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The University of Values



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FACULTY BYLAWS

INTRODUCTION

The *Faculty Bylaws* set forth the procedures through which the National University Faculty organize and participate in their governance and advisory roles within the University. The Faculty recognizes the ultimate responsibility and authority of the President and the Board of Trustees. The Board of Trustees, the administration, and the Faculty recognize the Faculty Senate as the primary Faculty governance body representing the Faculty in any and all matters pertaining to the Faculty. The Faculty Senate shall have the right and obligation to advise and substantively confer with the President, the Provost, Deans, and other administrative officials on matters affecting the status, responsibility, and welfare of the Faculty. In the event that a conflict should arise between the *Faculty Bylaws* and the *Faculty Policies*, the *Faculty Policies* will control.

ARTICLE 1 THE ORGANIZATION OF THE FACULTY

1.1 Definitions

Throughout these *Faculty Bylaws*, the following definitions apply:

- 1.1.1 The definitions provided in the *Faculty Policies* and the *Part-time Faculty Policies* shall be applicable throughout these *Faculty Bylaws* unless otherwise provided.
- 1.1.2 Academic Year: The period from July 1 through June 30.
- 1.1.3 Constituents: The Faculty within a specific School, whether in or outside of San Diego County, represented by a Faculty Senator.
- 1.1.4 Electorate: The electorate shall consist of the Full-time and Associate Faculty. To encourage interaction, the Provost and School Deans are ex officio non-voting members of the Faculty. The President shall be a voting member of the Faculty.
- 1.1.5 Just Cause: Fraudulent, negligent, or dishonest acts with reference to the Faculty Senate or gross abuse of authority or discretion in the discharge of official duties and responsibilities.
- 1.1.6 Official Action: An action taken by majority vote in accordance with the procedures in these *Bylaws*.
- 1.1.7 Quorum: A quorum, necessary for holding a Faculty Senate Meeting in which voting is permitted, is 50% of the voting Senators plus one.
- 1.1.8 Region: A geographical organization of Campuses and Learning Centers.
- 1.1.9 Voting: Voting in Senate meetings may be by voice, raising of hands, or private paper ballots, and voting options will be *In Favor*, *Opposed*, *Abstain*. An Alternate Senator may vote only when any Senator from his or her School is absent from the meeting room, or in the case of the Alternate Associate Senator, when any Associate Senator is absent

from the meeting room. Secret ballots will be used if one more more Senators request such for any measure.

ARTICLE 2 THE FACULTY SENATE

2.1 Preamble

The Faculty Senate is a deliberative and collaborative body, with responsibility for furthering and protecting academic freedom, shared academic governance, and faculty members' welfare. The constitution and the operational procedures of the Faculty Senate are described in Article 2 of the *Faculty Bylaws*. Its activities include, but are not limited to, conducting studies, researching and preparing reports, and making recommendations to the President, the Provost, Academic Deans, the Council of Chairs, the Graduate Council, the Undergraduate Council, and other university administrators on any and all matters pertaining to the work and well-being of the Faculty.

2.1.1 Duties and Responsibilities

- 2.1.1.1 The Faculty Senate especially concerns itself with, and is involved in, the processes by which major decisions about personnel, academic policy, and budgetary policies and procedures are made, with a view to obtaining and disseminating information about such academic personnel matters, decisions, and decision-making; ensuring academic quality; and protecting the interests of the Faculty. Faculty who accept their election to the Faculty Senate thus declare their individual commitment to work through it for the realization of these goals.
- 2.1.1.2 A quorum of the Faculty Senate shall have the authority to act for the Faculty on all matters within the scope of the Faculty when the action is approved by an affirmative vote of a majority of those members of the Faculty Senate who are present.
- 2.1.1.3 Any Official Action taken by the Faculty Senate shall be reported to the Faculty through the minutes of the Faculty Senate. Such minutes shall be published in accordance with the provisions in Article 7. Any Official Action of the Faculty Senate can be challenged in accordance with the procedures in Article 2.4.
- 2.1.1.4 The Faculty Senate may consider any and all policies and procedures with respect to the general welfare of the Faculty. It may review established policies, consider new policies and procedures, and study matters of concern to Faculty members. It may amend its own procedures as needed to promote the welfare of the Faculty. It may request sessions with any administrative official to meet and confer on issues regarding the general welfare of the Faculty.
- 2.1.1.5 The Faculty Senate shall collaborate with the administration and other Faculty Governance Bodies in the formulation of educational policies and procedures including admissions, curricula, and criteria for the granting of degrees.
- 2.1.1.6 The Faculty Senate shall collaborate with the administration in the formulation and revision of policies and procedures regarding Faculty work and welfare.

2.1.1.7 The Faculty Senate shall be responsible for the appointment or election of Faculty Senate committees. It shall establish procedures for its standing committees and establish procedures for the appointment of special committees.

2.1.1.8 The Faculty Senate may formulate recommendations and opinions on Faculty matters and shall report them to the Faculty, refer them to the appropriate committee, or meet with the administration concerning these recommendations and opinions.

2.1.1.9 The Faculty Senate shall establish such procedures as are necessary to govern and expedite its business. These policies and procedures shall be distributed to the Faculty in accordance with Article 7.

2.1.1.10 The committees of the Faculty Senate shall prepare and submit annual reports of their activities. The Faculty Senate shall disseminate such reports to the Faculty.

2.1.2 Senators

Senators will hold monthly meetings with their Constituents to disseminate information and to receive information from the Faculty. Any member of the Faculty Senate may be requested by the Chair to poll his or her constituents for their views on affairs. Senators shall inform the segment of the Full-time and Associate Faculty from which they were elected as to the content of Faculty Senate discussions and circulate any relevant documents to that Faculty for their review and comment. Senators should solicit the opinions of that segment of the Faculty upon matters before the Faculty Senate prior to voting. To the extent possible, Senators should represent the opinions and interests of their Constituents with their votes in the Faculty Senate.

2.1.3 Membership

2.1.3.1 Each School will elect one Senator for every 10 full-time faculty in that School, with a minimum of two Senators per School and a maximum of five Senators per School. Schools with 2-3 Senators must have at least one Senator from a San Diego County campus and one Senator from a regional campus outside San Diego County. Schools with 4-5 Senators must have at least two Senators from a San Diego County campus and two Senators from a regional campus outside San Diego County. Each School will also elect one Alternate Senator.

2.1.3.2 Associate Faculty as a group will elect one Senator for every 10 Associate faculty, with a minimum of two Senators and a maximum of five. At least one Associate Faculty Senator must be from a San Diego County campus and one from a regional campus. In addition, there should be no more than one Associate Senator from each School. The Associate Faculty will also elect one Alternate Senator.

