

# University Senate Bylaws

## Georgia College & State University

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## Article I. Purposes and Powers

I.Section1. Statutory. The purposes and powers of the University Senate are specified in Article IV of the Institutional Statutes and included here in italics and underlined for information

I.Section1.A. The University Senate is endowed with all the legislative powers and authority of the University Faculty and shall be the policy-making assembly at the Institution.

I.Section1.B. The University Senate shall have the responsibility for establishing committees, including any committees required to remain in compliance with policies of the Board of Regents, federal or state law, and accreditation or certification organizations that are needed for orderly and efficient governance.

I.Section1.C. The University Senate shall not adopt any regulations affecting curricula, or the internal affairs of an academic unit except insofar as such action may be necessary to protect the interests of the Institution as a whole, but it may make recommendations to the faculty of an academic unit concerning matters within their jurisdiction.

I.Section1.D. The University President shall have fifteen (15) calendar days to decide whether to accept or veto an action taken by the University Senate. Should the President veto the action(s), the President shall provide the University Senate a written statement of the reason(s) for the veto. The University Senate shall have the right to (a) accept the veto; (b) confer with the President to construct a compromise action; or (c) reject the veto requesting that the President reconsider. The decision of which action to take must be approved by a two-thirds (2/3) majority vote of the voting membership of the University Senate. If the University Senate or University President refuses to recede, and if agreement cannot be reached, the matter shall be referred to the Board of Regents through the Chancellor for review pursuant to the pertinent policies of the Board of Regents.

I.Section2. Additional. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, college, and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.

## **Article II. Membership, Election of University Senators and Meetings of the University Senate**

### II.Section 1. Membership

#### II.Section1.A. Composition, Eligibility, and Terms of Service

II.Section1.A.1. Composition. The University Senate shall have fifty (50) members distributed as follows. the University President, who shall be an ex officio non-voting member, the Chief Academic Officer, who shall be an ex officio non-voting member, thirty-seven (37) members who are faculty selected as described in II.Section1.A.2, four (4) members who are staff selected as described in II.Section1.A.3, two (2) members who are students selected as described in II.Section1.A.4, and five (5) members identified as Presidential Appointees selected as described in II.Section1.A.5. Faculty representation shall always constitute at least seventy-five percent of the voting membership of the University Senate.

II.Section1.A.2. Elected Faculty Senators. The thirty-seven (37) faculty members are elected as specified in II.Section2.A. The term of service for an elected faculty senator shall be three (3) years in duration and begin with the call to order of the spring organizational meeting of the University Senate

and shall continue until her/his successor assumes office. The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the beginning of the fall semester following her/his election as a Senator.

II.Section1.A.3. *Selected Staff Senators*. The four (4) staff members are selected for one year terms. The term of service of a selected staff senator shall begin with the call to order of the spring organizational meeting of the University Senate and continue until her/his successor assumes office. The eligibility requirements of selected staff senators are identical to those required for membership on Staff Council as specified in the most current version of the relevant Staff Council governance document (bylaws, constitution, etc.). The selection process for these members shall be determined by Staff Council. The Chair of Staff Council shall ensure that (1) the eligibility requirements from Staff Council governance document(s) as well as a written description of the selection procedure developed by Staff Council is submitted to the Executive Committee no later than February 1 and (2) the selection is implemented according to the procedures with the results reported to the Executive Committee no later than March 1. These eligibility requirements, procedures and results shall be archived in the appropriate format. The Executive Committee shall announce the results of these selections no later than March 6.

