

Agenda
Meeting of the Rules Committee
April 15, 2011, 2:00 p.m., Room 104 Melson

1. Approval of the minutes of the April 8, 2011 meeting.

2. Old Business
 - A. Final changes to and approval of *The Protocols of the Senate* (see attached)
 1. Proposal to codify resolution when college and university bylaws conflict (RCP 23)
 - B. Remaining proposed changes to *Policies and Procedures*
 1. Proposal to provide an annual budget for the Senate committee responsible for awarding of faculty research grants (RCP 20)
 2. Proposal for collaboration between Faculty Senate and Staff Advisory Council (RCP 21)

3. New Business
 - A. Proposal to clarify the authority of the President to terminate faculty as specified in the *Statutes*, Art. V, Sec. 3 (Kim/John) (RCP 37)
 - B. Editorial change needed to reflect newly adopted rule to have the Secretary of General Faculty now serve as the Executive Secretary of the Faculty Senate (RCP 38) (see attached)
 - C. Consideration of proposal from IDS (RCP 39) (see attached)
 - D. Editorial changes needed to committee names in the *Faculty Handbook* (RCP 40) (see attached)
 - E. Farewells and distribution of bonus checks

RCP 38

An editorial change now needed to comply with the adoption by the General Faculty of the Senate's recommendation to make the Secretary of the General Faculty also the Executive Secretary of the Faculty Senate.

Policies and Procedures, Art. IV, Sec. 2, D

The Executive Secretary - ~~An~~ The elected Secretary of the General Faculty shall serve as the ex-officio (nonvoting) Executive Secretary ~~shall be elected by~~ of the Senate for a period of ~~two (2) years from nominees submitted, one (1) tenured full-time faculty member who has served in the Senate within the prior three (3) years from each academic unit listed in A (5).~~

His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

RCP 39

The following proposal was sent to the Senate by Aran McKinnon, and the Senate has sent it to the Rules Committee for our review.

1. Draft of proposals for Faculty Senate Interdisciplinary Programs Committee Faculty Senate Interdisciplinary Curriculum Review Committee are in process:

A. The Faculty Senate IDS Programs Committee

Purpose: The IDS Committee serves the University of West Georgia, Faculty Senate and the Center for Interdisciplinary Studies by promoting and vetting IDS programs for recommendation to the structures of senate, and by formulating recommendations for policy concerning course offerings appropriate to IDS programs in conjunction with the IDS Curriculum Review Committee. The committee shall endeavor to encourage extensive interdisciplinary and cross-disciplinary cooperation, especially team-taught courses, and to promote IDS programs while recognizing the curricular needs of more traditional programs and departments.

The committee sees Interdisciplinary Studies in broad terms, allowing for its intersection with service learning, international and overseas, as well as environmental, global, Africana, American, Canadian, classical, film, Latin-American, and women's studies. It envisions a common field of study that combines the visionary and exploratory with the pragmatic, and encourages self-reflexive and analytical methodologies that foster and promote ethical, empathic, cosmopolitan, trans-cultural and wide-ranging critical perspectives.

IDS serve the global community in a time of rapid change by helping to produce global citizens with increasingly necessary flexible skills and broad perspectives.

1. Operation: Advise on the coordination, development and oversight of IDS programs and act as a consultative and recommending body to faculty senate and the director of the center for IDS. To establish and coordinate firm and transparent processes for making recommendations for the appointment of IDS faculty program directors and for the development of new IDS programs.
2. Structure: The IDS committee shall consist of all of the directors/coordinators of the IDS major, minor and certificate programs plus one representative from each of the COSS, COSM, COAH, SON, COE and RCOB and one member of senate. The director of the center for IDS and a representative from the Provost's Office shall be ex-officio members. IDS directors shall continue to serve for the duration of their role as director, college and senate representatives shall serve for a limited consistent with the rules of the Faculty Senate.

XIDS Curriculum Review Committee

The XIDS Curriculum Committee serves the University of West Georgia and the Center for Interdisciplinary Studies by promoting and vetting XIDS courses, and by formulating policy concerning XIDS course offerings. The committee shall endeavor to encourage extensive

interdisciplinary and cross-disciplinary cooperation, especially team-taught courses, and to promote XIDS programs while recognizing the curricular needs of more traditional programs and departments.

The committee sees Interdisciplinary Studies in broad terms, allowing for its intersection with service learning, international and overseas, as well as environmental, global, Africana, American, Canadian, classical, film, Latin-American and women's studies. It envisions a common field of study that combines the visionary and exploratory with the pragmatic, and encourages self-reflexive and analytical methodologies that foster and promote ethical, empathic, cosmopolitan, trans-cultural and wide-ranging critical perspectives.

XIDS serves the global community in a time of rapid change by helping to produce global citizens with increasingly necessary flexible skills and broad perspectives.

Structure and formation: This committee shall consist of eleven members elected by the faculty of each of the colleges with one each from the School of Nursing, the Richards College of Business, and the College of Education; and two each from the College of Math and Sciences, the College of Social Sciences, and the College of Arts and Humanities. These members should have a vital and enduring interest in interdisciplinary studies and will serve terms of three years. The chair shall be elected from within the committee and has a term of two years. The director of Interdisciplinary Studies may attend as a non-voting member.

