



- 1.3.3. The new senator orientation session will introduce new senators to the structure, functions, duties, and procedures of the faculty senate and its committees. Copies of the senate constitution and by-laws will be made available to new senators at this session.

#### Section 4. Duties of Senators

- 1.4.1. To attend and participate in Faculty Senate meetings on a regular basis.
- 1.4.2. To represent the Senator's academic unit and the broader interests of the faculty at large.
- 1.4.3. To notify the Faculty Senate Secretary prior to a Faculty Senate meeting if the Senator is unable to attend.
- 1.4.4. To participate actively in their academic unit caucus.
- 1.4.5. To participate actively in at least one Faculty Senate standing committee.
- 1.4.6. To participate actively as appointed representatives of the Faculty Senate on university committees.
- 1.4.7. To coordinate with their academic unit to avoid scheduling conflicts with Faculty Senate meetings.
- 1.4.8. To serve on *ad hoc* committees, and participate in other Faculty Senate activities as needed.

#### Section 5. Vacancies

- 1.5.1. Openings for a Faculty Senate seat resulting from a Faculty Senator resigning from the Senate, leaving the University, or being recalled, shall be filled as quickly as possible by a special election within the appropriate academic unit. The Faculty Senator elected by special election shall complete the remainder of the departing Faculty Senator's term.
- 1.5.2. Faculty Senators can be recalled by a petition signed by a majority of the eligible faculty members of the academic unit they represent or by a vote approved by a simple majority of the Faculty Senate.

#### Section 6. Electoral Terms

- 1.6.1. A Faculty Senator may be elected for up to two consecutive terms.
- 1.6.2. Faculty Senators serving two consecutive terms must wait a period of one year before serving additional term(s) on the Senate.

- 1.6.3. A Faculty Senator who has by special election filled a vacated seat for not more than one year shall at that the end of that term be eligible to serve two further three-year consecutive terms.

## BYLAW 2. OFFICERS

### Section 1. Election and Terms

- 2.1.1. Nomination of candidates for senate offices can be submitted to Senate officers prior to the first general senate meeting of the year and can also be made from the floor during the first general senate meeting for that electoral year. The current Vice-President shall automatically be nominated for President at the end of their term in office. Candidates for officer positions will be elected by ballot with winners being decided on the basis of a simple plurality of Faculty Senators voting. The ballot will be secret in the event of multiple candidates for an office.
- 2.1.2. Officers will serve a one-year term and can be reelected.
- 2.1.3. A vacancy in the office of President shall be filled by the Vice President. In the event the Past President position becomes vacant, the latest active Past President available and willing to serve shall assume the position. Other vacancies shall be filled for the unexpired term by appointment by the Executive Committee.

### Section 2. Officer Duties

- 2.2.1. President: The President shall be responsible for the operation of the Faculty Senate and other duties, including: (1) preside at all meetings; (2) plan the agenda for General Senate meetings; (3) when warranted, call special meetings of the Senate; (4) when invited, attend other meetings related to the work of the Faculty Senate; (5) oversee the preparation and Senate adoption of a statement reviewing the academic program of the University and other concerns of the faculty and making appropriate recommendations (Constitution Article II. Section 2.4). The President or designated representative will serve as a voting member of all major academic councils and committees with an impact university-wide, including, but not limited to, committees whose work involves planning, budgetary matters, curriculum, policy and development.
- 2.2.2. Vice President: The Vice President shall act for the President in the President's absence and assist the President in carrying out the business of the Senate. The Vice President is also responsible for: (1) New Senator Orientation (Bylaw 1. Section 3.2), and (2) arranging a special meeting between the Executive Committee and Administrators in May The Vice-President will also ensure that there is a current Faculty Senate representative on all major academic councils and committees, and *ad hoc* search or screening committees appointed to assist the University President and other officers or administrators of the University in the selection of administrators whose authority and responsibility have an impact on academic programs university-wide.