II.Section1.A.4. *Selected Student Senators*. The two (2) student members are selected for a one year term of service. The term of service of a selected student senator shall begin with the call to order of the spring organizational meeting of the University Senate and continue until her/his successor assumes office. The eligibility requirements of selected student senators are identical to those required for membership on the Student Government Association as specified in the most current version of the relevant Student Government Association governance documents (bylaws, constitution, etc.). The selection process for these members shall be determined by the Student Government Association. The President of the Student Government Association shall ensure that (1) the eligibility requirements as stated in the relevant Student Government Association governance document(s) (2) a written description of the selection procedure developed by the Student Government Association and (3) the names of the students selected in compliance with the procedures in (2) are submitted to the Executive Committee no later than March 31. These eligibility requirements, procedures and results shall be archived in the appropriate format. The Executive Committee shall announce the results of these selections no later than April 6.

II.Section1.A.5. *Presidential Appointees*. The five (5) Presidential Appointees are appointed annually, one appointee to each of the standing committees in V.Section2.C, by the University President after consultation with the Executive Committee. The terms of service of such an appointee shall begin

with the call to order of the spring organizational meeting of the University Senate and shall continue until her/his successor assumes office. Such appointments are renewable and are typically named only after the remaining membership of the University Senate is determined, but shall be identified no later than April 7 of the calendar year in which their term of service begins. All students, staff, faculty, and administrators of the university are eligible to serve as Presidential Appointees.

II.Section1.B. Replacements. Vacancies (i.e. professional leave, sick leave, etc.) or resignations that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment.

- To initiate this process the individual or proxy (i.e., colleges/library, Student Government Association, Staff Council, presidential appointee) should notify the Chair of the Subcommittee on Nominations in writing (electronic forms are acceptable).

## II.Section 2. Election of Senators

II.Section2.A. Elected Faculty Senators. The thirty-seven (37) elected faculty senators shall be determined as follows.

II.Section2.A.1. Corps of Instruction List. By September 15 of each academic year, the Executive Committee shall obtain from the Office of Academic Affairs a list of the faculty who are members of the Corps of Instruction. This list shall also indicate the academic unit [College or Library] to which each member of the Corps of Instruction is assigned. The Executive Committee shall apportion thirty-four (34) of the elected faculty senator positions among the Colleges and the Library in a manner consistent with II.Section2.A.2. Each of the remaining three (3) elected faculty senator positions shall be designated as an at-large elected faculty senator position representing the entire membership of the Corps of Instruction. For each elected faculty senator position, only members of the Corps of Instruction who are also members of the designated constituency of that elected faculty senator position are eligible to vote.

II.Section2.A.2. Apportionment. The exact number of elected faculty senator positions apportioned to each academic unit shall be determined by the Executive Committee and announced to the University Senate by October 1. Each academic unit must be apportioned at least two elected faculty senator positions.

II.Section2.A.3. Election Process. The faculty of each College and the Library shall determine a constituency and an election procedure for each elected faculty senator position apportioned to their respective academic unit, subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section2.A.1. College Deans and the University Librarian shall ensure that (1) the aforementioned election procedure and specification of the

constituencies from their respective academic unit are submitted in writing to the Executive Committee no later than December 1 and (2) the elections within their unit are implemented according to unit procedures and the results are reported to the Executive Committee no later than February 1. These procedures and results shall be archived in an appropriate format. The Executive Committee shall announce the results of the College and Library Elections to the University Community no later than February 6.

II.Section2.A.4. At-Large. The Executive Committee shall determine an election procedure and conduct the elections for each of the at-large elected faculty senator positions subject to the eligibility criteria and term of service specified in II.Section1.A.2 and the voting eligibility criteria specified in II.Section2.A.1. The results of such elections shall be announced to the University Community no later than March 1.

## II.Section 3. Meetings of the University Senate

### II.Section3.A. Regular Meetings

II.Section3.A.1. Frequency. The University Senate shall have at least four regular meetings during the academic year, one in each of the months of September, November, February, and April, and at other times deemed necessary. The Executive Committee of the University Senate shall have the option of canceling a maximum of two of these four regular meetings should there be insufficient business for the meeting. By April 1, after consulting the University Calendar, the outgoing Executive Committee shall announce and publicize the meeting dates, places and times for the regular meetings that are scheduled to occur during the following academic year. Changes to this schedule shall be announced and publicized by the Executive Committee within five (5) calendar days of the time at which the decision to change the schedule was made.

