# Proposed Revised Rules of the Faculty Senate

TO: Members of the Faculty Senate

FROM: Paul Bender, Chair, the Faculty Senate

Martin Pring, Chair, Senate Committee on Administration

DATE: March 18, 1981

Below you will find a proposed revision of the Rules of the Faculty Senate. The proposed revision is being published in Almanac and mailed individually to all Senate members in time for the revision to be considered and acted upon by the Senate at its regular Spring Meeting on Wednesday, April 22. The proposed revision is a recommendation of the Senate Committee on Administration, adopted by the Committee on March 17, 1981. The proposed new Rules would, if adopted, go into effect on July 1, 1981.

A revision of the Senate's Rules at this time has been made necessary by the recent creation of the Senate Executive Committee (SEC), which is composed of at-large members elected by the whole Senate (the old Senate Advisory Committee [SAC]) and faculty constituency representatives, who also serve as constituency representatives on University Council. On the advice of a subcommittee of Council's Steering Committee, chaired by past-Senate Chair Walter Wales, the University Council Bylaws were changed, on March 11, 1981, to give the Senate, rather than the Council, responsibility for selecting the constituency representatives who serve on both SEC and Council. The Senate Rules now need to be revised to reflect this change.

Since some structural revisions were thus needed in the Senate Rules accommodate the change from SAC to SEC, the Senate Executive Committee decided, earlier this year, to ask the Committee on Administration to review the Rules generally, so that other appropriate revisions might be made at the same time. SEC itself affirmatively recommended two specific rules changes — a provision for mail ballots to reconsider Senate votes in certain circumstances, and a provision permitting the use of Almanac, rather than individual mailings, for official communications to Senate members. As you will see below, the Committee on Administration has incorporated provisions on both of these subjects in its proposed revision. In addition, it has made fairly extensive stylistic and technical changes throughout the Rules.

Here is a brief summary of the substantive changes (other than those necessary to accommodate the new SEC-Council arrangement) that are incorporated in the Committee on Administration's proposal:

Section 1. The present Senate Rules admit Standing Faculty-Clinician Educators to Senate membership only if they are in the Medical School. Other health-related schools are considering, or may consider, creation of clinician-educator tracks. The proposed Rules would admit to Senate membership all clinician educators who are admitted by the trustees to the Standing Faculty-Clinician Educators, without the necessity of amending the Senate Rules each time this happens. The trustees take such action only after Senate review of clinician-educator proposals.

Section 2. The description of the functions of the Senate has been broadened and conforms to the definition of the Senate drafted by the Committee on Administration for the proposed new University Statutes.

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200 College Hall 3:00 to 5:30 p.m. Section 8(e). This section would recognize and formalize the practice of regular consultation between the Senate leadership and the president and provost on matters of faculty concern.

Section 10(e). This would be the new mail-ballot provision. The idea of using mail ballots was recommended by SEC after considerable discussion of a proposal initially made to SEC by Prof. Benjamin Hammond. The Committee on Administration's proposal would permit votes at Senate meetings to be reconsidered by mail ballots when three conditions are met: the total meeting vote on an issue (both for and against) must be less than 100; the prevailing vote at the Senate meeting must lack a three-fourths majority; and a petition requesting mail-ballot reconsideration must be signed by at least 100 Senate members. The Committee on Administration's proposal differs in some respects from SEC's recommendation, which would have placed fewer limitations on the use of mail ballots. The Committee on Administration is dubious of the merits of any mail-ballot proposal, but believes that, given SEC's affirmative recommendation, such a proposal should be placed before the full Senate. SEC, in turn, may wish to come to the Senate in April with a broader proposal than the Committee on Administration has formulated.

Section 11(b)(vi). This subsection would take account of the planned closing of the School of Allied Medical Professions this year by reducing the number of faculty constituency representatives from 27 to 26. To maintain both the size of the Executive Committee and the number of faculty representatives on University Council, one additional junior faculty member would be added to both groups.

Section 14. This new section would permit the use of Almanac for official communications to Senate members. Both SEC and the Committee on Administration recommend this change. Communication through Almanac is generally much quicker and less expensive than communication through individual mailings, and use of Almanac also consumes less paper. Individual mailings could still be used to reach Senate members who do not reliably receive Almanac. Such mailings could also be used whenever the Chair of the Senate believes that the nature of the communication makes individual mailings appropriate in the circumstances.

