Section 1.

Administrative officers of the Faculty Senate consist of the president, vice president, and secretary. The immediate past president shall serve in an advisory role as a non-voting officer. During their respective terms the president and the immediate past president will not represent their colleges in the Faculty Senate. Officers shall be a Westcliff University faculty member of good standing with more than one-year teaching experience at Westcliff. As the term draws to a close, the Faculty Senate officers shall solicit nominations, including self-nominated candidates, for officer roles and submit their names to the current Faculty Senate President. The current Faculty Senate President shall confirm the willingness of each nominee to run and, if elected, to serve.

### Section 2.

At the end of a term, the president will assume the role of the immediate past president. In the event the outgoing president is unable or unwilling to serve as the immediate past president, the president will appoint another past Faculty Senate President as a replacement for the position of immediate past president. In the event that a past Faculty Senate President is unwilling or unable to serve, then the role will remain vacant.

### Section 3.

The Faculty Senate President (hereto within referred to as "president") with the assistance of the Faculty Senate Secretary (hereto within referred to as "secretary") will hold a vote to elect any vacant officer roles. Confirmation of willingness to serve in any capacity must be received no later than one week prior to the end of the current term of office.

### Section 4.

The authority of the president will be terminated before the end of its term if she/he loses eligibility, voluntarily resigns with eligibility, or is removed from office by the Faculty Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Faculty Senate at its regular meetings.
2. Removal of the president or immediate past president by the Faculty Senate requires a simple majority vote at a regular Faculty Senate meeting, followed by a two-third vote at a special meeting of the Faculty Senate convened within two weeks after the regular meeting. The special meeting will be convened and presided by the secretary. The removed president or immediate past president shall not complete her/his term as a senator.
3. In the unlikely event that the authority of the president is terminated, but the vice president is still in good standing, the vice president will assume the role of president to finish the term left by the removed president and then she/he will start her/his originally elected term.

- a. The removed president will not serve as immediate past president.
4. In the unlikely event that the authority of the vice president is terminated, the Faculty Senate will vote to replace the vice president at the next regular meeting of the Faculty Senate. These actions may never be part of a consent agenda.
5. In the unlikely event the authority of the immediate past president is terminated, the president will appoint the most recent eligible past president to serve in that capacity.
6. In the unlikely event that the authority of both the president and the vice-president is terminated at the same time:
  - a. If the authority of the immediate past president is still in good standing, then they will convene and preside over a Faculty Senate meeting to elect a new president and vice president in not more than two weeks.
  - b. If the authority of the immediate past president is also terminated, then the secretary will convene and preside over the election of the president and the vice president in not more than two weeks.

## Section 5.

Duties of the president shall include the following:

1. Preside at all meetings of the Faculty Senate.
2. Set the term's agenda for the Faculty Senate Executive Committee.
3. Serve on the Faculty Senate Executive Committee.
4. Chair the Faculty Senate Executive Committee.
5. Appoint committee members, as outlined in Articles IV and V.
6. Coordinate the dissemination of information relating to Faculty Senate activities, in conjunction with the Faculty Senate Secretary.
7. Represent the Faculty Senate on administrative councils.
8. Moderate the official Faculty Senate email distribution list.
9. Attend Academic Leadership meetings.
10. Represent the Faculty Senate at Board of Trustee meetings at least once per year.

## Section 6.

Duties of the vice president shall include the following:

1. Assist the president in executing the duties of the office.
2. Serve as president during any absence by the president.
3. Serve on the Executive Committee.
4. Represent the Faculty Senate at staff and student meetings, as needed.

## Section 7.

Duties of the immediate past president shall include the following:

1. Serve as a resource to the president, vice president, and secretary regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Faculty Senate meetings in the absence of both the president and the vice president.