II.Section3.A.2. Motions. Any motion (including a resolution) that is to be proposed by a committee at a regular meeting shall be accompanied by explanatory material including a rationale and description. The statement of such a motion and all supporting documentation shall be provided to the Executive Committee at least ten (10) calendar days prior to that meeting.

II.Section3.A.3. Reports. Each standing committee and the Executive Committee, through its duly elected chair, shall, at all regular meetings of the University Senate, make a brief oral report of business transacted by the committee since the previous meeting of the University Senate. In addition, II.Section3.I applies to such reports.

II.Section3.A.4. Agenda. The Executive Committee shall set the agenda for any regular meeting of the University Senate. This agenda shall be disseminated to all members of the University Senate no fewer than eight (8) calendar days prior to the meeting. The Executive Committee shall include as part of this agenda the statements of any motions that are to be considered by the

University Senate at this meeting, including information necessary to access all documents supporting such motions.

II.Section3.A.5. Quorum. A majority of the membership shall constitute a quorum.

II.Section3.A.6. Duration. University Senate meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

## II.Section3.B. Special Meetings

II.Section3.B.1. Call. A special meeting shall be called by the Presiding Officer of the University Senate within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) at least twenty percent (20%) of the membership of the University Senate or (2) the Executive Committee. Special meetings may also be called by the University President or the Presiding Officer of the University Senate.

II.Section3.B.2. Notice. Written notice of any special meeting shall be distributed by the individual (i.e. the University President or the Presiding Officer of the University Senate) who is calling the meeting to every member of the University Senate and made accessible to members of the University Community at least three (3) calendar days prior to the special meeting. Such notice shall include the date, time, location and agenda for the special meeting. Discussions and actions at the meeting shall be limited to items listed on the agenda in said notice.

II.Section3.B.3. Agenda. The Executive Committee shall set the agenda for any special meeting of the University Senate. The Executive Committee shall include as part of this agenda the statements of any motions that are to be considered by the University Senate at this meeting, including information necessary to access all documents supporting such motions

II.Section 3.B.4. Other Applicable Sections. Subsections II.Section3.A.5 and II.Section3.A.6 apply to special meetings.

## II.Section3.C. Special Meetings outside the Academic Year

II.Section3.C.1. Rationale and Other Applicable Sections. The scope of meetings of this kind shall be limited to the exercise of the advisory role, articulated in I.Section2, on matters within the jurisdiction of the University Senate that are time-sensitive. Such meetings are anticipated to occur primarily in the summer months between academic years when convening the full membership of the University Senate may not be feasible. Subsections II.Section3.B.1, II.Section3.B.2, II.Section3.B.3 and II.Section3.A.6 apply to these meetings.

II.Section3.C.2. Quorum. Twenty five percent (25%) of the membership shall constitute a quorum. The Executive Committee shall make reasonable efforts to ensure that the University President or her/his designee as well as

all types [elected faculty, selected staff, selected student, Presidential appointee] of University Senators are present at meetings of this kind.

II.Section3.C.3. *Ratification*. Discussions and actions at such a meeting shall be limited to the agenda items issued with the call. Any action taken at such a meeting shall be effective until ratification of the action can be considered through the normal deliberation process of the University Senate. It shall be the responsibility of the Executive Committee of the University Senate to ensure that (1) the ratification of any such action is considered through the normal deliberation process and (2) informational updates regarding the status of the deliberation are provided at each regular meeting of the University Senate until such time as the deliberation reaches conclusion. If any such action is not ratified through this normal deliberation process, then it shall be deemed rescinded.

II.Section3.D. *Parliamentary Authority*. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the University Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the University Senate may adopt.