# Text of the Proposed Revised Rules

# Section 1. Membership

The Faculty Senate shall consist of all members of the standing faculty and of the standing faculty-clinician educators holding the rank of professor, associate professor, or assistant professor. On issues directly related to tenure, or on issues involving the compensation of tenured faculty, voting shall be exclusive of standing faculty-clinician educators. The Senate Chair, with the advice of the Senate Executive Committee, shall identify issues subject to this rule. Emeritus members of the faculties shall be non-voting members of the Senate.

# Section 2. Function

The function of the Senate shall be to provide opportunity for its members to discuss and express their view upon any matter which they deem of interest to the faculty and to make recommendations and pass resolutions with respect thereto. In addition, it shall have the power to request and obtain reports from the University administration and to make recommendations directly to the president, the provost, and the trustees.

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#### Section 3. Officers

The officers of the Senate shall consist of a Chair, a Chair-elect, a Secretary, and a Secretary-elect. The officers shall be chosen from members of the Senate othe than those holding administrative positions in the University at the level of dean or above.

# Section 4. Duties of the Chair

The Chair shall be the principal executive officer and shall have such powers as are appropriate to the office. The Chair shall call meetings of the Senate and of the Executive Committee, prepare the agenda for each meeting, and preside at the meetings. The Chair shall appoint members of committees, as provided herein. The Chair shall be ex officio a member of all Senate committees, including the Executive Committee but excepting the Nominating Committee and the Committee on Academic Freedom and Responsibility.

# Section 5. Duties of the Chair-elect

The Chair-elect, in the absence of the Chair or at his or her request, shall substitute for the Chair. The Chair-elect shall be ex officio a member of all Senate committees, including the Executive Committee and the Committee on Academic Freedom and Responsibility, but excluding the Nominating Committee.

# Section 6. Duties of the Secretary

The Secretary, assisted by the Senate staff, shall perform the usual functions of such office and, as an officer of the Senate, such other functions as may be delegated by the Chair. The Secretary shall be ex officio a member and secretary of the Executive Committee.

# Section 7. Duties of the Secretary-elect

The Secretary-elect, in the absence of the Secretary or at the Secretary's request, shall substitute for the Secretary. The Secretary-elect shall be ex officio a member of the Executive Committee.

# Section 8. Standing Committees

(a) The Executive Committee. There shall be an Executive Committee, consisting of the officers of the Senate for the current year, the Chair and Secretary of the preceding year, and forty-one members of the Senate, elected as hereafter prescribed. The Chair of the Senate shall preside over meetings of the Executive Committee.

The Executive Committee shall be broadly representative of the several schools and teaching areas of the University. In addition to the functions described elsewhere in these Rules, in the Bylaws of the University Council and in other University policies, the Executive Committee shall be consulted by the officers of the Senate in matters on which Senate action is indicated, and on major issues on which consultation with the administrative officers of the University is contemplated.

In the intervals between Senate meetings the Executive Committee may at its discretion act for the Senate on substantive policy issues, subject to the following limitations: (1) it may not amend the Rules of the Senate; (2) it must report all actions on substantive issues promptly to the members of the Senate through publication in Almanac or by other appropriate means and must announce them at the next Senate meeting, whether regular or special; (3) if twenty members of the Senate protest any such action of the Executive Committee by written petition within two weeks of its publication, the action will not take effect unless and until it is ratified either at a special meeting of the Senate, or at its next regular meeting, or, at the discretion of the Executive Committee, by referendum.

The Executive Committee shall also nominate faculty members to serve on consultative committees. In addition, all members of the Executive Committee shall serve as members of the University Council, except those four members elected from the faculty at large who are serving their first year and the past Secretary. It shall be the responsibility of members of the Executive Committee to report to their constituencies on the work of the University Council and the Executive Committee.

# (b) The Committee on Academic Freedom and Responsibility.

(i) There shall be a Senate Committee on Academic Freedom and Responsibility of seven members, including the Chair-elect, and six members of the Senate, two to be elected each year. There shall also be a pool of three alternates, one to be elected each year, from which replacements are to be drawn when vacancies occur. No one shall serve on the Senate Committee

who is a member of any other faculty committee on academic freedom and responsibility, a member of the Grievance Commission or Hearings List, the chair of a department, or a member of the administration of a school or of the University. In the event the Chair-elect is disqualified for any of these reasons, the Executive Committee shall select a substitute from the pool of three alternates.