2. Proposal for the creation of a new BA/BS degree in IDS.

This degree program would directly support the development of IDS offerings at UWG and support the campus-wide commitment to RPG for our students by providing for an integrated, flexible and innovative approach to program completion. The BA/BS in IDS will complement the existing BS degrees in Environmental Studies and Sciences and the BA degree in Global Studies. It will be a rigorous program that is assessable and achievable for high caliber students.

It will consist of the following

-Core Areas A-F consistent with either a regular BA or BS degree with the required completion of an introductory course on interdisciplinary studies (currently in the proposal stage) and the inclusion of any other two XIDS courses in areas B, C or E, and consistent with the new Core requirements and learning outcomes.

-The completion of any three (3) minors from at least two different colleges. These may include any of the IDS minors. This may extend to an accommodation of completion of the degree where a student can demonstrate significant progress toward the completion of two major degrees, the introductory class and the capstone class.

-The completion of a planned capstone course.

Such a program would provide outstanding new opportunities for our students to engage in a more student-directed degree program, and it would significantly enhance degree completion opportunities, especially for students in the junior/senior years that have not made significant progress toward the completion of one established degree but who have made significant progress toward a number of minors.

RCP 40

A Proposal of Editorial Changes Needed to the *Faculty Handbook*

Section 207

The name “Academic Policies and Procedures Committee” should be changed to:
“Academic Policies Committee”

Section 208

The name “Academic Policies and Procedures Committee” should be changed to;
“Academic Policies Committee”

Section 211

The name “Undergraduate Academic Programs Committee” should be changed to:
“Undergraduate Programs Committee” (NB: several mentions)

The name “Committee on Graduate Studies” should be changed to:
“Graduate Programs Committee” (NB: several mentions)

The Protocols of the Senate

THE PROTOCOLS OF THE SENATE

Table of Contents

Preface

PART ONE: THE ORGANIZATIONAL STRUCTURE OF THE FACULTY SENATE

Preamble

Section One: The Idea and Practice of Representative Faculty Governance

- A. the Foundational Premise
- B. The Key Documents
- C. Overview
- C. Locus
- D. Definition
- E. Inclusivity
 - 1. Part-time faculty
 - 2. Affiliated faculty serving on administration
 - 3. Non-affiliated faculty serving administration
 - 4. The principle of general representation

Section 2. The Organizational Structure of the Faculty Senate

- A. Overview
- B. The Senate
- C. The Executive Committee
- D. The Advisory Groups
 - 1. Composition
 - a. The Academic Affairs Advisory Group
 - b. The Student Affairs Advisory Group
 - c. The Business and Finance Advisory Group
 - d. The University Advancement Advisory Group
 - 2. Nature
 - 3. Preparation
 - 4. Collaboration
- E. The Standing Committees of the Senate
 - 1. Role
 - 2. Membership
 - a. Numerical distribution of Senators to standing committees
 - b. Assignment of Senators to a standing committee
 - c. Constraints on the parameters of committee assignments
 - d. Other elected members
 - e. Appointed members of the administration
 - f. The Provost
 - g. Students
 - h. Other *ex officio*

- 3. Subcommittees
- 4. Task Forces
- F. ad hoc Committees
- G. Task Forces

PART TWO: THE CONDUCT OF THE BUSINESS OF THE FACULTY SENATE

Preamble

Section 1. Terms of Office

- A. Elections
 - 1. Overview
 - 2. Election of Senators
 - 3. Election of non-Senate members of Senate committees
 - 4. Special elections
 - 5. Election of Chair of the Senate
- B. Executive Secretary
- C. Removal for cause

Section 2. The Conduct of Senate Meetings

- A. Schedule of meetings
 - 1. Regular meetings
 - 2. Special meetings
- B. The agenda
 - 1. The prerogative of the Chair
 - 2. Requirement of due notice
 - 3. The possibility of amendment
 - 4. The use of a consent agenda
- C. The rules of order
 - 1. The governing rules
 - 2. The parliamentarian
- D. Quorum, attendance, absences and proxies
 - 1. Definition of quorum
 - 2. No substitutions
 - 3. Voting by Proxy
 - a. requirement for
 - b. procedural limitations on
 - c. limitations of time
 - d. relation with other votes
- E. The committee reports
 - 1. The items in committee reports
 - 2. A clarification of ambiguity between types of items
 - 3. Final reports
- F. New business
- G. Old business
- H. Debate

- I. Amending proposed Action Items
- J. Voting

Section 3. The Conduct of Committee Meetings

- A. Committee chairs
 - 1. Election
 - 2. Responsibilities
 - 3. Record-keeping
 - 4. Proactive duty.
 - 5. Removal for cause
- B. Meeting Schedule
- C. Quorum
- C. Substitution

PART THREE: A GLOSSARY OF TERMS

Preface

The Protocols of the Senate provide the compendium of the operating procedures by which the Faculty Senate has agreed to conduct its business. These protocols are designed to specify those ordinary operations that provide the level of specificity beneath the general principles codified by the *Policies and Procedures* and the *Bylaws*, and the local context of the UWG Faculty Senate in particular, beneath the general principles of *Roberts' Rules of Order*. The aim of such a guidebook is to insure that these ordinary operations will be regulated in thoughtful, optimal ways, and conducted with an awareness of the guiding basis for the conduct, rather than on any capricious, or arbitrary basis, or simply that it is "the way it's been done before."