2.1.3.3 Associate Faculty members cannot serve as officers of the Senate or as chairs of Senate Standing Committees.

2.1.4 Terms of Office

- 2.1.4.1 Each Senator shall be elected for a term of two (2) Academic Years.
- 2.1.4.2 A petition signed by twenty percent (20%) of a Senator's constituents can initiate a recall election. The petition will be sent to the Secretary of the Faculty Senate for verification and forwarding to the Committee on Nominations and Elections for recall election. A Senator may be recalled by a majority vote of the voting members of the Senator's constituents.
- 2.1.4.3 A Senator may be expelled by a two thirds (2/3) vote of the Faculty Senate for any infraction of its rules or conduct deemed inappropriate, for missing three consecutive meetings without the written approval of the Senate Chair, or for failing to meet with his or her constituents at least quarterly (electronic or telephonic meetings are acceptable).
- 2.1.4.4 In the event that any Senator resigns, is recalled, or is expelled as a member of the Faculty Senate, the Committee on Nominations and Elections shall conduct a special election to choose by majority vote a substitute Senator to serve the remainder of the Senator's term.

2.1.5 Faculty Senate Elections

- 2.1.5.1 Nominations for Senators shall be in accordance with procedures developed and published by the Faculty Senate. The Committee on Nominations and Elections will conduct the elections in each school.
- 2.1.5.2 In each School, Senators will be elected from a single list of nominated candidates. Full-time faculty in each School will vote for a number of nominees equal to the number of open seats allotted to that School. The nominees receiving the most votes will become Senators, provided that the balance of San Diego and regional representation required by 2.1.2.1 is maintained. If the nominees receiving the most votes do not include faculty from San Diego County and/or regional campuses as required by 2.1.2.1, the nominees receiving the most votes from those locations will be selected until that requirement is fulfilled. Once the Senators have been determined, the remaining nominee receiving the highest number of votes will become the Alternate Senator for that School.
- 2.1.5.3 Elections for Associate Senators will be conducted in the same manner as elections for Senators representing Schools. After the Associate Senators have been determined, the remaining nominee receiving the highest number of votes will become the Alternate Senator for the Associate faculty.
- 2.1.5.4 Senators shall be seated by July 1.
- 2.1.5.5 In the event that any voting member of the Full-time or Associate Faculty calls an election into question, the Committee on Faculty Rights and Welfare shall review the facts of the situation and report its findings to the Faculty Senate for appropriate action as the Faculty Senate may determine. No member of the school in question shall be involved in the review and fact finding.

- 2.1.5.6 The Faculty Senate can decide to hold elections at other times in exceptional circumstances in accordance with procedures developed and published by the Faculty Senate.

2.2 Officers of the Faculty Senate

Officers of the Faculty Senate consist of a Chair, a Vice Chair, and a Secretary. The Chair of the Faculty Senate shall be the official channel of communication between the Faculty and the administration on matters relating to the Senate. The officers are free to express their personal opinions on any matter on which they are consulted; but in representing the Faculty and the Faculty Senate, the officers may make only those recommendations on behalf of the Faculty and the Faculty Senate that are expressly authorized by the Senate. In meetings with administration, the Faculty Senate Chair shall be accompanied by at least one (1) of the Senate Officers. If none of the Senate Officers are available, the Senate Chair shall be accompanied by one (1) of the Senators.

2.2.1 The Chair

- 2.2.1.1 The Faculty Senate shall nominate a candidate or slate of candidates selected from the members of the Full-time Faculty to stand for election as the Chair of the Faculty Senate. Following guidelines established by the Committee on Nominations and Elections and approved by the Faculty Senate, the Faculty members at large will then elect a Chair by majority vote of those Faculty voting from the slate presented by the Faculty Senate. If there is only one (1) candidate, the candidate must still obtain a majority of the votes cast by the Full-time and Associate Faculty. The ballot for a one (1) candidate slate should read “Yes” or “No.” If the candidate receives less than a majority vote, then a new slate must be prepared by the Faculty Senate and a new election held. The Chair shall serve for two (2) Academic Years and will also serve as the representative to the Board of Trustees. The Chair of the Faculty Senate shall serve as an at-large representative of the Faculty.
- 2.2.1.2 The Chair shall provide leadership in representing the interests of the Faculty.
- 2.2.1.3 The Chair shall serve as the spokesperson for the Faculty and Faculty Senate.
- 2.2.1.4 As the Faculty representative to the Board of Trustees, the Chair shall attend any regularly scheduled Board of Trustees meetings and share faculty concerns as directed by the Faculty Senate.
- 2.2.1.5 The Chair shall nominate a Parliamentarian to serve the Faculty Senate subject to confirmation by the Faculty Senate.
- 2.2.1.6 The Chair shall nominate a Senate Archivist to serve the Faculty Senate subject to confirmation by the Faculty Senate.
- 2.2.1.7 The Chair of the Faculty Senate may vote only when the vote is taken by secret ballot or to break a tie.

2.2.2 The Vice Chair

2.2.2.1 The Faculty Senate shall annually elect a Vice-Chair from its membership to serve for one (1) Academic Year.

2.2.2.2 The Vice-Chair of the Faculty Senate shall assume the duties and responsibilities of the Chair of the Faculty Senate in the event that the Chair is unable to fulfill the duties and responsibilities of the office until an election can be held to replace the Chair.

2.2.2.3 If the Chair is unable to attend any regularly scheduled Board of Trustees meetings, the Vice-Chair or Secretary will attend the meeting on the Chair's behalf.

2.2.3 The Secretary

2.2.3.1 The Faculty Senate shall annually elect a Secretary from its membership, who shall serve in that capacity for one (1) Academic Year on the Faculty Senate.

2.2.3.2 At the direction of the Chair and in accordance with the procedures in Article 7, the Secretary shall (1) keep roll and notify the Chair when a seat on the Faculty Senate has become vacant; (2) maintain a complete record of Faculty Senate and Faculty meetings and prepare Senate and Faculty minutes; (3) supervise the distribution of copies of Faculty Senate resolutions and minutes to all Faculty in a timely manner; and (4) keep a record of all Faculty Senate committees and their memberships.

2.2.3.3 The Secretary shall advise and instruct each school and Region as to the time and details of upcoming elections.

2.2.4 Senate Archivist

The primary duties of the Archivist are to maintain a paper archive and a publicly available electronic archive of all Faculty Senate minutes and a separate paper archive and publicly available electronic archive of the full text of all motions passed by the Faculty Senate or the Faculty.