- (ii) The Senate Committee on Academic Freedom and Responsibility shall elect its own chair.
- (iii) The Senate Committee on Academic Freedom and Responsibility shall maintain a current list of the standing committees on academic freedom and responsibility of each of the faculties of the University and, where necessary, take appropriate steps to cause such committees to be appointed in each of the faculties of the University. The Senate Committee shall advise and consult with such committees and administrative officers on the establishment of appropriate procedures to be followed in the event of a claim of violation of academic freedom or responsibility. The Committee shall have power to make investigations, reports, and recommendations on any matter relating to academic freedom and responsibility within the University.
- (iv) The Senate Committee shall perform any duties falling to it under the regulations governing the faculty grievance procedure, as adopted by the Senate.
- (v) The Senate Committee shall insure that each faculty has a mechanism for implementing the provision of Article 9 of the Statutes of the University that "Each Faculty shall . . . determine the qualifications for membership in the Faculty."

#### (c) The Nominating Committee.

- (i) There shall be a Nominating Committee of nine members whose function is to nominate candidates for elections to the Offices of the Senate, the Senate Executive Committee, the Senate Committee on the Economic Status of the Faculty, and the Senate Committee on Academic Freedom and Responsibility.
- (ii) Each constituency representative on the Executive Committee shall submit, by October 1, one name from his or her constituency as a nominee for the Nominating Committee. All Senate members of the faculty member's constituency are eligible except members of the Executive Committee. In addition, the other members of the Executive Committee shall each submit a nominee for the Nominating Committee. From the faculty members so nominated the Executive Committee shall select eight candiates for the Nominating Committee. The Executive Committee shall select an additional candidate from the membership of the Executive Committee. The slate of candidates shall be circulated promptly to the Senate membership. The notice advising the Senate membership of the selections of the Executive Committee shall also contain an invitation for additional nominations, to be accomplished via petitions signed by at least twenty-five Senate members and accompanied by the signed approval of the candidate. All such petitions must be received no later than fourteen days subsequent to the circulation of the nominees of the Executive Committee. Nominations will be automatically closed fourteen days after the circulation of the slate selected by the Executive Committee. If no additional nominations are received, the slate nominated by the Executive Committee shall be declared elected. Should additional nominations be received, those nominated have the right to learn the names of all other candidates and withdraw within five days after closing of nominations. A mail ballot shall then be distributed indicating which nominees were nominated by petition and which by the Executive Committee. The ballot shall be circulated no later than fourteen days after the close of nominations. Voting shall be noncumulative, each member being entitled to vote for up to nine candidates. The polls shall be closed fourteen days after the circulation of the ballots. The tally of the vote shall be the responsibility of the Chair and the Secretary. The Nominating Committee shall be composed of the nine nominees receiving the highest number of votes. In the case of ties, decisions shall be by lot.
- (iii) The term of each member of the Nominating Committee shall be twelve months. The chair shall be designated by the Senate Executive Committee.

# (d) The Committee on the Economic Status of the Faculty.

- (i) There shall be a Senate Committee on the Economic Status of the Faculty, consisting of six members, in addition to the Chair, the Chair-elect, and the past Chair in the Senate. Two members will be elected each year for terms of three years. If the past Chair of the Senate is unable to serve, a replacement will be selected by the Executive Committee. The chair of the Committee will be designated by the Senate Executive Committee.
- (ii) The Senate Committee on the Economic Status of the Faculty shall gather and organize data on salaries and benefits and shall represent the fac-

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ulty in the determination of university policy on salary issues. The Committee shall issue an annual report on the economic status of the faculty. The Chair of the Senate, after consultation with the Senate Executive Committee, shall include each year as an item on the agenda of a Senate meeting any report that the Committee may bring and any resolutions appropriate to it.