II.Section3.D.1. *Parliamentarian*. The Executive Committee shall name a parliamentarian to the University Senate for the coming academic year at the first regular University Senate meeting. The Presiding Officer may refer to the parliamentarian as to the proper procedure to be followed in matters of rules of order.

II.Section3.E. *Meetings of Elected Faculty Senators*. Any elected faculty senator shall have the right to call a meeting of the elected faculty senators for deliberative and informational purposes regarding issues being considered by the University Senate.

II.Section3.F. *Open Meetings*. Meetings of the University Senate and its committees, except the Executive Committee at its own discretion, shall be open to the University Community, provided that only members have the privilege of voting, and non-members shall have the privilege of the floor only when specifically provided by the University Senate or its committees, or when recognized by the presiding officer of the meeting.

II.Section3.G. *Minutes*. The minutes of the University Senate and its committees, including the Executive Committee, shall be open to inspection by the University Community subject to applicable privacy and open records laws.

II.Section3.H. *Attendance*. Each University Senator is expected to attend every University Senate meeting. Each member of a senate committee is expected to attend every meeting of that committee. A report that contains an aggregation of the attendance records of committees and the University Senate shall be accessible to all members of the University Community in an appropriate format. Substitutes are not allowed to vote on any issue. A person who is on authorized leave for an extended period of time shall notify the Chair of the

Committee to which the person has been elected and the Chair of the Executive Committee of her/his anticipated absence.

II.Section3.I. Reports. All reports given at a University Senate meeting shall be submitted in an appropriate format to the Secretary of the University Senate for inclusion in the minutes of that meeting.

## II.Section 4. Officers of the University Senate

II.Section4.A. Presiding Officer and Presiding Officer Elect. The University Senate shall have a Presiding Officer, who presides at all meetings of the University Senate, and a Presiding Officer Elect, who shall assume the position of Presiding Officer the following year. Only elected faculty senators are eligible to serve as Presiding Officer or Presiding Officer Elect. The election of the Presiding Officer Elect shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Presiding Officer Elect, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Presiding Officer Elect. The terms of service for the Presiding Officer and Presiding Officer Elect shall begin with the adjournment of this spring organizational meeting, and shall end when her/his successor assumes office.

II.Section4.B. Secretary. The University Senate shall elect a Secretary at its spring organizational meeting who shall be responsible for keeping minutes at all meetings of the University Senate. Only elected faculty senators are eligible to serve as Secretary. The election of the Secretary of the University Senate shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Secretary, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Secretary. The term of service of the Secretary shall begin at the call to order of the first meeting of the University Senate following the spring organizational meeting at which (s)he is elected, and shall end when her/his successor assumes office.

## **Article III. University Senate Organization**

III.Section 1. Standing Committees. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall establish their own operating policies and procedures consistent with these bylaws and the



University Statutes. These must be filed with the Executive Committee and updated as needed.

III. Section 2. *Slate of Nominees*. Each spring, after the membership of the incoming University Senate has been determined, the outgoing Subcommittee on Nominations shall propose a slate of nominees for standing committees and permanent subcommittees for the following academic year. This work shall be completed no later than April 7. At its organizational meeting in the spring, the incoming University Senate shall elect the committee members. After the nominations of the Subcommittee on Nominations have been placed on the ballot, additional nominations may be made from the floor. The majority of members serving on standing committees must be senators. The incoming committee members shall begin their term of service with the call to order of the spring organizational meeting of the committee and shall end when their successor assumes office.

## **Article IV. Committee Organization**

IV. Section 1. *Committee Business*. The regular operations of the University Senate shall follow a committee review procedure. The University Senate by a two-thirds majority vote may suspend committee review of a specific matter and act as a committee of the whole. In all other cases, the University Senate shall submit all matters of substance for study, recommendations, and/or action by a committee prior to definitive action being taken by the University Senate. Standing committee business may be initiated by any member of the committee, by the Executive Committee of the University Senate, by the University President, or by a written request to the Executive Committee signed by at least three Senators.