2.2.5 Recorder

The Chair of the Senate may nominate a Recorder to assist the Secretary in recording Faculty Senate and Faculty meetings and in composing the minutes of those meetings. The appointment of the Recorder is subject to confirmation by the Faculty Senate.

2.2.4 Replacement of Officers

Except as provided in Article 2.2.2.2, if the Chair of the Faculty Senate is for any reason unable to serve the full term for which the Chair was elected or is recalled pursuant to Article 2.2.7, the Faculty Senate shall call for an election to fill the vacancy. If there are less than six (6) months remaining in the Chair's term, the Vice-Chair will serve as the Chair until the end of the current term. A new Vice-Chair shall be elected by Faculty Senate. If there are more than six (6) months remaining in the term, the Faculty Senate shall nominate from its members a single or slate of candidates who shall then be put forth to the Faculty at large. Following the guidelines established by the Committee on

Nominations and Elections, the Chair shall be selected by majority vote of those Faculty voting. In the event that a similar situation should occur with the Vice-Chair or Secretary, the remaining Senators shall elect a replacement officer from the Faculty Senate who shall serve in such office until the end of the current Academic Year.

2.2.5 Recall of Faculty Senate Chair

2.2.5.1 A two-thirds (2/3) vote of the Faculty Senate or a petition signed by twenty percent (20%) of the Full-time Faculty can initiate a recall election. The petition will be sent to the Secretary of the Faculty Senate for verification and forwarding to the Committee on Nominations and Elections for the recall election. The Chair shall be subject to recall after two (2) or more consecutive unexcused absences, or for other Just Cause as defined in Article 1.1.5. A recall election shall be conducted by ballot sent by U.S. mail within ten (10) Days of verification to all voting members of the Full-time Faculty. If a majority of the Faculty returning ballots vote to recall the Chair, the Chair shall be removed from office.

2.2.5.2 As an alternative to recall of the Chair of the Faculty Senate, the Faculty Senate may conduct a vote for or against “No Confidence.” If a majority of the Faculty Senate pursuant to Article 2.3.1 vote “No Confidence,” then having lost the confidence of Faculty Senate membership, the Chair shall decide whether or not the Chair can be effective in the role of Chair, and accordingly, whether the Faculty would be best served by the Chair’s resignation.

2.3 Procedures of the Faculty Senate

2.3.1 Simple Majority Vote

All Official Actions of the Faculty Senate shall be by a simple majority vote when a quorum is present except where otherwise stated in the *Faculty Bylaws*.

2.3.2 Meetings

2.3.2.1 The meetings of the Faculty Senate will be guided, in general, by *Robert’s Rules of Order*.

2.3.2.2 The Faculty Senate shall meet regularly no less than ten (10) times per Academic Year. Some of the ten (10) meetings may be held at locations outside of San Diego. Special meetings may be called by the Chair or when so requested by at least three (3) of the Senators, provided that a quorum can be assembled. The Faculty Senate shall keep a record of its proceedings, which shall be accessible to the Faculty. The record shall include the names of the Senators who were present and absent. Such records shall be published in accordance with the provisions in Article 7.

2.3.2.2 The dates for regularly scheduled meetings of the Faculty Senate shall be published annually and monthly in the minutes of the Faculty Senate meetings.

2.3.2.3 Any Faculty member wishing to place an item on the agenda may do so by contacting the Chair of the Faculty Senate and making a request at least seven (7)

days prior to the meeting of the Faculty Senate. The Faculty shall have seven (7) days advance notice of the agenda in accordance with the provisions in Article 7.

2.3.2.4 While the agenda for the meeting shall be the order of business conducted by the Faculty Senate, it shall not preclude new agenda items from being made from the floor of the Faculty Senate prior to the approval of the agenda. Such matters may be added to the agenda by a majority vote of those voting Senators present. Matters that are proposed to be added to the agenda after it has been approved require a two-thirds (2/3) majority of those voting Senators present. While discussions can be held on these items, no voting will occur on any New Business unless it meets the criteria of 2.3.2.5.

2.3.2.5 The Faculty Senate may hear matters of urgency that cannot reasonably be deferred until the next meeting of the Faculty Senate. Matters are determined to be urgent by a two-thirds (2/3) vote of those voting Senators present. Motions brought from the floor that are determined to be urgent must pass by a two-thirds (2/3) vote of those voting Senators present.

2.3.2.6 Any member of the Faculty or other employees or agent of the University may observe any meeting of the Faculty Senate. Executive sessions of the Faculty Senate are open only to Senators and Alternate Senators.

2.3.2.7 Subject to prior approval by the Chair, any member of the Faculty or other visitor may speak to a particular agenda item subject to Faculty Senate procedures in Article 4.1.4; however, only Senators can vote.

2.3.3 Executive Session

The Faculty Senate shall have the right, upon a motion made and passed by a two-thirds (2/3) majority vote of the voting Senators present at a regular Faculty Senate meeting, to meet in a closed Executive Session. The Faculty Senate Chair may, by a majority vote of the voting Senators, include any guest whose participation or information is critical to the issue being discussed. The Chair may also call an Executive Session as needed.

2.4 Challenge of Faculty Senate Official Actions

2.4.1 Challenges

2.4.1.1 The members of the Faculty may challenge Official Actions of the Faculty Senate. The following procedures for a challenge shall apply:

2.4.1.1.1 Official Actions of the Faculty Senate may be challenged within a period of twenty (20) Days from the publication as provided in Article 7 of the minutes of the meeting at which such Official Action was taken.

2.4.1.1.2 Challenge of any Official Action of the Faculty Senate within the twenty (20) day period shall suspend implementation of the challenged Official Action before a special meeting of the Faculty for its consideration in person or through teleconference. Any member of the Faculty may attend such special meeting.

2.4.2 Notices

2.4.2.1 Within twenty (20) days from the publication of the minutes of the meeting at which the Official Action was taken, petitioner shall inform the Secretary of the Faculty Senate of petitioner's intent to challenge the Official Action in writing. A challenge petition must have the signatures of at least ten percent (10%) of the voting members of the Faculty. The Secretary shall inform the petitioner as to the number of voting members of the Faculty and the corresponding number of signatures that will be required to file the challenge petition. The Secretary will also advise the petitioner of the twenty- (20) day deadline to submit petitions to challenge the Official Action in Article 2.4.1.