## Section 8.

The duties of the secretary shall include:

1. Acquire the agenda and related attachments, if any, from the president, and house the agenda and attachments with Faculty Senate records.
2. Maintain a current roster of senators and record attendance.
3. Collect and read the member proxies at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article III, Section 14.
6. Schedule a Zoom video conference meeting room for all Faculty Senate meetings.
7. Maintain a permanent record of Faculty Senate minutes.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the constitution for distribution.
10. Archive all past versions of constitutions and bylaws.
11. Verify the eligibility of senators and committee members.

## Article IV: Faculty Senate Committees

### Section 1.

Duties of standing committees include:

1. Initiating and reviewing policy, policy changes, and/or related activities in their areas of responsibility.
2. Providing their recommendations to the Faculty Senate for action.
3. Consulting with and providing advice to the university administration, students, and staff when requested to do so.
4. Promptly and responsively discharging their duties.

### Section 2.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Committees are to meet at least once per quarter. Each committee will keep appropriate records, such as meeting minutes, as necessary to conduct business. In addition, every Faculty Senate committee will make an oral report of progress to the Faculty Senate at every regular Faculty Senate meeting.

### Section 3.

The chair of each standing committee shall select members of standing committees consistent with Articles IV and V. Representatives shall be faculty members as defined by the Faculty Senate's constitution. Such membership shall be presented to the Faculty Senate at the first meeting of each term. Committee members will serve a one-year term. Committee service begins on the first day of Session 1 and ends on the last day of Session 6 of every year, unless otherwise specified by the Faculty Senate President. The Faculty Senate Officers shall solicit nominations, including self-nominated candidates, for standing committee chair roles and submit their names to the current Faculty Senate President. The current Faculty Senate President shall confirm the willingness of each nominee to run and, if elected, to serve.

#### Section 4.

Standing committee chairs will communicate all committee business to the Faculty Senate. The Faculty Senate President has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties.

#### Section 5.

All Faculty Senate committee action and project proposals are subject to review and approval by the Executive Committee prior to start.

#### Section 6.

The Faculty Senate may create special ad hoc committees as it deems necessary. Such committees shall be discharged upon the completion of their assigned duties. The duties of an ad hoc committee should not duplicate work being done by or take over the responsibility of a standing committee at any time. Ad hoc committees shall be commissioned by a majority vote of the full Faculty Senate.

#### Section 7.

Standing committees shall adhere to the following:

1. Voting membership (four members):
  - a. Chair
  - b. One faculty member from each college.
2. Non-voting membership:
  - a. Student representative
  - b. Staff representative (optional)
3. Terms and limits:
  - a. One-year term.
  - b. Limit of two consecutive years (two terms).

#### **Academic Standards, Policies, and Procedures Committee Charges**

The committee shall study policy areas and make recommendations affecting admissions, programs, general education, and academic standards. The committee may initiate study of issues regarding improvement of any aspect of education or programs and issues pertaining to identifying, recruiting and enrolling students at Westcliff University. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. University and college admission criteria
2. University remediation and placement criteria
3. Service learning and university honors requirements and policies
4. University-wide undergraduate and postgraduate academic requirements, programs, and policies

#### **Curriculum Committee Charges**

The committee shall study all curricular items related to courses, programs of study, and pedagogy. The committee may mediate curricular disputes between academic units. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Approval of changes to content or context (additions, modifications, deletions) for all courses, including addition or deletion solely in instances where significant changes affect the accreditation outcomes. Consequently, benign changes that do not significantly influence/ alter the learning outcomes will remain outside the scope of work for this committee
2. New programs or sunseting of programs to the Faculty Senate

### **Faculty Affairs Committee Charges**

The committee studies policy areas and makes recommendations affecting those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. The committee may review issues pertaining to identifying, recruiting, and retaining the services of faculty at Westcliff University. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Academic promotion
2. Orientation of new faculty members
3. Academic responsibilities
4. Standards of appointment