IV. Section 2. *Annual Reports*. The committees listed in V. Section 2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and the format of these reports in consultation with the standing committee chairs and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

IV. Section 3. Standing Committee Officers Elections and Document Transfer

IV. Section 3.A. *Organizational Meetings*. Within ten (10) calendar days of the spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect committee officers in accordance with V. Section 2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee officers. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA appointees, Presidential Appointees

named by title, etc., the Executive Committee shall name voting proxies for the elections of the committee officers from the pool of outgoing committee members.

IV. Section 3.B. Transfer of Records. The outgoing chair of each standing committee shall transfer current committee records to the incoming standing committee. Records older than twelve (12) months and not needed by the incoming committee shall be handled in accordance with the policies of the Board of Regents and State of Georgia requirements (see government link [http://www.usg.edu/records\\_management/](http://www.usg.edu/records_management/)).

IV. Section 4. Committee Service and Voting. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting unless explicitly designated as a non-voting member of the committee in these bylaws, but shall have none of these rights in the University Senate.

IV. Section 5. Replacements. Vacancies on the University Senate Committees that occur during the term of service shall be filled for the remainder of that term in the same manner as the original election, selection, or appointment.

IV. Section 6. Meetings. The standing committees, as listed in V. Section 2.A.1, shall meet as needed throughout the year, including recesses between academic semesters, to facilitate the functioning of the University Senate. The governance calendar designates meeting times for the standing committees throughout the academic year.

IV. Section 6.A. Call. In addition, a meeting shall be called by the standing committee chair within ten (10) calendar days of receiving a written request, which must include specification of the proposed purpose for such a meeting, from either (1) the Executive Committee or (2) at least twenty percent (20%) of the membership of the standing committee. A meeting of a standing committee also may be called by the University President, the Presiding Officer of the University Senate, or the chair of the standing committee. Individuals calling such a meeting should apply this responsibility judiciously, in particular, for a meeting scheduled during a recess between academic semesters.

IV. Section 6.B. Notice. Written notice of any meeting of a standing committee shall be distributed to every member of the standing committee by the individual calling the meeting and made accessible to members of the University Senate at least three (3) calendar days prior to the meeting. Such notice shall include the date, time, location and agenda for the meeting.

IV. Section 6.C. Quorum. A majority of the standing committee membership shall constitute a quorum.

## Article V. Committees of the University Senate

### V.Section 1. The Executive Committee

V.Section1.A. *Composition*. The Executive Committee of the University Senate shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section.1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. Within ten (10) calendar days of its membership being completely determined, the incoming Executive Committee shall hold an organizational meeting at which they elect a Secretary. This election shall be presided over by the Chair of the Executive Committee.

V.Section1.A.1. *Academic Unit Representation*. For each college or the library not represented from among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.

V.Section1.A.2. *Chair Emeritus*. Should the Chair of the outgoing Executive Committee not be reelected to the Executive Committee, (s)he shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.

V.Section1.B. *Meetings*. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. *Duties*. The duties of the Executive Committee shall include the following:

V.Section1.C.1. *Advisory to University President*. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

V.Section1.C.2. *Set Agenda*. The Executive Committee shall set the agenda for all regular meetings of the University Senate in compliance with II.Section3.A.4.

- V.Section1.C.3. *Body of Inquiry*. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the “body of inquiry”), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry’s recommendation shall not be binding on the University President.
- V.Section1.C.4. *Steering Function*. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President’s authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.
- V.Section1.C.5. *Motion Review*. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for University Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.
- V.Section1.C.6. *Nominations*. The Executive Committee shall appoint a Subcommittee on Nominations as specified in V.Section1.D.1.
- V.Section1.C.7. *Committees*. The Executive Committee may recommend to the University Senate for its consideration and approval such standing and/or special committees as it deems necessary.
- V.Section1.C.8. *Advisory to University Senate*. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.
- V.Section1.C.9. *Terms of Service*. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.
- V.Section1.C.10. *Governance Documents*. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both “hard” and “electronic” format to facilitate access.