2.4.2.2 After the Secretary has received a properly submitted petition, the Secretary shall inform the Chair of the Official Action being challenged. The Chair shall then call a special meeting of the Faculty to consider the petition. This special meeting shall be held within one month of the petition and notice of the meeting shall be published seven (7) Days prior to such meeting in accordance with the procedures in Article 7. The only business of this special meeting shall be the petition and related matters.

2.5 Bylaws

Subject to the Preamble in the *Faculty Policies*, the Faculty Senate shall be responsible for interpreting its own policies and procedures. The *Faculty Bylaws* and any amendments thereto are subject to the approval of the Faculty, the President, and the Board of Trustees.

ARTICLE 3 COMMITTEES OF THE SENATE

3.1 Membership and Terms

3.1.1 To conduct its business effectively, the Faculty Senate shall establish the standing committees in Article 3.3. These committees shall be coordinated by the Faculty Senate. A quorum for meetings of these committees shall be a majority of the members of each committee. Pursuant to Article 2.2.6.8, these committees shall be subject to the policies and procedures promulgated by the Faculty Senate.

3.1.2 The Faculty Senate shall elect at least one (1) Senator to serve on each standing committee. This Senator will serve as the Chair of the committee and will be responsible for convening the meetings, providing meeting reports to the Faculty Senate, and preparing a written end-of-the-year report on its work.

3.1.3 Standing committee members and their Chairs shall serve a one- (1) year term based upon the Academic Year. No member shall serve more than three (3) consecutive terms of office on the same standing committee.

3.1.4 When making appointments to standing committees, the Faculty Senate shall make an effort to balance the membership of each standing committee geographically and by all

schools. To this end, generally no Faculty member may serve on more than one (1) Faculty Senate standing committee in the same Academic Year.

- 3.1.5 Standing committee members may be removed by a majority vote of the voting members of the standing committee and approval of the Senate. Reasons for such removal may include non-participation or non-attendance at committee meetings.

3.2 Committee Reports and Minutes

3.2.1 Reports

After each of its meetings, the standing committee shall make a written report of its activities to the Faculty Senate. Special reports may be made to the Faculty Senate at the initiative of a standing committee or at the request of one of the officers of the Faculty Senate. Reports shall be made in written form.

3.2.2 Minutes

Minutes of the standing committee meetings shall be filed with the Secretary of the Faculty Senate by the standing committee Chair following each meeting.

3.3 Standing Committees of the Senate

The Faculty Senate shall maintain the following standing committees:

3.3.1 Committee on Academic Budgeting and Planning

3.3.1.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.1.2 Duties and Responsibilities

3.3.1.2.1 This committee shall have access to those documents and to financial records that are reasonably necessary to achieve its objectives.

3.3.1.2.2 The administration will have substantive discussions with this committee on the development of the University budget.

3.3.1.2.3 This committee shall make reports to the Faculty Senate and to appropriate administrative officers concerning the allocation of the resources among various existing and proposed programs.

3.3.1.2.4 This committee shall serve as an advisory body to the President and administration on matters of Faculty welfare, employment, compensation, and professional development.

- 3.3.1.2.5 This committee shall engage in substantive discussions with the administration on all matters of compensation, including, without limitation, the annual scale adjustments, budget requests, travel policies and reimbursements, per diem expenses, and changes in the benefits package.
- 3.3.1.2.6 This committee shall review the Faculty benefits package periodically, but at least annually, to ensure its continued suitability.
- 3.3.1.2.7 The committee will annually review the mileage stipend and per diem allowance for Faculty. It will make a recommendation to the Faculty Senate on its findings. The Chair of this committee will meet with the administration at the direction of the Faculty Senate when appropriate to negotiate the stipend and per diem allotments.

3.3.2 Committee on Academic Personnel

3.3.2.1 Membership

- 3.3.2.1.1 The Faculty Senate will elect a member of the Faculty Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.
- 3.3.2.1.2 Notwithstanding the provisions of Article 3.3.2.1.1, at least two (2) of the committee members must be at the rank of Professor or Associate Professor.

3.3.2.2 Duties and Responsibilities

- 3.3.2.2.1 This committee shall monitor the fair and impartial evaluation of Faculty through its review of all recommendations regarding Faculty promotion, reappointment, and merit pay increases made by School Personnel Committees, Department Chairs, School Deans, the Provost, and the University Faculty Personnel Committee, and the Official Actions made by the President regarding Faculty promotion, reappointment, and merit pay increases. The Committee shall report any problems or complaints regarding these processes to the Faculty Senate.
- 3.3.2.2.2 This committee shall promote, organize, and sponsor Faculty development programs and events.
- 3.3.2.2.3 This committee shall provide an annual written summative report to the Faculty Senate on its activities, and of any problems or issues raised in the reappointment, promotion, or merit processes.

- 3.3.2.2.4 This committee shall confer with the Provost and Vice President for Academic Affairs regarding requests for sabbatical leave before final recommendations are forwarded to the President. The Provost will inform the Chair of the Committee on Academic Personnel when a request for sabbatical leave is received and arrange for a time that is mutually agreed upon to meet and discuss the requested sabbatical.
- 3.3.2.2.5 The committee shall consider and report on matters concerned with the welfare of the Faculty, such as conditions of employment, and facilities for teaching, research, and faculty offices.
- 3.3.2.2.6 This committee shall review the form and substance of the Faculty contracts to ensure fairness and impartiality.

3.3.3 Committee on Academic Policy and Planning

3.3.3.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.3.2 Duties and Responsibilities

- 3.3.3.2.1 This committee shall monitor and review on its own initiative, or at the initiative of the Faculty Senate, any University policy, whether in writing or in practice, that materially affects the primary work of the Faculty (*i.e.*, teaching, scholarship, service) with special regard to what the policy is, how or where it was originated, and the manner of its implementation.
- 3.3.3.2.2 This committee shall consider and make recommendations to the Faculty Senate concerning issues of academic philosophy, standards, and conduct that are written or in practice.
- 3.3.3.2.3 This committee shall inform the Faculty Senate concerning the disposition of requests or recommendations regarding University policy that have been directed to the University administration by the Faculty Senate. The Faculty Senate will advise this committee of any recommendations regarding University policy it has made to the administration.
- 3.3.3.2.4 This committee shall be charged with the responsibility of upholding the *Faculty Policies* and *Faculty Bylaws* to report all violation to the Faculty Senate.
- 3.3.3.2.5 This committee shall be charged with the responsibility of monitoring and reviewing the educational technology policies and procedures

developed by the University, whether in written form or in practice.
This committee shall report its findings to the Faculty Senate.