### **Performance Assessment Committee Charges**

The committee shall study and advocate for all assessment activity in conjunction with the Learning, Innovation, and Teaching Excellence Center (LITE). The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Review the institution's assessment plans and processes and recommend ways for improvement
2. Study and suggest policies for reporting assessment data
3. Develop and suggest policies for the dissemination of assessment data

### **Diversity, Equity, and Inclusion Committee Charges**

The committee shall review and suggest activities and training related to diversity, equity, and inclusion across the institution. The committee may work with faculty, staff, and other units to initiate, advise, and provide support for training on issues of diversity, equity and inclusion, including recruitment, advancement, and retention of underrepresented groups. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Study and evaluate facets of diversity within Westcliff University with appropriate administrative support
2. Recommend policies that foster an environment of civility, diversity, and inclusion among faculty, staff and students
3. Identify or offer diversity, equity, and inclusion-focused training related to the academic setting
4. Collaborate with appropriate departments and committees across the university on student-centered events and projects aimed at creating a cohesive and inclusive student experience

## Section 8

### Executive Committee

The Executive Committee shall adhere to the following:

1. Voting membership (three members):
  - a. President
  - b. Vice President
  - c. Secretary
2. Non-voting membership (three members):
  - a. Chief Academic Officer
  - b. University President
  - c. Immediate Past Faculty Senate President
3. Terms and limits:
  - a. Two years starting the first day of Session 1 of a term start.

Charges: The Executive Committee sets Faculty Senate agendas, helps the Faculty Senate conduct business per the bylaws set forth in this document, and facilitates communication between the university president, Board of Trustees and senators. The committee coordinates with standing committees, recommends Faculty Senate actions, appoints committee chairs, and responds to the concerns of voting faculty members. Specific actions may include:

1. Meet and organize for the term year during the last week of August.
2. Delegate tasks to Faculty Senate committees.
3. Approve projects submitted by Faculty Senate committees.
4. Review the progress of Faculty Senate committees.
5. Set the agenda for upcoming Faculty Senate meetings.
6. Interpret, when necessary, provisions of the constitution and the bylaws.
7. Create ad-hoc committees to address special topics outside the scope of the Faculty Senate standing committees.

## Article V: Meetings and Voting Procedures

### Section 1.

Regular meetings of the Faculty Senate shall be held four times a year; January, April, July, and October.

### Section 2.

Special meetings may be called by the president or on petition of one-third of the membership of the Faculty Senate.

### Section 3.

Meetings of the Faculty Senate shall be open to the public, but faculty attending who are not serving in the Faculty Senate or who have not been asked to present at the meeting will not be compensated for such time. Additionally, debate on some of the agenda items may be deemed closed at the discretion of the Faculty Senate. For closure to occur, a motion to enter a closed session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-senators will be asked to leave.

The Faculty Senate can also exempt some invited guests to stay in the closed session. At each Faculty Senate meeting the university president and chief academic officer will be invited to make announcements. The president may allow other non-senators to speak and/or provide reports. However, only senators may make motions and may vote on these motions before the Faculty Senate.

#### Section 4.

The primary business of the Faculty Senate is to review, propose, and approve of policy with respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to programs.
3. Research and scholarship.
4. All affairs and matters relating to faculty.
5. Academic standards, policies, and prerequisites.
6. Requirements for degrees.
7. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
8. Teaching quality.
9. Professional standards and criteria for positions accorded academic rank.
10. Policies and procedures for promotion, tenure, and evaluation.
11. Matters relating to diversity, equity, and inclusion within the university.
12. And other academic matters.

The agenda for each regular meeting shall be posted to the Faculty Senate website and sent out to the faculty email distribution list at least one week before each meeting. Any member of the Faculty Senate may request of the president that an item be placed on the agenda. The order of business for Faculty Senate meetings shall be as follows:

1. Approval of the previous meeting minutes.
2. Committee and other reports.
3. Unfinished business.
4. New business.
5. Announcements.
6. Adjournment.