- V.Section1.C.11. Governance Calendar. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.
- V.Section1.C.12. Minutes. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community.
- V.Section1.C.13. Archivist. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.
- V.Section1.C.14. Standing Committee Chairs Coordination. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.
- V.Section1.C.15. Bylaws. The Executive Committee shall ensure that these bylaws are followed.
- V.Section1.C.16. Operational Matters. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.5), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2) and disseminate agenda for University Senate meetings (II.Section3.A.4, II.Section3.B.4), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

V.Section1.D. The Subcommittee on Nominations.

- V.Section1.D.1. Composition. The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.
- V.Section1.D.1.a. Minimal. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Subcommittee on the

Core Curriculum Chair, the Student Government Association President and the Staff Council Chair.

V.Section1.D.1.b. Secretary. The Secretary of the Executive Committee shall serve as the Secretary of the Subcommittee on Nominations.

V.Section1.D.2. Duties. The duties of the Subcommittee on Nominations shall include the following.

V.Section1.D.2.a. Executive Committee. The Subcommittee shall nominate candidates to serve on the Executive Committee of the University Senate for approval by the membership of the University Senate in compliance with V.Section1.A.

V.Section1.D.2.b. Standing Committees. The Subcommittee shall nominate candidates to serve on the Standing Committees of the University Senate for approval by the membership of the University Senate in compliance with III.Section2, IV.Section4, V.Section2.A.2, V.Section2.A.4, and V.Section2.C.

V.Section1.D.2.c. Subcommittees. The Subcommittee shall nominate candidates to serve on any permanent subcommittees of the University Senate, with the exception of the Subcommittee on Nominations, for approval by the membership of the University Senate in compliance with III.Section2, V.Section2.A.3.a and V.Section2.A.4.

V.Section1.D.2.d. Officers. The Subcommittee shall nominate candidates to serve as the officers of the University Senate, specifically the Presiding Officer, the Presiding Officer Elect, and the Secretary, for approval by the membership of the University Senate in compliance with II.Section4.A and II.Section4.B.

V.Section1.D.2.e. Compliance Report. The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.

V.Section 2. Membership, Duties and Description of the Committees established by the University Senate

V.Section2.A. Membership of the Standing Committees

V.Section2.A.1. Standing Committees. There shall be five standing committees: the Academic Policy Committee, the Curriculum and Assessment Policy Committee, the Faculty Affairs Policy Committee, the Student Affairs Policy Committee, and the Resources, Planning, and Institutional Policy Committee.

V.Section2.A.2. *Composition*. There shall be thirteen (13) members on each standing committee identified in a manner specified in V.Section2.C. There shall be no fewer than seven (7) senators on each standing committee.

V.Section2.A.3. *Subcommittees*. There may exist a subcommittee structure that supports the work of standing committees.

V.Section2.A.3.a. *Permanent Subcommittees*. The University Senate may establish permanent subcommittees that report to a standing committee. The standing committee itself, the Executive Committee or the University Senate may recommend the creation of a subcommittee to assist with the work of the standing committee. Such a recommendation would take the form of a motion submitted to the Executive Committee for consideration by the University Senate. The Subcommittee on Nominations shall nominate subcommittee members. At least two (2) members shall be university senators. The University Senate shall elect the voting membership of any such subcommittee and specify to which standing committee they report.