- (e) The Senate Consultation Subcommittee.
- (i) There shall be a Senate Consultation Subcommittee consisting of the Chair, the Chair-elect, and the past Chair of the Senate. In the event that the past Chair is unable to discharge this responsibility a replacement will be selected by the Senate Executive Committee from among the Secretary, the past Secretary, and the members at-large of the Executive Committee who have served for at least one year.
- (ii) The Senate Consultation Subcommittee will meet regularly with the president and provost to discuss matters that concern the faculty and shall also constitute the faculty component of the University Committee on Consultation.
- (f) Other Standing Committees Appointed by the Executive Committee.
  - (i) There shall be the following committees:
    - (a) The Committee on the Faculty;
    - (b) The Committee on Students and Educational Policy;
    - (c) The Committee on Administration;
    - (d) The Committee on Publication Policy for Almanac.

The Committees shall each consist of at least six members, including the Chair and Chair-elect of the Senate. The members and chair of each Committee shall be appointed by the Executive Committee. The terms of office of the members and chair of each Committee shall be one year, with no limit on the number of reappointments.

- (ii) The Committees shall deal with such matters as may be referred to them from time to time by the Senate, the Executive Committee, or the Chair of the Senate. The titles of the Committees shall be generally suggestive, but not restrictive, of the matters that may be referred to the Committees.
- (iii) In addition, the committee on Publication Policy for Almanac shall perform the functions assigned to it in the "Guide for Readers and Contributors" of Almanac.

# Section 9. Other Committees

There shall be such ad hoc committees as the Senate may direct, or as may be determined by the Chair after consultation with the Executive Committee. Ad hoc committees shall be appointed by the Chair after consultation with the Executive Committee.

#### Section 10. Meetings

(a) Regular and Special Meetings. The Faculty Senate shall meet at least once in each academic semester. Except in unusual circumstances, the Chair shall cause notice of the time and place of each regular meeting of the Senate to be given at least thirty days prior to the meeting. Special meetings may be called by the Chair, and whenever requested in writing by twenty members of the Senate the Chair shall call a special meeting. The Chair shall cause notice of the time and place of each special meeting to be given at least seven days prior to the meeting. Unless the Senate directs otherwise, the time and place of each meeting shall be determined by the Chair.

The foregoing notwithstanding, the Chair may call a meeting of the Senate on such notice as he or she deems appropriate solely for purposes of information exchange and discussion; no resolution may be adopted, however, if the notice does not conform to the time requirements stated above.

- (b) Quorum. A quorum for the Senate meeting shall be 100 members. However, if the agenda duly distributed prior to the meeting specifies a definite time of adjournment, and if a quorum is present to start the meeting, the loss of a quorum shall not prevent action, prior to the set adjournment time, on resolutions distributed in advance of the meeting. The minutes of each meeting shall contain a record of the number in attendance from each faculty.
- (c) Agenda. The Chair, in consultation with the Executive Committee, shall prepare the agenda for Senate meetings. The agenda shall describe the subjects to be debated at the meeting. The agenda shall include any subject requested in writing by five or more members of the Senate prior to circulation of the agenda, or at least seven days prior to the meeting, whichever shall occur later, unless in the case of a special meeting the Chair, after consultation with the Executive Committee,

shall deem it advisable to limit the agenda to the item or items giving rise to the special meeting.

The agenda shall be distributed at least seven days prior to any regular or special meeting. Committee reports and texts of available proposed resolutions relevant to the subjects to be considered by the Senate not previously distributed shall be distributed with the agenda.

- (d) Resolutions. Resolutions germane to any subject set forth in the agenda may be passed by a majority vote of members present and voting if the conditions of 10(b) are met. Other matters may be brought up for discussion by any member at any meeting, provided, however, that Senate action upon such matters shall require a two-thirds majority of those present and voting, and provided, further, that proposed amendments to these Rules may be offered only in accordance with the provisions of Section 15.
- (e) Mail Ballots. Votes on an issue at a Senate meeting may be reconsidered by mail ballot when the total of the votes for and against the resolution in question at the meeting is less than 100 and when the prevailing vote at the meeting lacks a three-fourths majority of those present and voting at the meeting. When these conditions are met, reconsideration through a mail ballot shall take place if a petition requesting such reconsideration, signed by at least 100 members of the Faculty Senate, is presented to the Chair of the Senate within two weeks of the meeting at which the original vote occurred. Insofar as possible, the propositions to be included in the mail ballot should be identical to those originally considered at the Senate meeting. The Chair of the Senate shall be responsible for the formulation of the proposition or propositions to be voted on through mail ballot. When mail ballots are used to reconsider a vote at a Senate meeting, those ballots shall be distributed within three weeks of the meeting at which the original vote occurred, and, to be valid, must be received by the Faculty Senate Office within three weeks of their date of distribution. The Chair of the Senate shall endeavor to see that position papers on the issue in question are published in Almanac at the time the mail ballots are distributed.
- (f) Observers. The meetings of the Faculty Senate are open only to Senate members and to those observers specifically invited by the Chair.