The president, in consultation with the other Faculty Senate officers, may add an urgent piece of new or committee business to a meeting if the timing is critical.

#### Section 5.

A quorum of at least one half of Faculty Senate membership plus one shall be present in order to conduct Faculty Senate business.

#### Section 6.

During regular and special meetings, the committee shall conduct votes via a Google Forms link developed by the Executive Committee. Voting results are immediately announced by the secretary and recorded on meeting minutes.

### Section 7.

The Executive Committee is to notify the Faculty Senate via email regarding votes required on time-sensitive items for which a meeting cannot be scheduled. Votes on time-sensitive items must allow for seven (7) calendar days from the opening of the vote to the close of the vote. The Executive Committee shall notify the Faculty Senate of the results of the vote within seven (7) calendar days from the close of the vote.

### Section 8.

The minutes of the meeting shall be posted to the secure Faculty Senate website and emailed out to the faculty distribution list by the secretary within one week after the meeting.

## Article VI: Amending the Constitution and Bylaws

### Section 1.

Amendments to the bylaws may be proposed by the Faculty Senate. At a meeting of the Faculty Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Faculty Senate meeting. If two-third of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Faculty Senate.

### Section 2.

The secretary of the Faculty Senate will distribute the proposed amendment to all members of the faculty no later than seven days after the Faculty Senate votes to consider the amendment at their next regular meeting.

### Section 3.

At the next regular meeting of the Faculty Senate, if approved by two-third of the ballots cast, the change will be submitted to the chief academic officer.

### Section 4.

When approved by the chief academic officer, the changes shall become effective immediately.

### Section 5.

This Constitution shall be reviewed at least once a year by an ad hoc committee nominated by the Faculty Senate President. The committee shall submit a report with recommendations to the Faculty Senate.

## Frequently Asked Questions

### **What is the Faculty Senate?**

The Faculty Senate is an advisory body representing the general faculty, consisting of elected and ex-officio members. The Faculty Senate and the committees on which the faculty serve shall be the primary media for the essential joint effort of the faculty and administration in the government of Westcliff University.

### **What are the duties of the Faculty Senate?**

The Faculty Senate shall ratify or amend all matters of academic policy or faculty welfare which have been recommended by any standing, special committee, or academic leadership of Westcliff University, or initiate any policies in such matters which it deems desirable.

### **What is the relationship between the Faculty Senate and administration?**

The WU Faculty Senate is the centerpiece of shared governance. The elected WU Faculty Senators serve as the voice of WU's general faculty. The Faculty Senate and the various standing committees on which the faculty serve are the primary conduit for the essential joint effort of faculty and administration in the long-standing shared governance of Westcliff University. The chief academic officer and the Faculty Senate President facilitate communication between faculty and academic leadership, enabling continued and effective faculty participation in all aspects of the university community.

### **What are the responsibilities of Faculty Senators to their units and to the university?**

Because the legislative powers of the general faculty are delegated to the Faculty Senate, and Senators are the elected representatives of their academic units to this legislative body, Senators (officers and committee chairs and representatives) are responsible for communicating with faculty in their respective colleges about all actions, pending and completed, of the Faculty Senate. Best practices for the Senator-college communications include reviewing the Faculty Senate agenda and meeting minutes with actions, sharing announcements, and serving as a liaison between faculty and Faculty Senate.

### **Who determines the schedule of meetings for the Faculty Senate and its committees?**

Four regular meetings of the Faculty Senate are held annually in the months of January, April, July, and October. The Faculty Senate President announces the exact day and time of the meetings one year in advance. Meeting attendees include Faculty Senate officers and Faculty Senate committee members. In an exceptional situation in which the regular procedures for scheduling a meeting are clearly inadequate and would cause undue delay, the Faculty Senate President has the right to call a special session. A notice stating the purpose of any special session shall be distributed to the members of the Faculty Senate and the general faculty at least twenty-four hours prior to the meeting.