V.Section2.A.3.b. *Ad hoc Committees*. The business of the University Senate may be addressed by ad hoc committees that report to a standing committee or the Executive Committee. A standing committee, the Executive Committee or the University Senate may create ad hoc committees. An ad hoc committee charter, detailing the specific charge of the committee including a timeline for its work, must be prepared in consultation with the Executive Committee before the first meeting of the ad hoc committee. Members of the body that create the ad hoc committee shall choose the ad hoc committee membership. Any member of the University Community is eligible to serve on an ad hoc committee; however, at least two (2) members shall be university senators. The members of the ad hoc committee shall select a chair (must be a university senator), vice-chair, and secretary. The announcement of meetings and the posting of minutes shall follow University Senate protocol. Ad hoc committees shall cease to exist upon completion of an assigned task or at the end of the academic year, whichever comes first.

V.Section2.A.4. *Terms and Continuity*. The term of service on a standing committee or permanent subcommittee is specified in III.Section2. Approximately half the membership shall remain on each committee for the following year. Members may be reelected to committees.

V.Section2.B. Duties of standing committees and subcommittees.

V.Section2.B.1. *Officers*. The members of a standing committee shall elect a chair, a vice-chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice-chair or secretary. The chair, vice-chair, and secretary shall be elected for a period of one year. The chair, vice-chair, or the secretary may be reelected.

V.Section2.B.2. *Proactive*. Committees shall consult with the Executive Committee as to relevant issues, policies, and procedures that shall be the work of the committee and to seek out and identify concerns within its area of responsibility.

V.Section2.B.3. *Minutes*. The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it.

V.Section2.B.4. *Oversight*. Standing committees shall monitor the activities of their subcommittees and consult with subcommittees regarding the relevant issues, policies, and procedures that shall be the work of that subcommittee.

V.Section2.B.4.a. *Officers*. The subcommittee members shall elect their chair, vice-chair, and secretary, set the agenda for their meetings, and determine when meetings will take place.

V.Section2.B.4.b. *Reports*. Subcommittee chairs shall attend standing committee meetings as requested to report on the activities of the subcommittee and to provide information regarding the status of recommendations emanating from the subcommittee.

V.Section2.B.5. *Policy-Recommendation*. Committees may recommend policies and shall submit them to the Executive Committee, which, in turn, shall forward them for consideration to the University Senate.

V.Section2.C. *Standing Committees*. These committees shall have the following three functions (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I. The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.

V.Section2.C.1. Academic Policy Committee

V.Section2.C.1.a. *Membership*. The Academic Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.1.b. *Scope*. The Academic Policy Committee shall be concerned with policy relating to undergraduate and graduate education



matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, academic calendar, academic ceremonies, intellectual property, human subjects and research. This committee also provides advice, as appropriate, on academic procedural matters at the institution.

#### V.Section2.C.2. Curriculum and Assessment Policy Committee

V.Section2.C.2.a. Membership. The Curriculum and Assessment Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.2.b. Scope. The Curriculum and Assessment Policy Committee shall be concerned with policy relating to curriculum and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. General Education Curriculum, Foreign Language requirement, Wellness requirement), academic program assessment, and continuing education and non-degree programs. In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment.

#### V.Section2.C.3. Faculty Affairs Policy Committee

V.Section2.C.3.a. Membership. The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.3.b. Scope. The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This

committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

#### V.Section2.C.4. Student Affairs Policy Committee

V.Section2.C.4.a. Membership. The Student Affairs Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, two (2) members who are selected student senators, one (1) member who is a selected staff senator, one (1) member who is the Chief Student Affairs Officer or an individual appointed by the Chief Student Affairs Officer to serve as her/his designee in compliance with V.Section2.C, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.4.b. Scope. The Student Affairs Policy Committee shall be concerned with policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students.

#### V.Section2.C.5. Resources, Planning, and Institutional Policy Committee

V.Section2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as her/his designee in compliance with V.Section2.C, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.5.b. Scope. The Resources, Planning, and Institutional Policy Committee shall be concerned with policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g.

affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

V.Section2.D. Permanent Subcommittees. Each of these committees report to a standing committee as specified in V.Section2.A.3.a.

V.Section2.D.1. Subcommittee on the Core Curriculum.