# Section 11. Elections

- (a) Succession of Officers. The Chair-elect shall automatically succeed to the office of Chair and the Secretary-elect shall automatically succeed to the office of Secretary.
  - (b) Nominations and Voting.
  - (i) At least seventy days in advance of the spring meeting, the Chair shall distribute to the members of the Senate a notice of the positions to be filled by election and an invitation to suggest candidates for those positions, with supporting letters if desired.
- (ii) The Chair shall transmit all replies to the Nominating Committee. The Nominating Committee shall select, and secure acceptances of nomination, of one candidate for each position to be filled by election.
- (iii) The list of candidates compiled by the Nominating Committee shall be distributed to the members of the Senate at least forty-two days prior to the spring meeting.
- (iv) The notice advising the Senate membership of the selections of the Nominating Committee shall also contain an invitation for additional nominations, which shall be accomplished via petitions signed by at least twenty-five Senate members and accompanied by the signed approval of the candidate. All such petitions must be received no later than fourteen days subsequent to the circulation of the nominees of the Nominating Committee. Nominations will automatically be closed fourteen days after the circulation of the slate of the Nominating Committee. If no additional nominations are received, the slate nominated by the Nominating Committee shall be declared elected. Should additional nominations be received, those nominated have the right to learn the names of all other candidates and withdraw within five days after closing of nominations by petition. A mail ballot shall then be distributed indicating which nominees were nominated by petition and which by the Nominating Committee. All candidates have the right to prepare a one-page statement within seven days after closing of nominations by petition, and have it distributed with the ballot. The ballot shall be distributed no later than fourteen days after the close of nominations. Voting shall be non-cumulative. The polls shall be closed fourteen days after distribution of the ballots.

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- (v) In the case of both Chair-elect and Secretary-elect, each member shall have one vote. The persons receiving the greatest number of votes shall be declared elected. Tie votes shall be resolved by lot.
- (vi) In the case of elections to the Executive Committee, twenty-six members will be elected by members of non-overlapping constituencies. The various constituencies are specified in an Appendix to these Rules. Approximately one-half of the representatives of the constituencies shall be elected each year. Twelve members of the Executive Committee shall be selected from the faculty at large. For election of these members each member of the Senate may vote for up to four candidates. The four persons receiving the greatest number of votes shall be declared elected. Three assistant professors who have held faculty appointment at the University for less than six years shall serve on the Executive Committee. This group will be selected by the Executive Committee from nominations made by assistant professors. Tie votes shall be resolved by lot.
- (vii) In the case of elections to the Senate Committee on Academic Freedom and Responsibility and the Committee on the Economic Status of the Faculty, each member may vote for up to two candidates. The two persons receiving the greatest number of votes shall be declared elected. Tie votes shall be resolved by lot. Each member may also vote for an appropriate number of alternates for the Committee on Academic Freedom and Responsibility.

#### Section 12. Terms of Office

- (a) The Officers. Each officer shall hold office beginning during the month of May following election or succession to office, and shall remain in office until his or her successor takes office the following year. Incoming and outgoing officers shall arrange for the transition to be effected conveniently; if no such arrangements are made, the newly elected officers shall take office on June 1.
- (b) The Executive Committee. Members of the Executive Committee who are elected by the faculty at large and who do not serve ex officiis shall hold office for a term of thirty-seven months, beginning the first of May following their election. No person shall hold such Executive Committee membership for consecutive terms, but may be elected after a lapse of one year. This shall not prevent an officer from serving ex officio. Elected members of constituencies shall serve for terms of two years. No person may serve as a constituency representative for more than two consecutive terms. No person shall serve simultaneously as a constituency representative and a member from the faculty at large. The terms of those members selected from the nominations of assistant professors shall be two years. No such member shall serve for more than one term.
- (c) The Senate Committee on Academic Freedom and Responsibility. Members of the Senate Committee on Academic Freedom and Responsibility shall hold office for a term of three years, beginning the first of May following their election. Alternates shall continue as members of the replacement pool for a period of three years or until they become members of the Committee. If appointed to the Committee from the pool, a member shall continue to serve until the expiration of the term of the individual replaced.
- (d) The Nominating Committee. Members of the Nominating Committee shall serve for a term of one year.
- (e) The Committee on the Economic Status of the Faculty. Members of the Committee on the Economic Status of the Faculty shall serve for a term of three years.
- (f) Other Committees Appointed by the Executive Committee. Members of other Standing Committees appointed by the Executive Committee shall serve for a term of one year.