3.3.4 Committee on Faculty Governance and Bylaws

3.3.4.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.4.2 Duties and Responsibilities

3.3.4.2.1 This committee shall continuously review the *Faculty Bylaws*, *Faculty Policies*, *Part-Time Faculty Policies*, and other documents related to faculty governance and recommend to the Faculty Senate such changes as deemed desirable.

3.3.4.2.2 This committee shall review the *Faculty Bylaws*, *Faculty Policies*, and the *Part-time Faculty Policies* to ensure that the integrity and spirit of language are maintained.

3.3.5 Committee on Nominations and Elections

3.3.5.1 Membership

Membership for this committee shall be comprised of two (2) elected representatives from each school, one (1) representative from Faculty Senate elected by majority vote, and one (1) representative appointed by the Office of the Provost. The representatives from each School will be elected by the School rather than appointed by the Faculty Senate. If a School fails to elect at least one representative, the Senate will invite a Faculty member from that School to serve for a one-year term. An elected representative will be sought for the next available election. The Chair of the committee will be elected by this committee by July 30 of each year. The committee will give regular reports and be accountable to the Faculty Senate. The reports will be given by the Chair of the committee even if the Chair is not a member of the Faculty Senate.

3.3.5.2 Terms and Length of Service

Each member of the committee will serve a two (2) year term. A committee member may serve no more than two (2) consecutive terms. Terms will be staggered in order to insure the continuity and consistent application of standards.

3.3.5.3 Duties and Responsibilities

3.3.5.3.1 This committee will work to insure a fair, accurate and timely nomination and election process. This committee is responsible for the

following: (1) identifying open positions; (2) sending out a call for nominations; (3) determining eligibility of voters and nominees; (4) preparing ballots; (5) sending out the ballots; (6) receiving ballots; (7) counting the votes; (8) verification and validation of the process; (9) announcing results; and (10) storing ballots for an audit trail. Administrative support for this committee and the Chair of the committee in preparing, reproducing, mailing, receiving, and counting ballots will be forthcoming from the Provost's office.

3.3.5.3.2 The committee will also keep track of the membership of each elected committee including election date, length of term, and number of terms of each committee member.

3.3.5.3.3 Although members are elected directly by the Faculty rather than appointed by the Faculty Senate, this committee will operate in all other respects as a standing committee of the Faculty Senate and subject to direction by the Faculty Senate. Should the committee encounter questions regarding the interpretation of the *Faculty Policies, Bylaws*, or other policy documents during the conduct of its duties and responsibilities, it should request clarification of those policies from the full Faculty Senate.

3.3.5.3.4 This committee will review on an annual basis the nominating and balloting procedures and recommend any changes to the Faculty Senate by June 1.

3.3.6 Committee on Faculty Rights and Welfare

3.3.6.1 Membership

The Faculty Senate will elect a member of the Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4 and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.6.2 Duties and Responsibilities

3.3.6.2.1 Any Full-time or Associate Faculty member may request a review of processes related to Faculty welfare. Upon the approval of the request by the majority of Faculty Senate, the Review and Grievance Committee will review the process and report their recommendations to the Faculty Senate.

3.3.6.2.2 This committee shall participate in the selection of review panel members as provided in Article 11 in the 2009 *Faculty Policies on Faculty Grievances*.

3.3.6.2.3 This committee shall serve as the committee to review all elections. This committee shall commence its review by the request of one (1) or more Full-time or Associate Faculty members. This committee,

upon the request by the majority of Faculty Senate, will review any alleged election irregularities or grievances.

3.3.6.2.3 This committee, upon the request by the majority of Faculty Senate, will review any elections for vacancies.

3.3.7 Committee on Faculty Development Plans and Policies

3.3.7.1 Membership

The Faculty Senate will elect a member of the Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.7.2 Duties and Responsibilities

3.3.7.2.1 This committee shall advise the Faculty Senate on matters of policy concerning Faculty Development Plans and on matters affecting the educational environment in which Faculty work.

3.3.7.2.2 This committee shall develop guidelines for proposals for Faculty development and development funding.

3.3.7.2.3 This committee shall provide a written report to the Provost on the disbursement of Faculty development funds.

3.3.8 Committee on Research and Scholarship

3.3.8.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee. A minimum of two (2) members should be at the rank of Professor or Associate Professor.

3.3.8.2 Duties and Responsibilities

3.3.8.2.1 This committee shall advise the Faculty on scholarly activities including research, writing, presentations, publications, and media development.

3.3.8.2.2 This committee shall conduct assessment regarding the research and scholarship activities provided by the Faculty Senate.

3.3.9 Committee on Online and Educational Technology

3.3.9.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.9.2 Duties and Responsibilities

3.3.9.2.1 This committee shall review proposed new educational technologies before they are adopted or instituted, and will make recommendations to the Faculty Senate.

3.3.9.2.2 This committee shall review and make recommendations to the Faculty Senate regarding policies and procedures for teaching online, review and recommend policies and procedures regarding Faculty rights, ownership and compensation for development of online courses, and participate in discussions regarding online infrastructure.

3.3.9.2.3 This committee shall be charged with the responsibility of monitoring and reviewing the educational technology policies and procedures developed by the University, whether in written form or in practice. This committee shall report its findings to the Faculty Senate.

3.3.10 Regional Committee

3.3.10.1 Membership

The Faculty Senate will elect a member of the Senate to Chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.10.2 Duties and Responsibilities

This committee shall review regional issues and concerns and present recommendations to the Faculty Senate to help maintain consistency of resources and communication across the University.

3.3.11 Spring Symposium Committee

3.3.11.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty

Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.11.2 Duties and Responsibilities

3.3.11.2.1 This committee shall develop a plan for all activities scheduled to occur during the Spring Symposium and submit it to the Faculty Senate for approval. Once approved by the Faculty Senate, the committee will be responsible for the implementation of the plan.

3.3.11.2.2 This committee will propose dates for the following year's Spring Symposium in the January Faculty Senate meeting. These dates will be chosen so as not to conflict with graduation dates, scheduled University breaks or holidays, or the final week of classes. The dates will be approved by a vote of the Faculty Senate.

3.3.12 Committee on Academic Freedom and Responsibility

3.3.12.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.12.2 Duties and Responsibilities

3.3.12.2.1 This committee shall research issues and complaints related to the exercise of academic freedom at the University. It shall report the results of this research to the Faculty Senate.

3.3.12.2.2 This committee shall study and make recommendations to the Faculty Senate on rules, procedures or processes related to academic freedom at the University.

3.3.12.2.3 This committee shall conduct continuous and on-going research on the latest developments related to academic freedom in the American universities and generate timely and periodic reports for the Faculty Senate.