- 2.2.3. Secretary: The Secretary shall assist the President in the operation and reporting of the Faculty Senate and other duties, including: (1) assist the President in the construction and distribution of an agenda; (2) issue calls for all meetings; (3) receive reports, motions, or resolutions to be presented at General Senate meetings; (4) record and maintain accurate minutes of all meetings including attendance; (5) conduct necessary correspondence; (6) keep and distribute an accurate list of the membership of the Senate; (7) provide updates and current documents (i.e. agenda, minutes, etc.) for posting on the Faculty Senate website; (8) determine membership of Standing Committees; (9) determine the number of eligible faculty for establishing the appropriate Faculty Senate representation (Bylaw 1. Section 1.2) and notify the Caucus Leader in each academic unit of the number of openings that need to be filled for the upcoming year (Bylaw 1. Section 2.1); (10) perform other duties as may be appropriate, including maintaining the archives of the Senate.
- 2.2.4. Immediate Past-President: At the end of her/his term(s), a President will serve for one year as Past-President. The Past-President will serve as senior advisor to the current president. If the senate term of the Past President expires, they will serve as an ex-officio, non-voting member of the Senate.

## BYLAW 3. COMMITTEES AND CAUCUSES

### Section 1. Committee Structure

- 3.1.1. The Faculty Senate shall establish Standing, *ad hoc*, and Advisory committees that represent faculty interests. Standing Committees will consist of, to the extent possible, Faculty Senators from all Colleges, Schools and Libraries. Standing committees will include, but are not limited to: (1) University Policies and Faculty Handbook Committee; (2) Faculty Salaries and Benefits Committee; (3) University Planning and Development Committee; (4) Learning, Teaching, and Technology Committee; (5) Environmental Quality and Sustainability Committee; (6) Academic Development and Mentoring Committee; (7) Research and Creative Activities, and (8) Diversity, Equity, and Inclusion (DEI)
- 3.1.2. Chairs of Standing Committees will be appointed as voting members of the complementary University Committees. For example:
- The Chair of the University Policies and Faculty Handbook Committee will serve on the University Academic Policies Committee.
  - The Chair of the Faculty Salaries and Benefits Committee will serve on the University Fringe Benefits Committee.
  - The Chair of the University Planning and Development Committee will serve on the University Space Committee and on the University Long Range Planning Committee.
  - The Chair of the Teaching, Learning, and Technology Committee will serve on the University Teaching and Learning Committee and the University Academic Computing Committee.

The Chair of the Environmental Quality Committee will serve on the University

3.2.7. Evaluation Committee: This Committee shall assist in the development and implementation of evaluation procedures. It shall further represent the faculty in matters relating to promotion and tenure.

3.2.8. Research and Creative Activities Committee: This Committee shall support th







4.1.3. Under normal circumstances, general and special meetings of the Faculty Senate shall be open to observation by all faculty, staff, students, alumni, media representatives and general public. The Faculty Senate may make a majority vote to enter a closed Executive Session consisting of only elected Senators.

4.1.4. Non-Senators not on the agenda may address the Senate only on invitation by vote of the Senate or on invitation by the President of the Senate after an opportunity for the Senate to object and, in case there is objection, after approval of the invitation by the Senate.

4.1.5.

The Parliamentarian may be reappointed. If selected from outside the Senate membership, the Parliamentarian shall be an ex officio, non-voting member of the Senate.

#### BYLAW 6. ORDER OF BUSINESS AND AGENDA ITEMS

- 6.1 With the exception of the order of business stated below, meetings of the Senate shall be conducted according to the latest edition of *Roberts Rules of Order, Revised*.
- Call to Order by the President
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report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.

8.2 Chairs of Standing Committees shall provide written final reports at the end of the electoral year on their areas of responsibility. These reports will be orally summarized during the final General Senate meeting of the term. A copy of the report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.

8.3 At the request of the President, principal Senate representatives appointed to University Committees shall also provide written year-end reports.

8.4 The President will oversee the preparation and Senate adoption of a statement reviewing the academic program of the University and other concerns of the faculty and making appropriate recommendations (Constitution Article II, Section 2.4). This is intended as an assessment of the current state of the University from the special vantage point of the President. This statement will be presented at the January meeting with discussion and vote at the February meeting. Should the Senate fail to adopt this statement at the February meeting, a revised statement will be presented, discussed, and voted upon at the March meeting. Upon approval, this statement will be distributed to the general faculty, administration, and Board of Trustees, as well as posted to the Faculty Senate website.

8.5 The Caucus Leader shall make regular reports to the Faculty Senate and their constituents (Bylaw 3, Section 8.4).

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