As a "how to" guidebook rather than a "constitution," *The Protocols of the Senate* are the result of a compact by which the Faculty Senate has agreed to proceed. As such, any rules contained herein that are not specified in the *Policies and Procedures*, the *Bylaws*, or the *Statutes* of the University, need only the consent of the Senate to be revised, rather than that of the larger body represented, the General Faculty. Hence these rules can be more nimbly updated as needed to take into account changing circumstances, to insure that the Senate can function optimally over time.

The Protocols of the Senate also offers a helpful orientation to both new Senators and those who are interested in understanding better how the Faculty Senate actually functions.

PART ONE: THE ORGANIZATIONAL STRUCTURE OF THE FACULTY SENATE

Preamble

The organizational structure of the Faculty Senate is understood to be “organic” in the sense that it is always a “work in process.” To be most effective, the Senate must be sufficiently adaptable to be able to flexibly reorganize aspects of itself as conditions require it. The following structures are meant to permit such flexibility, but they also themselves are subject to future modifications as needed.

Section 1. The Idea and Practice of Representative Faculty Governance

A. The Foundational Premise

The value of a university to its society rests upon the unassailable integrity of the teaching and research of the university. Such integrity is the consequence of the faculty’s pursuit of truth above any other interest, be it commercial or political. It has long been understood that such an uncompromised pursuit is ultimately insured through the participation of the faculty in the governance of the university. For this reason above all others, a democratic, open, transparent and effective modality for a faculty role in governance is essential.

B. The Key Documents

In addition to these *Protocols*, there are four key documents that, together, establish and codify the authority for and the process of the faculty’s role in governance at the university level.

- 1. *The Policies and Procedures*.** This document contains the most detailed codification of the operation of the university, its general officers, and its faculties, including the Faculty Senate. It can be amended by the President upon the recommendation of the General Faculty.
- 2. *The Bylaws*.** This document provides the most concise statements of the foundational rules for the general faculty and Faculty Senate, setting the basic parameters for meeting, voting, and such. It can be amended by the President upon the recommendation of the General Faculty.
- 3. *The Statutes*.** This document specifies the mission and operation of the university, its officers and faculty, including personnel policies regarding academic freedom and responsibility, professional ethics, promotion, tenure and removal. This document is approved by the Board of Regents and can only be amended upon the approval of the Board.
- 4. *The Faculty Handbook*.** This document specifies in detail the issues regarding the teaching, service and professional responsibilities of the faculty, including appointment, promotion, tenure, and conflicts of interest. It can be amended by the Faculty Senate.

In addition, each academic unit has its own key document to specify the governance structures for that unit. It is expected that these documents conform with the university-wide documents noted above; if there is any conflict, the university-level document is decisive.

C. Overview

The Faculty Senate is the representative body elected by the entire faculty at the University of West Georgia. As such, its members will represent the faculty in collaboration with the administration, with regard to the development of the curriculum and academic program of the university, the formulation of academic policies and procedures, the enhancement of faculty teaching and research, and advisement with respect to such support areas as budget, technology, facilities, university relations, and athletics.

D. Locus

Senators are elected in one of two ways: either by their academic department or by their college at large, with the exception of those from the library and the School of Nursing, who are elected at large from those units.

E. Definition and Duties

Senators have a duty to represent the interests of the university, while bringing to the table a perspective based in the disciplines of those who elect them, and a corresponding duty to share knowledge and perspectives that pertain to the institution with those who elected them. In other words, Senators shall function as a two-way informative conduit: bringing the interests and needs of their constituents to the Senate and the university and bringing the business of the Senate and the university back to their constituents.

F. Inclusivity

Though certain members of the general faculty are prohibited by the *Policies and Procedures* from serving on the Faculty Senate, these members are nevertheless included in the representational umbrella of the Senate, as follows:

1. Part-time faculty. Part-time faculty are represented by the Senator(s) from the department and/or college to whom they are assigned.
2. Affiliated faculty serving on administration. Administrators are represented by the Senator(s) from the department and/or college with whom they are based.
3. Non-affiliated faculty serving administration. Those administrators holding faculty rank who are not based in any academic unit are represented by the administrators who serve as members of the Senate's committees, including the President and Provost who serve as *ex officio* members of the Senate.
4. The principle of general representation. In addition to such specific representation, it is understood and expected that all Senators will represent all facets of the university, specifically including those noted above.

Section 2. The Organizational Structure of the Faculty Senate

A. Overview

In addition to the Faculty Senate which functions as a body of the whole, the Senate's organizational structure includes: an executive committee, a variety of standing committees,

advisory groups, and such *ad hoc* committees, subcommittees and task forces as may be established.

B. The Senate

The Faculty Senate is comprised of all currently serving Senators who are voting members, as well as four *ex officio*, nonvoting members: the Chair of the Senate and the Executive Secretary, both elected by the faculty, and the President and the Provost of the University. (The Chair of the Senate, however, would vote in the case of an otherwise tied vote.) It is the policy of the Board of Regents of the University System of Georgia that the President of each university shall be the presiding officer of their university's Faculty Senate. However, this is a duty the President may delegate to another. At UWG, the President has delegated that duty to the elected faculty Chair of the Senate.