### **How does the Faculty Senate communicate with the faculty at large?**

While not an invitation to attend, the general faculty is informed of the time, place, and agenda of all meetings held by the Faculty Senate. Each member of the general faculty receives a copy of the agenda

via email for each meeting of the Faculty Senate at least one week before the date of the meeting. In addition, all Faculty Senate meeting agendas and minutes are posted online on the [Faculty Senate Webpage](#).

### **Who sets the meeting agenda?**

The Faculty Senate shall be free to establish its own agenda, though it is the responsibility of the Executive Committee to curate them. The president has the discretion to make last minute adjustments to the agenda regarding urgent matters.

### **What are the duties of the Faculty Senate Officers? How long do they serve?**

All faculty officers are elected for two year terms, with the ability for re-election once. The Faculty Senate President shall preside at all regular and special Faculty Senate meetings. He or she is empowered to call special meetings when deemed necessary. The president is an ex-officio member of all academic committees and various administrative committees. The president may delegate to the vice president, or an appointed representative, his or her seat on any of the academic or various administrative committees. They shall appoint persons to fill unexpired terms on standing committees. The Executive Committee distributes Faculty Senate meeting agendas and any relevant corresponding documents no later than seven days prior to a meeting.

The president is responsible for representing the faculty at Board of Trustee meetings. For the length of their term as president, the Faculty Senate President will serve as described in the bylaws.

The vice president shall perform all of the duties of the president in either the absence or incapacity of the president. The vice president of the Faculty Senate shall serve, at the request of the president, as the president's representative on standing committee meetings. The vice president shall succeed to the office of president in the event that office should become vacant during the term of the incumbent.

The secretary shall keep accurate minutes of all regular and special meetings, ensure distribution of copies of the minutes within seven days after a held meeting to all members of the general faculty, keep accurate record of membership and attendance of the Faculty Senate, inform president should a seat become vacant, and serve, at the request of the president, as the president's representative at standing committee meetings, as well as perform such other appropriate duties as directed by the Faculty Senate President.

### **How are speaking rights granted?**

Members of all committees reporting to the Faculty Senate are automatically granted speaking privileges at regular and special meetings. Visitors may not participate in Faculty Senate discussions or business except by advance invitation of the Faculty Senate. Such an invitation will be announced to the Senators prior to the meeting. Those wishing to address an issue and speak to the Faculty Senate should contact the president via email at least 14 days prior to the meeting and make an official request.

### **Who can ask questions during the question period in Faculty Senate meetings? To whom can questions be addressed?**



Faculty senators and ex-officio members may ask questions during the question period. Questions may be addressed to anyone who has given a report to the Faculty Senate, Faculty Senate officers, ex-officio members (including administrators) in attendance, or individuals who have been granted speaking privileges.

#### **How does a senator make a motion?**

1. A Senator asks for the floor by using the Zoom video conference *Chat* feature or by clicking the *Raise Hand* feature.
2. The president will recognize the senator by name.
3. After receiving formal recognition, the member is then said to “have the floor.”
4. Once recognized, the senator states their name and academic unit.
5. Addressing the president, the senator introduces a motion in the form of “I move that…” followed by the statement of the motion.
6. Another member seconds the motion. Without recognition from the presiding official, a member may say, “I second the motion.” If the motion is not seconded, it “dies for lack of a second.”

#### **How do I submit an item to a standing committee that may require a full Faculty Senate vote?**

Each item that requires a full Faculty Senate vote must be emailed directly to the corresponding committee chair, with the Faculty Senate President in copy. The standing committee is allotted seven days to make a recommendation which they will then forward on to the Faculty Senate President with the request for a full Faculty Senate vote. Upon receipt from the president, the item will be set for a vote at the next regularly scheduled Faculty Senate meeting. If the item must be voted upon prior to the next scheduled meeting, the president will email the item to the full Faculty Senate for review and electronic vote (for additional information on email voting procedures see Article V, Section 7).