V.Section2.D.1.a. Membership. The Subcommittee on the Core Curriculum shall have no fewer than eleven (11) but no more than sixteen (16) members distributed as follows: the University Registrar who shall be an ex officio non-voting member; one (1) member of the University Assessment Team appointed by a process determined by the University Assessment Team who shall be a non-voting member; at least one (1) teaching representative from each area of the core (A1, A2, B, C1, C2, D1 (science), D3 (technology), and E); at least one (1) member representing each academic unit (college, library); and one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee. A teaching representative is defined as a full-time member of the Corps of Instruction who has taught at least one (1) course in the represented area in the two (2) calendars years preceding the date of appointment to the subcommittee. At least two (2) voting members of the subcommittee shall be elected faculty senators and all voting members must be selected from the Corps of Instruction faculty.

V.Section2.D.1.b. Reporting. The Subcommittee on the Core Curriculum is a subcommittee of the Curriculum and Assessment Policy Committee.

V.Section2.D.1.c. Officers. The members of the Subcommittee on the Core Curriculum shall elect a chair, a vice chair, and a secretary by secret ballot. These elections shall be facilitated by the Curriculum and Assessment Policy Committee chair or her/his designee and shall occur during the organizational meeting of the Curriculum and Assessment Policy Committee. The chair shall be elected in compliance with V.Section2.D.1.c.1. Any member of the subcommittee is eligible to serve as the vice chair or secretary. The chair, vice chair, and secretary shall be elected for a period of one (1) year. The chair, vice chair, or the secretary may be reelected.

V.Section2.D.1.c.1. Chair Election. Only members of the subcommittee who are elected faculty senators or teaching representatives are eligible to serve as the chair. The election of the chair is subject to confirmation by a majority secret ballot vote of the members of the Curriculum and Assessment Policy Committee

V.Section2.D.1.d. *Scope*. The Subcommittee on the Core Curriculum shall be concerned with matters relating to the University Core Curriculum (Core), which include, but are not limited to, reviewing proposals for courses to be offered in the Core and assessing the Core. This subcommittee also provides advice, as appropriate, on procedural matters relating to the Core and its assessment.

## **Article VI. Revisions to these Bylaws**

VI.Section 1. *Proposing*. Any proposed revisions to these bylaws must be submitted to the Executive Committee in writing with the written support of at least three (3) University Senators.

VI.Section 2. *Executive Committee Review*. Each proposed revision to these bylaws shall be classified by the Executive Committee as editorial (see VI.Section4) or non-editorial. Editorial revisions shall be considered as specified in VI.Section4. Any non-editorial revision shall be forwarded by the Executive Committee to the University Senate as a motion and is subject to the provisions of V.Section1.C.5.

VI.Section 3. *Non-editorial Revisions*. Motions regarding non-editorial revisions of these bylaws shall receive consideration at two consecutive regular meetings of the University Senate. At the first of these meetings, the motion shall receive a first reading wherein it is introduced by the Executive Committee in compliance with VI.Section2 and debated by the University Senate but may not be voted on. At the conclusion of this first reading, the motion must be postponed to the next regular meeting of the University Senate. At this next meeting, the motion shall receive a second reading wherein it shall receive disposition. Adoption of the motion shall occur with a two-thirds majority of those casting votes favoring adoption and upon approval of the University President.

VI.Section 4. *Editorial Revisions*. The Executive Committee of the University Senate shall have the responsibility to consider and authority to adopt such revisions to these bylaws as are, in its judgment, editorial in nature. Editorial revisions are non-substantive modifications that include but are not limited to clarifications, reorganizations, renaming or renumbering, inserting or deleting section titles, or other revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. Such revisions shall be presented to the University Senate by the Executive Committee as information items and may be grouped or submitted individually. Any such editorial revisions shall be effective immediately following the meeting of the University Senate at which the revisions are reported.