C. The Executive Committee

The Executive Committee of the Senate is comprised of the Chair of the Senate, the Executive Secretary, the President of the University, the Provost, and the chairs of the standing committees of the Senate. In addition to its mandated functions specified in the *Policies and Procedures*, the Executive Committee functions like a "cabinet" for the Chair of the Senate - a forum for in-depth discussions and careful consideration of the various business of the university that has or may come before the Senate. It will generally meet prior to meetings of the Senate and anticipate such agenda items as may require further clarification.

D. The Advisory Groups

There are four Advisory Groups, aligned with each of the four divisions of the University, to provide a means for regular, close, and informal collaboration between the Faculty Senate and the administration of each of the divisions with the goal that increased understanding of each other's roles and challenges leads to increased appreciation and collegiality. These are each chaired by the chairs of the most relevant Senate committees in that area and include such other senators as the chair may request, as well as the Vice-President for that University division.

1. Composition

- a. The Academic Affairs Advisory Group, chaired by the chair of the Senate's Undergraduate Programs Committee
- b. The Student Affairs Advisory Group, chaired by the chair of the Senate's Student Affairs Committee
- c. The Business and Finance Advisory Group, chaired by the chair of the Senate's Facilities and Services Committee.
- d. The University Advancement Advisory Group, chaired by the chair of the Senate's University Relations Committee

2. The committees are advisory in nature; the Vice President, being the "single point of accountability" for his/her Division, is the final authority for decisions.

3. Members of the Advisory Groups must acquire a good understanding of the matters on which they are advising. Each Vice President should therefore take responsibility for educating his/her Advisory Committee about the structure, roles, and issues within the Division, and each Advisory Committee member should devote adequate time to participate in that educational process. This process may vary by Vice President; for

example, one Vice President may set up an annual training session for the committee, while another might devote time to specific issues throughout the year, and yet another might share documents and ask committee members to read them.

4. Each Advisory Group should meet with the Vice President 2-4 times per year, with the Vice President sharing a list of priorities and works in progress, and inviting reaction and discussion from the members. The goal is a mutual exchange of ideas to increase understanding on both sides. The Vice President will take the counsel of the Advisory Group as s/he moves forward and will also ask members to support his/her agenda. Vice Presidents may call on the Advisory Group at other times if circumstances would make that useful.

E. The Standing Committees of the Senate

1. Role

The Faculty Senate is designed such that the major workload will generally be distributed to its standing committees, who prepare the specific proposals that are then brought before the full Senate for its consideration. Such a structure has the advantage of decentralizing the work to those smaller bodies with the interest, expertise and experience in the specific focus of the tasks assigned to them. On the other hand, it also requires that the committees meet the many challenges that come with being the point of origin for which such tasks are discovered and developed.

2. Membership

a. Numerical distribution of Senators to standing committees

The number of Senators to be assigned to most of the standing committees of the Senate are precisely specified by the *Policies and Procedures*. However, some committees are specified only with a range (e.g., “3 or 4”). In the cases of these committees, the Executive Committee shall, at the conclusion of each academic year, determine which specific number of Senators will be assigned to those committees for the following year. This determination will be made on the basis of facilitating the optimal functioning of the Senate, by taking into account the anticipated workload of those committees for the coming year.

b. Assignment of Senators to a standing committee

Every Senator will be assigned to a standing committee, and no Senator may serve on more than one standing committee at the same time. Such assignment is made on an annual basis by the Senate’s Executive Committee at the conclusion of each academic year. The decision of the Executive Committee shall be based upon the best interests of the Senate, as they see it, and it will be final. Such consideration will take into account the anticipated workload of the committee, as well as the expertise, seniority, and experience of the individual Senators. The Executive Committee will also take most seriously into account each senator’s preferences, which they will solicit prior to their deliberations. Such preferences should express not only the Senator’s first choice, but also alternative choices, to allow the optimal distribution of all. While some weight should be given to maintaining continuity of service on the same committee over the duration of the Senator’s term of office, there is no requirement that the senator must remain on the same committee. Appointments are made on an annual basis and it is understood that there will be occasions when changing a committee assignment may be more optimal than retaining it.

c. Constraints on the parameters of committee assignments

In fulfilling its duty to appoint Senators to the standing committees of the Senate, the Executive Committee shall insure that at least one Senator from the college with the largest enrollment of graduate students has a position on the Graduate Programs Committee. Beyond this mandated assignment, it is expected that the Executive Committee will appoint members to this committee so that all colleges with graduate programs will have Senatorial representation and, as possible, those with the largest student enrollment, will have the largest representation.

d. Other elected members

In addition to their Senator members, each standing committee of the Senate also includes seven other faculty members, one elected from each of the seven academic units at UWG (the five colleges, the School of Nursing and the Library). These members are elected specifically to that committee and will serve the duration of their two-year terms of office as members of that committee. They enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee. No one may serve on more than one committee at the same time. Senators whose term would overlap a term as a non-Senator member of a committee are not eligible. If a non-Senator member of a committee should be elected to the Senate prior to the expiration of their term as a committee member, they must resign the remainder of their committee assignment, to be replaced by election from the unit from which they were elected.

e. Appointed members of the administration

In addition, most of the standing committee of the Senate also include *ex officio* members from the administration, as specified in the *Policies and Procedures*. These persons, by virtue of their office, continue as members of their assigned committee. They enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

f. The Provost

In addition, the *Policies and Procedures* specify that the Provost is an *ex officio* member of all of the standing committee of the Senate. However, it is acceptable that the Provost appoint a member of his/her staff to any committee in his/her place, such appointments to be made on an annual basis. These persons enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

g. Students

In addition, most of the standing committee of the Senate also include student members. In most cases these are to be appointed to their committees by the Student Government Association, in the case of the Graduate Programs Committee by the Dean of the Graduate School. All are appointed on an annual basis, and all enjoy all the same rights of membership and voting as the Senator members, with the exception that only Senators may serve as the Chair of the committee.

h. Other *ex officio*

In addition to the members specified above, who are mandated by the *Policies and Procedures*, every committee has the authority to grant *ex officio* non-voting status to whomever additional persons the committee should deem beneficial to include as members of the committee. Such memberships are granted on an annual basis.