#### Section 13. Vacancies

(a) The Chair. Whenever a vacancy shall occur in the office of the Chair, the Chair-elect shall serve as Chair for the unexpired term. He or she shall thereafter remain in the office of Chair for the following term. In the event that the Chair-elect is unable to assume the office as Chair, the past Chair shall serve as Chair until such time, to be determined by mutual agreement, that the Chair-elect is able to assume the office. In the event that the past-Chair is unavailable, the Executive Committee will select a Chair from among past Chairs.

- (b) The Secretary. Whenever a vacancy shall occur in the office of the Secretary, the Secretary-elect shall serve as Secretary for the unexpired term. He or she shall thereafter remain in the office of Secretary for the following term.
- (c) The Chair-elect and Secretary-elect. Whenever a vacancy shall occur in the office of Chair-elect or Secretary-elect, the Nominating Committee shall select, and secure acceptance of nomination of, one or more candidates. Its report shall be circulated to members of the Senate and election shall take place, according to the procedures of Section 11(b), (iv) and (v). The person elected shall automatically succeed to the office of Chair or Secretary at the end of the incumbent's term.
- (d) The Executive Committee. Whenever a vacancy shall occur among the members of the Executive Committee who do not serve ex officiis or who do not represent constituencies, the Executive Committee shall select a successor, who shall serve until the Senate elections of the following spring, at which time a successor shall be elected for the balance of the unexpired term. Whenever a vacancy occurs among the constituency representatives the members of that constituency shall be asked to elect a new representative, who shall serve the balance of the unexpired term. If the balance of the unexpired term is less than six months, the new representative shall serve a full two-year term in addition to the balance of the unexpired term.
- (e) The Senate Committee on Academic Freedom and Responsibility. Whenever a vacancy shall occur among the elected members of the Senate Committee on Academic Freedom and Responsibility, the Executive Committee shall select a successor from the pool of alternates, who shall serve for the balance of the unexpired term. The pool shall be replenished at the annual Senate elections.
- (f) The Nominating Committee. Whenever a vacancy shall occur among the members of the Senate Nominating Committee, the Executive Committee shall select a successor, who shall serve for the balance of the unexpired term.
- (g) The Senate Committee on the Economic Status of the Faculty. Whenever a vacancy shall occur among the members of the Senate Committee on the Economic Status of the Faculty, the Executive Committee shall select a successor, who shall serve until the Senate elections of the following spring, at which time a successor shall be elected.
- (h) Other Committees Appointed by the Executive Committee. Whenever a vacancy shall occur among the members of the other Senate Committees appointed by the Executive Committee, the Executive Committee shall select a successor who shall serve for the balance of the unexpired term.

# Section 14. Notice

Whenever these Rules provide for notice or distribution to members of the Senate, the Chair of the Senate may accomplish such notice or distribution by publication in Almanac. When notice or distribution is accomplished by publication in Almanac, the date of notice or distribution shall be deemed to be the date of publication of Almanac. When notice or distribution is accomplished by other means, the date of notice or distribution shall be deemed to be the date on which the material leaves the Senate office for distribution.

#### Section 15. Amendments

These Rules may be amended by a majority vote of the members of the Faculty Senate present and voting at any meeting if the proposed changes have been distributed to the members of the Senate at least one month in advance of that meeting.

-Effective July 1, 1981

Senate Committee on Administration

Regina Austin (law)
Paul Bender (law), ex-officio
Adelaide Delluva (biochemistry)
Richard Dunn (history)
Phoebe S. Leboy (biochemistry, dental), ex officio
Barbara Lowery (nursing)
Martin Pring (physiology), Chair