3.3.12.2.4 This Committee shall organize and conduct at least one annual lecture or panel discussion on a topic related to academic freedom of the faculty.

3.3.13 Committee on Shared Governance

3.3.13.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee.

3.3.13.2 Duties and Responsibilities

3.3.13.2.1 This Committee shall research issues and complaints related to the process and application of shared governance at the University. It shall report the results of this research to the Faculty Senate.

3.3.13.2.2 This Committee's Chair or Chair's designee shall participate on any university-wide assessment of shared governance, such as is recommended by the August 10, 2010 report of the President's Task-force on Shared Governance.

3.3.13.2.3 This Committee shall organize at least one annual lecture or panel discussion on a topic related to the exercise and application of shared governance at the University.

3.3.14 Committee on Part-time Faculty

3.3.14.1 Membership

The Faculty Senate will elect a member of the Faculty Senate to chair the committee. Based on the number of applications to serve on the committee, the Chair of the committee shall select members pursuant to 3.1.4, and the Faculty Senate will vote to confirm the committee members. Every effort will be made to confirm at least seven (7) and generally not more than nine (9) members of the Faculty to serve on the committee. A minimum of three (3) members should be Associate Faculty.

3.3.14.2 Duties and Responsibilities

3.3.14.2.1 This committee will research issues and complaints related to the work and welfare of Associate and adjunct faculty. It will report the results of such research to the Faculty Senate.

3.3.14.2.2 This committee will propose changes to written or other policies and procedures that affect part-time faculty.

3.3.14.2.3 This committee will conduct an annual survey of part-time faculty to solicit their input on issues related to the work and welfare of adjunct faculty.

3.4 Special Committees

- 3.4.1 The Faculty Senate shall also appoint such special committees as it deems advisable. The membership of such committees may include Senators, members of the Faculty, and such ex officio members as determined at the discretion of the Faculty Senate.
- 3.4.2 Except as otherwise provided, the procedures described in Article 3.1 shall be applicable to any special committee.

ARTICLE 4

FACULTY GOVERNANCE, MEETINGS, RECOGNITION OF FACULTY, AND ACADEMIC RESPONSIBILITIES

4.1 Faculty Meetings

4.1.1 Meetings

4.1.1.1 The Faculty shall meet at least twice per Academic Year. One (1) meeting shall be in the fall during the Fall Assembly and one (1) meeting shall be in the spring during the Faculty Senate Spring Symposium. In the event that the Fall Assembly or Spring Symposium are not held, the Faculty Senate will call for a University-wide meeting of the Faculty in the fall and spring of each Academic Year. The Secretary of the Faculty Senate will keep a record of the proceedings and attendance.

4.1.1.2 The dates for regularly scheduled meetings of the Faculty shall be published at least twenty-one (21) Days in advance in accordance with the procedures in Article 7.1.2.

4.1.1.3 All Official Actions of the Faculty shall be by majority vote of those voting by secret ballot, except where otherwise stated in these *Faculty Bylaws*.

4.1.1.4 The Chair of the Faculty Senate may call special meetings of the Faculty and Faculty Senate as needed. The Chair shall provide at least a seven- (7) Day advance notice to each Faculty member as provided in Article 7.2.2.

4.1.2 Quorum

A quorum for University-wide Faculty meetings shall consist of a majority of the entire Full-time and Associate faculty.

4.1.3 Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order* shall govern Faculty meetings in all cases to which they are applicable and in which they are not inconsistent with the *Faculty Bylaws* and special rules of order the Faculty may adopt.

4.1.4 Visitors

Except as otherwise provided in these *Faculty Bylaws*, any member of the Faculty may attend a University-wide meeting of the Faculty. Other visitors must confer with the Chair of the Faculty Senate before attending the meeting in question.

4.2 Faculty Elections

- 4.2.1 The Committee on Nominations and Elections conducts elections in accordance with the procedures established by the Committee on Nominations and Elections and approved by the Faculty Senate as referred to in Article 3.3.5.
- 4.2.2 Elections to the School Personnel Committees and University Faculty Personnel Committee will be conducted by the Committee on Nominations and Elections. Faculty in each school will elect the members of these committees by May 15 of each year in accordance with provisions in Articles 5.2.2 and 5.2.1.
- 4.2.3 Elections to the Faculty Senate, Graduate Council, and Undergraduate Council will be conducted by the Committee on Nominations and Elections. Faculty in each school will elect the members of these governing bodies by May 15 of each year in accordance with provisions in Articles 2.1.4, 5.1.2 and 5.1.3.
- 4.2.4 Special elections for the above governing bodies are conducted by the Committee on Nominations and Elections as the need arises.
- 4.2.5 Each school shall establish an Academic Affairs Committee to review and monitor the quality of its programs. In those schools in which members are elected to the committee, the election will be conducted by the Committee on Nominations and Elections.
- 4.2.6 The counting of ballots in any elections shall be open to visitors.

4.3 Department Chairs

- 4.3.1 Department Chairs in accordance with the *Faculty Policies*, are Full-time Faculty members with all the rights and responsibilities of other Full-time Faculty members, except as noted in Article 4.3.4.
- 4.3.2 Department Chairs are appointed by the School Dean in collaboration with the department Full-time Faculty.
- 4.3.3. The length of service for a Department Chair shall be three (3) years. Department Chairs may serve subsequent terms upon reappointment by the School Dean in collaboration with the department Full-time Faculty through a systematic review process.
- 4.3.4 Department Chairs are not eligible to serve on the Undergraduate or Graduate Councils, the School Personnel Committee, or the University Faculty Personnel Committee.

4.4 Creation/Disbanding of Schools and Departments

- 4.4.1 Whenever the creation or disbanding of a school is considered, the President and the Provost will engage in substantive discussion with the School Dean, the School's Faculty, the Faculty Senate, and the Undergraduate and Graduate Councils before making a recommendation to the Board of Trustees about the creation or disbandment of a school.

The Faculty shall be given no less than six (6) months notice of the time and place of such meetings. Faculty should report any concerns to the Faculty Senate.

- 4.4.2 Whenever the creation or disbanding of a department is considered, the President, the Provost, and the School Dean will engage in substantive discussion with the School Dean, the School's Faculty, the Faculty Senate, and the Undergraduate and Graduate Councils before making a recommendation to the Board of Trustees about the creation or disbandment of a department. The Faculty shall be given no less than three (3) months notice of the time and place of such meetings. Faculty should report any concerns to the Faculty Senate.