3. Subcommittees of Committees

Every standing committee has the authority to create and charge its own *ad hoc* subcommittees, and to appoint members thereto. Such members may be drawn from the members of that standing committee and/or from such other persons as the committee should deem most beneficial to the fulfillment of the charge of that subcommittee. Subcommittees are authorized on an annual basis and may be re-authorized the following year. The subcommittee, having no standing with the full Senate, makes its recommendations to the standing committee that created it for further disposition. Service on a subcommittee by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of subcommittee assignments Senators may have.

4. Task forces of Committees

Every standing committee has the authority to create and charge its own task forces, and to appoint members thereto. Such members may be drawn from the members of that standing committee and/or from such other persons as the committee should deem most beneficial to the fulfillment of the charge of that task force. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task. The task force, having no standing with the full Senate, makes its recommendations to the standing committee that created it for further disposition. Service on a committee's task force by members of the Senate does not preclude their service also on a standing committee of the Senate, and there is no limit to the number of committee task force assignments a Senator may have.

F. *ad hoc* Committees of the Senate

The Faculty Senate has the authority to create and charge its own *ad hoc* committees and appoint members thereto. Such members may be drawn from the members of the Senate and/or from such other persons as the Senate should deem most beneficial to the fulfillment of the charge of that *ad hoc* committee. *Ad hoc* committees are authorized on an annual basis and may be re-authorized the following year. The *ad hoc* committee is granted the authority to bring its recommendations to the full Senate. Service on an *ad hoc* committee by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of *ad hoc* committee assignments Senators may have.

G. Task Forces of the Senate

The Faculty Senate may, at any time it so chooses, create and charge its own task forces, and to appoint members thereto. Such members may be drawn from the members of the Senate and/or from such other persons as the Senate should deem most beneficial to the fulfillment of the charge of that task force. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task. The task force is granted the authority to bring its recommendations to the full Senate. Service on a task force by members of the Senate does not preclude their service also on a standing committee of the Senate and there is no limit to the number of task force assignments Senators may have.

PART TWO: THE CONDUCT OF THE BUSINESS OF THE FACULTY SENATE

Preamble

Election to the Faculty Senate should be understood by all in the university to be a very distinctive honor, as it is a recognition conferred by one's peers that one is the most trustworthy, competent, and dedicated person to represent them and the interests of their university. This understanding should guide those who seek and who hold this office, for it is through their conduct of it that the reputation, stature, and effectiveness of the Faculty Senate is augmented or diminished.

Section 1. Terms of Office

A. Elections

1. Overview

Senators shall serve three-year terms in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(1). The terms will be staggered with one-third of the membership of the Senate elected each year.

2. Election of Senators

Each Spring semester, upon receipt of the census data from the Provost's office, the Executive Committee, on the advice of the Rules Committee, will determine the total number of Senators for the following year, and then the vacancies for Senators and non-Senate members of the Senate's standing committees. The total number of Senators will be determined in accordance with the policy that there shall be one Senator for every ten faculty for each academic unit. Each academic unit, upon receipt of the numbers of vacancies, will then conduct its own elections according to the rules that it shall have in place to govern such elections, in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(4). All persons who shall be candidates for such elections must be eligible to serve, according to the rules established in the *Policies and Procedures* Art. IV, Sec 2(F)(4). Furthermore, for the colleges, there may be both at-large and departmental elections of Senators. While colleges are free to conduct these elections as they shall determine, it is recommended that the at-large elections be conducted first, so that the departments will know whether their candidate in the at-large election was elected or not prior to their voting for their departmental representative.

3. Election of non-Senate members of Senate committees

All non-Senate members of the Senate's standing committees are elected at-large by their college or other academic unit, to two-year terms in accordance with *Policies and Procedures* Art. IV, Sec 2(J)(5). Ordinarily, one-half of these positions will be elected each year. While each academic unit may arrange their elections as they shall determine, it is recommended that the election of non-Senator representative should follow after the election of Senators. Since no one may serve in both capacities at the same time, such a sequence would allow those not elected to the Senate to run for the non-Senator positions.

4. Special elections.

Whenever it should occur that there is a mid-term vacancy, due to resignation, expulsion or any other premature termination of a Senator's term, a special election should be held in the unit from which that Senator had been elected, to replace that person with another who will serve the balance of that term. Whenever a temporary vacancy of a semester or more

should occur, a special election will be held to determine that person's replacement during their absence, in accordance with *Policies and Procedures* Art. IV, Sec 2(F)(2).

5. Election of Chair of the Senate

Each Spring semester in which the term of the current chair of the Senate is to expire (i.e., every second year under ordinary circumstances), there will be an election to replace that person in accordance with *Policies and Procedures* Art. IV, Sec 2(B)(3). The Executive Committee of the Senate is charged by the *Policies and Procedures* with the responsibility of appointing an *ad hoc* elections committee to oversee the election of the officers of the Senate, including receiving nominations, organizing and supervising elections, monitoring compliance, adjudicating challenges, and certifying the results. It may appoint itself to serve as this committee. It shall be the duty of any member of the Executive Committee to recuse themselves from serving in this capacity should that person seek to become a candidate in that election cycle, or have any dual relationship or conflict of interest with any person seeking to be a candidate that would raise any ethical question of their impartiality. Should such a situation arise and the person not voluntarily recuse themselves, the Executive Committee has the authority to do so.

B. Executive Secretary

The Secretary of the General Faculty, elected to a three-year term by the General Faculty, serves as the Executive Secretary of the Faculty Senate. Though a nonvoting *ex officio* member of the Senate, the Executive Secretary serves on the Executive Committee, keeps the Minutes of meetings, retains and publishes all official records of same, as is centrally important to the optimal functioning of the Senate. Therefore, whoever should be elected to the position of Secretary of the General Faculty should be willing and able to carry out such functions. It should be typically the case that such a person would have had prior experience as a senator.

C. Removal for cause

Because the effectiveness of the Senate depends so much on the active involvement of its members, the Chair of the Senate is authorized under the *Policies and Procedures* (Art. IV, Sec. 2, B) to resolve matters in which senators and non-senate members of committees do not attend Senate or committee meetings and of committee chairs who do not convene their committees. The authority of the Chair to resolve such matters includes recommending expulsion of that person from the Senate for cause. Such a recommendation would be made to the academic unit from which that senator had been elected: if a department, to the department chair; if a college, school or library, then to the Dean of such. The removal of the senator would be by that academic unit, according to its procedures. When a person is removed for cause, a special election shall be held in the unit from which that person was elected for someone to serve for the remaining balance of that recalled senator's term of office. Expulsion from the Senate for any other reason would require a recommendation for such from the Rules Committee followed by a two-thirds vote of the Senate.

D. Recall

Any academic unit has the right to recall the senator elected by that unit. The unit would do so by a petition to the Senate's Executive Committee to supervise a recall election. Upon receiving a motion and a second from voting faculty of that unit, the Executive Committee

shall supervise a recall election to be held within 30 days among the voting eligible members of that academic unit. If the vote should be at least 2/3rds in favor of the recall, the senator is removed, and a special election shall be held in that unit for someone to serve for the remaining balance of that recalled senator's term of office.

Section 2. The Conduct of Senate Meetings

A. Schedule of meetings

1. Regular meetings

The Faculty Senate is required by the *Bylaws* Art. III, Sec. A to meet at least twice each semester, but shall normally meet on a monthly basis, with the schedule of its regular meetings for the current year published in advance on the Faculty Senate's web site. While it shall be the authority of the Chair to schedule the times of these meetings, it is expected that they will generally be held at the same starting time and day of the week; and it is furthermore recommended that Friday afternoons starting at 1:00 p.m. would be considered the most optimal.

2. Special meetings

Special meetings may be called by the Chair of the Senate, and shall be called upon request by the President of the University, or upon written application of five Senators, or that of any ten members of the General Faculty.

3. It shall be the duty of the Executive Secretary of the Senate to provide written notice of the time, place, and agenda of regular and special Senate meetings to each General Faculty member at least forty-eight hours in advance of the meeting in accordance with the *Bylaws* Art. III, Sec. A. The agenda should be posted to the Faculty Senate's web site and notice should be sent to each faculty member via email with the link to the posted agenda provided.

B. The agenda

1. The Chair of the Senate is authorized by *Policies and Procedures* Art. IV, Sec. 2(B) with the duty of setting the agenda for the meetings of the Faculty Senate, in cooperation with the President of the University and the chairs of the Senate's committees and task forces. Normally new business intended for the agenda shall be presented in writing to the Executive Secretary one week in advance of the regular meeting. The agenda of the Senate shall then be prepared by the Executive Secretary in accordance with *Bylaws* Art. III, Sec. B. In preparing the written presentation of the agenda, those items which have more than a page of supporting documentation should include all but the motion or a brief description in the agenda, with the remaining material to be presented as an addendum. Those items which can be presented in less than a page should be included in their entirety in the agenda itself.

2. Written notice of the time, place, and agenda of Senate meetings as well as proposals for consideration at the senate meeting shall be sent by the Executive Secretary to each General Faculty member at least forty-eight hours in advance of the meeting.

3. The Senate agenda may be amended at the meeting by two-thirds vote of the members present in accordance with *Bylaws* Art. III, Sec. B.

4. The Use of a Consent Agenda

At the discretion of the Chair of the Senate, in consultation with the Executive Committee and of the committee chair(s) involved, items may be placed on a “consent agenda.” Without objection, a consent agenda would be approved at the start of a meeting, just after the approval of the Minutes, and in like manner. A consent agenda would be used for those items that, in the view of the Chair, are so evidently consensual that there is no need for individual discussion of them. These would be the “bureaucratic” busy-work items of the Senate, and by clearing them quickly from the agenda in this fashion, the Senate’s time would be saved for the more deliberative business. Upon the objection of any one member of the Senate to any particular item’s inclusion on the consent agenda, that item is removed from the consent agenda and placed on the regular agenda for the meeting.