4.5 Recognition of Faculty Academic Work

- 4.5.1 Criteria for Dr. Jerry C. Lee Faculty Senate Outstanding Faculty Service Award

4.5.1.1 Any Faculty member may nominate a Faculty member for the Outstanding Service Award by April 1 of each Academic Year. The nominations will be sent to the Chair of the Faculty Senate.

be a Full-time or Associate faculty member.

4.5.1.2 The Faculty member must have held the position of Full-time or Associate faculty member at the University for four (4) years prior to the nomination.

4.5.1.3 A Faculty member must submit to the Faculty Senate upon nomination a written reflection concerning the Faculty member's service.

4.5.1.4 The Faculty Senate will select by secret ballot the final candidate for the Outstanding Service Award after reviewing the written reflections. The finalist's name will be sent to the President.

- 4.5.2 Criteria for the Distinguished Teaching Award

4.5.2.1 The Faculty member must have held position of Full-time or Associate faculty at the University for four (4) years prior to the nomination. A Faculty member may self-nominate or be nominated by a department or another Faculty member.

4.5.2.2 The Faculty member must submit upon nomination a written reflection concerning the Faculty member's teaching to the Chair of the University Faculty Personnel Committee by April 15.

4.5.2.3 The University Faculty Personnel Committee will select by secret ballot the final candidate for the Outstanding Teaching Award after reviewing the written reflections. The finalist's name will be sent to the President.

ARTICLE 5

FACULTY GOVERNANCE AND ADVISORY BODIES

5.1 Governance Bodies

The Faculty Senate, Graduate Council, and Undergraduate Council are the bodies that represent the Faculty in shared governance matters, as set forth in the *Faculty Policies*. Because they play a separate and distinct role in the curricular approval process, department Chairs may not serve on School Academic Affairs Committees, the Undergraduate Council, or the Graduate Council.

5.1.1 Faculty Senate (See Article 2)

5.1.2 Graduate Council

The Graduate Council is the representative body of the Graduate Faculty and graduate student body. Its purpose is to assure excellence and quality control of graduate education.

The duties and responsibilities of the Graduate Council are to

5.1.2.1 Develop graduate policies, and amendment/revisions to the *Graduate Policies*, for submission to the Graduate Faculty for approval.

5.1.2.2 Approve or reject proposals for graduate programs and courses presented through the academic review process.

5.1.2.3 Ensure the maintenance and improvement of academic quality of graduate education.

5.1.2.4 Participate in University-wide strategic planning processes with respect to graduate education.

5.1.2.5 Oversee graduate program review in collaboration with the Provost.

5.1.2.6 Respond to other graduate education concerns brought to the Graduate Council by members of the Graduate Faculty or the Faculty Senate.

5.1.2.7 Respond to special graduate education concerns that may be referred by the President or Provost.

5.1.2.8 Review and make recommendations for changes to the graduate section of the *General Catalog*.

5.1.2.9 The Graduate Council shall consist of two (2) Graduate Faculty representatives from each school or college, and one (1) Adjunct Faculty from the University at large, plus one (1) student representative. Each member will serve a two (2) year term and no more than two (2) consecutive terms. Terms will be staggered in order to insure continuity and consistent application of standards.

5.1.3 Undergraduate Council

The Undergraduate Council is the representative body of the Faculty charged with ensuring the excellence and academic quality of undergraduate education.

The duties and responsibilities of the Undergraduate Council are to

- 5.1.3.1 Develop undergraduate policies, and amendments/revisions to the *Undergraduate Policies*, for submission to the Faculty for approval;
- 5.1.3.2 Approve or reject proposals for undergraduate programs and courses presented through the academic review process;
- 5.1.3.3 Ensure the maintenance and improvement of the academic quality of undergraduate education;
- 5.1.3.4 Participate in University-wide strategic planning processes with respect to undergraduate education;
- 5.1.3.5 Oversee undergraduate program review in collaboration with the Provost's Representative;
- 5.1.3.6 Review and make recommendations for changes to the undergraduate section of the *General Catalog*.
- 5.1.3.7 The Undergraduate Council shall consist of two (2) Faculty representatives from each school and college plus one student representative. A new student representative will be selected each year. Undergraduate Council members will serve two (2) year terms and no more than two (2) consecutive terms. Terms will be staggered in order to insure continuity and consistent application of standards.

5.1.4 School Academic Affairs Committees

- 5.1.4.1 Each school shall establish an Academic Affairs Committee. Full-time Faculty and Associate Faculty are eligible to serve on the committee.
- 5.1.4.2 In those schools in which members are elected to the committee, the committee shall not exceed nine (9) members. Each member of the committee will serve a two (2) year term, and may not serve more than two (2) consecutive terms. Terms will be staggered in order to insure continuity and consistent application of standards.
- 5.1.4.3 The School Academic Affairs Committees review curriculum proposals, monitor the quality of school's programs, and make recommendations to the School Dean concerning academic and curricular policy.

5.2 Advisory Bodies

Because they play a separate and distinct role in the faculty evaluation processes, department Chairs may not serve on School Personnel Committees or the University Faculty Personnel Committee.

5.2.1 The University Faculty Personnel Committee

- 5.2.1.1 This committee shall be comprised of Faculty members at the rank of Professor, Clinical Professor, Associate Professor, or Clinical Associate Professor. The Faculty for each school will elect by secret ballot two (2) representatives following procedures established by the Committee on Nominations and Elections. Department Chairs shall not be members of the University Faculty Personnel Committee. A faculty member cannot serve on both the School Personnel Committee and the University Faculty Personnel Committee in the same year.
- 5.2.1.2 Each member of the committee will serve a two (2) year term. A faculty member may not serve consecutive terms on the Committee. Terms of School representatives to the University Faculty Personnel Committee will be staggered, so that one position is filled by a new member each year.
- 5.2.1.3 Each year the committee will elect from its members a Chair and a Vice Chair. In order that these positions be filled by the beginning of the academic year, the senior ranking faculty member on the newly elected Committee shall convene a meeting of the Committee prior to June 30 to elect the Chair and Vice Chair.
- 5.2.1.4 The University Faculty Personnel Committee will evaluate each Faculty member's dossier and the letters of recommendation from the Department Chair, School Personnel Committee and the School Dean in regards to teaching, scholarship, and service. The committee will issue a single recommendation letter for each Faculty member assessed, unless there is a minority opinion which will be noted in that letter.
- 5.2.1.5 In the event a member cannot serve out his or her term, a Faculty member holding the required rank shall be elected by the Faculty of the School following the procedures developed by the Committee on Nominations and Elections to fill the vacancy on the University Faculty Personnel Committee.
- 5.2.1.6 Faculty members serving on the University Faculty Personnel Committee whose dossiers are under review for reappointment and/or promotion must recuse themselves from any committee discussions or Official Actions on their own file.
- 5.2.1.7 Faculty members serving on the University Faculty Personnel Committee whose Department Chairs' dossiers are under review for reappointment and/or promotion must recuse themselves from Committee discussions or Official Actions on that file.