C. The rules of order

1. In accordance with *Bylaws* Art. IV, the latest edition of *Roberts Rules of Order* shall govern the conduct of Senate meetings and those of its committees, except in such instances as it may be in conflict with the *Policies and Procedures*, the *Bylaws*, the *Statutes*, or *The Protocols of the Senate*. In such cases, the governing University document supersedes.
2. The Chair of the Senate will ordinarily be the person who will interpret adherence to these rules. However, the Executive Committee may appoint a parliamentarian whenever it should so decide.

D. Quorum, attendance, absences and proxies

1. A quorum for the Senate and its committees shall be fifty percent of the membership of the respective bodies in accordance with *Bylaws* Art. III, Sec. F. The quorum is computed on the basis of the voting members only. Proxy votes will count as a part of the quorum necessary to begin each meeting (see point 3 below).
2. Senators should always make their best effort to attend every meeting, arriving on time and remaining until the end. No one else may substitute for a Senator in their absence.
3. Whenever Senators will be unavailable for part or all of a Senate meeting, they may assign their votes by proxy.
 - a. Such assignment of votes by proxy must be given in advance of the meeting to the Executive Committee.
 - b. Proxy votes may be provided for any of the Action Items on the agenda for which votes are to be cast, provided that the agenda items have been officially published beforehand and provided that no amendment to the item has been passed by the present assembly.
 - c. The proxy is valid for one meeting only.
 - d. For any item on which a vote is called that is not covered by the proxy, and for any item that has been amended from the form in which it was announced in the agenda prior to the meeting, that person’s vote is deemed to be “abstain.”
4. Alternatively whenever Senators will be unavailable for part or all of a Senate meeting, they may authorize a substitute to attend in their place. The substitute may be selected by the senator, with the following restrictions:
 - a. substitute must be someone drawn from the same academic unit as the senator
 - b. substitutes must be themselves eligible to serve as a senator (with the exception that someone term-limited from serving a next consecutive full term may nevertheless substitute during that time)
 - c. substitutes are authorized to serve only for that one meeting

d. substitute must carry out the same responsibility as the absent senator to inform their constituents of the business of that meeting

E. The committee reports

1. All Senate committees, whether standing or *ad hoc*, and all task forces, submit their recommendations as proposals to the Senate for approval. These proposals, in the form of Action Items, are submitted as part of the committee's report to the Senate. In addition, a committee's report may present as Information Items anything that does not propose a change, but merely provides an informational context useful to the Senate's fulfillment of its duties.
2. There may arise situations when it is not clear whether an item from a committee should be considered an action item requiring Senate approval or an information item that does not. In general, any proposal to change any policy or procedure should be deemed an Action Item. But in the case of curriculum changes, only those proposals to add or delete courses, or to add, delete or modify programs require the approval of the Senate. The Senate grants to each department the authority to modify individual courses in ways that do not affect its status or others in the core curriculum and such cases should be presented as Information Items. However, any course modifications that affect its status or others in the core curriculum or that alter learning outcomes that would impact the core curriculum must be submitted for Senate approval.
3. All committee will also file an end-of-year final report to the Executive Committee, summarizing its activity for the year.

F. New Business

In addition to the committees' reports, any Senator may propose an item for consideration as new business. Normally, such items as require approval will then first be referred to the appropriate Senate standing committee.

G. Old business

Any such Action Items that the Senate considered at a previous meeting, but postponed a final decision to the subsequent meeting are considered old business for the next meeting and are available for the Senate's deliberation and disposition at that time.

H. Debate

With the Chair presiding over it, debate may be conducted on any item before the Senate. Any Senator may request recognition by the Chair to speak. In speaking, the Senator should offer only such remarks as are polite, succinct and to the matter at hand, and should address them to the Chair, and not to another Senator. In such cases where there is a lively debate, the Chair should accord sufficient time for all who wish to speak to be heard. Unless there are circumstances that justify exceptions, it is normally expected that no Senator other than the one presenting the item should speak more than twice in the course of a debate on any single issue.

I. Amending proposed Action Items

Proposals may be amended on the floor during a Senate meeting. In the case of substantial modifications, it is customary to then send the proposal back to the originating committee, to

be revised and resubmitted the following meeting. Proposals from committees may also be rejected by the Senate, then taken up as an item of new business, and amended on the floor by the Senate. When such amended proposals as are approved entail changes to the *Policies and Procedures* or the *Bylaws*, they are then placed on the agenda of the next meeting of the Senate as Old Business, in order to provide sufficient time and notice to the general faculty that such changes are under review.

J. Voting

Voting will normally be determined by voice vote. At the discretion of the presiding officer any vote will be determined by a show of hands. At the request of one senator, the vote will be determined by a roll-call, with the vote of each senator recorded in the minutes in accordance with *Bylaws* Art. III, Sec. E.

K. Subsequent Approvals

1. All Senate actions require the subsequent approval of the President of the University in accordance with *Policies and Procedures* Art. IV, Sec. 2(L)(2). The President will convey his/her decision to the Senate, whether it be to approve or to disapprove, in writing promptly after the Senate's action.
2. Senate actions that would amend the *Policies and Procedures*, the *Bylaws*, or the *Statutes* require the subsequent approval the General Faculty, in accordance with *Policies and Procedures* Art. IV Sec. 3 and *Bylaws* Art. IV. While such approvals by the General Faculty can be done by electronic or other written balloting outside of a physical meeting, it is recommended that the usual policy to be followed in such cases would be to first present such motions at a meeting of the General Faculty first.
2. Senate actions that amend the *Statutes* require, in addition to the subsequent approval of the General Faculty, also the approval of the Board of Regents.