5.2.2 School Personnel Committees

- 5.2.2.1 Each school shall establish a School Personnel Committee that shall be elected by secret ballot before the end of each Academic Year following the procedures given by the Committee on Nominations and Elections. This committee shall be comprised of at least three (3) and no more than six (6) Faculty members with the rank of Associate Professor, Associate Clinical Professor, Professor, or Clinical Professor with a minimum of three (3) years of full-time faculty experience. If there are not sufficient faculty of appropriate rank in a School to fulfill the minimum requirement of three members, then Assistant Professors and Assistant Clinical Professors with a minimum of three (3) years of full-time faculty experience may be considered. The Faculty of each school will determine the size of the committee. Department Chairs shall not be members of the School Personnel Committee. A Faculty member may not serve on both the School Personnel Committee and the University Faculty Personnel Committee in the same year.
- 5.2.2.2 Elections to School Personnel Committees will be for a two (2) year term, effective on the first day of each academic year (July 1). A Faculty member may not serve consecutive terms on the School Personnel Committee. Terms on the School Personnel Committee will be staggered to provide continuity and consistent application of standards.
- 5.2.2.3 The members of the School Personnel Committee will select a Chair. The Chair will be responsible for calling the meetings and setting the agenda. The senior ranking professor shall convene the meetings until a chair has been elected. In order that this position be filled by the beginning of the academic year, the senior ranking faculty member on the newly elected Committee shall convene a meeting of the Committee prior to June 30 to elect the Chair.
- 5.2.2.4 The School Personnel Committee members will evaluate each Faculty member based on the dossier and the letters of recommendation from the Department Chair. The Committee will issue a single recommendation letter for each Faculty member. If there is a minority opinion, it will be noted in that letter.
- 5.2.2.5 Faculty members serving on the School Personnel Committee whose dossiers or letters are under review for reappointment, promotion, or merit pay increase must recuse themselves from any committee discussions or Official Actions on their own file.
- 5.2.3 Research Council
- 5.2.3.1 This committee consists of at least one (1) and no more than two (2) Faculty members from each school.
- 5.2.3.2 Each member of the committee will serve a two- (2) year term. A committee member may serve no more than two (2) consecutive terms. Terms will be staggered in order to insure continuity and consistent application of standards.
- 5.2.3.3 The mission of the Research Council is to provide leadership that enhances the University's distinction in research, scholarship, and creative activities. The Research Council, which reports to and advises the Provost, identifies needs of the Faculty and other researchers, analyzes services, policies and procedures that

affect research, and makes recommendations that will facilitate the research process and researcher productivity.

5.2.3.4 Members of the Research Council are appointed to represent their schools by their School Deans with the concurrence of the Provost. Members must be Faculty members who have an exemplary record in research, scholarship, or creative endeavor.

5.2.3.5 Each School Dean will appoint a Faculty committee to select by June 30 a piece of premier research, scholarship, or creative work which will be published or adapted for publication in the annual National University Faculty Scholar: A Directory of Faculty Research, Scholarship, and Creative Work. The authors, investigators, or creators of the works published will be considered to be the nominees for the annual Faculty Distinguished Scholarship Award. The Research Council shall review the work of the nominees and select one of them to represent the Faculty as the recipient of the annual Faculty Distinguished Scholarship Award which will be presented at the Fall Academic Assembly.

5.2.4 School Academic Assessment Committees

Comprised of representatives of a School or College, this committee coordinates the school level Assessment Program in support of the school's programs.

5.2.5 University Academic Assessment Committee

Comprised of representatives of the School Academic Assessment Committees, the Undergraduate Council and Graduate Council Assessment Committees, the Office of Institutional Research, and the Associate Provost, this committee coordinates the University Assessment Program in support of the Undergraduate and Graduate Assessment roles.

5.2.6 Council of Chairs

The Council of Chairs shall be comprised of the Department Chairs from all Schools and shall serve as a consultative body whose duties and responsibilities include studying matters related to academic programs and making recommendations to the President, Provost, the School Deans, the Faculty Senate, and the Graduate and Undergraduate Councils.

ARTICLE 6 AMENDMENTS, REVISIONS, AND MODIFICATIONS

6.1 Amendments to the *Faculty Policies* and *Faculty Bylaws* may be initiated by a majority vote of the Faculty Senate or by a written request signed by ten percent (10%) of the voting members of the Faculty. Proposed amendments shall be submitted to the Faculty in writing. The Committee on Nominations and Elections will conduct a secret ballot vote of the voting members of the Faculty on all proposed amendments. Voting will be conducted in person at University-wide assemblies or by mail. An amendment is adopted by an affirmative vote of a majority of the

eligible Faculty. The President and the Board of Trustees must approve all amendments to the *Faculty Bylaws* and *Faculty Policies*.

- 6.2** Members of the Faculty currently serving in a governance role who are affected by changes to the *Faculty Bylaws* shall be entitled to complete the terms to which they have been elected or appointed.

ARTICLE 7 PUBLICATIONS AND NOTICE PROCEDURES

7.1 Publications of Minutes and Notices

7.1.1 Faculty Senate

The minutes, notices, and agendas shall be e-mailed to all Full-time and Associate Faculty members' University e-mail addresses and posted to NU-FAST. Such electronic publication shall constitute notice to all Faculty of the business conducted by the Faculty Senate at its meeting.

7.1.2 Meetings of the Faculty

The minutes, notices, and agendas shall be e-mailed to all Full-time and Associate Faculty members' University e-mail addresses and posted to NU-FAST. Such an electronic publication shall constitute notice to all Faculty of the business conducted by the Faculty at its meetings.

7.1.3 Other Committees

The minutes, notices, agendas, and other documents that are required to be disbursed or published by the committees shall be e-mailed to the appropriate individuals' University e-mail addresses and posted to NU-FAST. Such electronic publication shall constitute notice to all Faculty of the business conducted by the committees at their meetings.

7.2 Alternative Notice Procedures

- 7.2.1** Notwithstanding the provision of Article 7.1, the Faculty Senate may utilize other means of publication of Faculty Senate business provided such other means are reasonably calculated to provide notice to Faculty of such business.



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