Section 3. The Conduct of Committee Meetings

A. Committee chairs

1. Each committee of the Senate will elect one of its Senator members as chair for the year in accordance with *Bylaws* Art. III, Sec. D. Chairs are eligible for re-election. At the discretion of any committee, the committee may also elect a Chair-elect, to become Chair the following year.
2. The Chair of the committee has the responsibility to set the agenda, call and preside over the meetings, and report to the Senate any proposals approved by the committee, except that any five committee member can apply in writing to require a meeting of the committee, in accordance with *Bylaws* Art. III Sec. D.
3. Chairs are also expected to keep the minutes of each committee meeting, and to make these as well as the agendas, available on the committee's web site. If it is the will of the committee, these duties may instead be handled by a secretary elected by the committee for that purpose.
4. Chairs are expected not only to receive such business as may come to the committee, but also to be proactive in seeking out such opportunities whereby the committee may propose improvements that fall within their charge for the betterment of the university.

5. Chairs who fail to convene their committees are subject to removal **by the unit form which they were elected upon the recommendation of** the Chair of the Senate.
- B. Committees are required to meet not less than once each semester, with meeting announcements to be sent to each committee member at least five University calendar days prior to the meeting, in accordance with *Bylaws* Art. III, Sec. C.
- C. Committees may approve proposals to forward to the Senate only at duly called meetings at which there is a quorum, consisting of fifty percent of the voting members of the committee, in accordance with *Bylaws* Art. III, Sec. F.
- D. No one may substitute for an absent committee member.

Section 4. The Process of Amending the *Policies and Procedures* and the *Bylaws*

- A. The Faculty Senate, upon the recommendations of its Rules Committee, proposes amendments to the UWG *Policies and Procedures* and the *Bylaws*. These are proposed by the Senate to the general faculty, who must approve them before they become effective.
- B. It shall be the duty of the Secretary of the general faculty to supervise such elections, in concert with the Chair of the Senate and the Senate Rules Committee.
- C. Following the mandated procedures specified in the *Policies and Procedures*, the approval of the general faculty may be obtained by electronic or other written balloting. Advance notice of such balloting must be provided the requisite number of “university business days” in advance, as mandated by the *Policies and Procedures*. In this regard, “university business days” is to be understood to mean days during which classes are conducted within that part of the year specified as falling within the faculty contract period.

PART THREE: A GLOSSARY OF TERMS

action item: Proposals that recommend particular changes to specific policies or procedures that are submitted as part of the committee's report to the Senate.

ad hoc committee: The Senate or Executive Committee may appoint ad hoc committees as required. *Ad hoc* committees are authorized on an annual basis and may be re-authorized the following year. The *ad hoc* committee is granted the authority to bring its recommendations to the full Senate.

advisory group: There are four Advisory Groups, (Academic Affairs, Student Affairs, Business and Finance, University Advancement) aligned with each of the four divisions of the University, to provide a means for regular, close, and informal collaboration between the Faculty Senate and the administration of each of the divisions.

Agenda: Action items that are submitted to the executive secretary or: The agenda of the Senate shall be prepared by the Executive Secretary of the Senate in cooperation with the President of the University. Normally new business intended for discussion by the Senate shall be presented in writing to the Executive Secretary one week in advance of the regular meeting.

Bylaws of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level. The *Bylaws* of the University contain the rules and regulation to provide a framework for operation and management of the senate.

Chair of the Senate: Chair of the Faculty Senate shall preside at all Faculty Senate meetings and chair the Executive Committee of the Senate.

consent agenda: A consent agenda would be used for those items that, in the view of the Chair, are so evidently consensual that there is no need for individual discussion of them. These would be the "bureaucratic" busy-work items of the Senate.

ex officio: A member of the Senate or a committee who is appointed by virtue of their office, rather than an elected member

Executive Committee: The Executive Committee of the Faculty Senate consists of the Chair, Past-Chair, Executive Secretary, and the Chairs of the Standing Committees of the Senate.

Executive Secretary: The Secretary of the General Faculty shall serve as an ex-officio, nonvoting, Executive Secretary of the Senate. His or her duties shall be to prepare and maintain the official records of the Senate, to receive committee reports, to supervise the operational affairs of the Senate, maintain the Senate web site, and serve as a member of the Executive Committee of the Senate.

faculty: The faculty of each college/school and of each department shall consist of all professors, associate professors, assistant professors, instructors, lecturers, and senior lecturers employed to work in the instructional, administrative, or research activities of that college/school or department.

Faculty Handbook of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level.

information item: Anything that does not propose a change, but merely provides an informational context useful to the Senate's fulfillment of its duties.

minutes: Official record of all meetings. The minutes are kept on file in the registrar's office.

Policies and Procedures of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level

proxy voting: Whenever Senators will be unavailable for part or all of a Senate meeting, they may assign their votes by proxy.

quorum: A quorum of the Faculty Senate shall consist of fifty (50) percent of the membership at both regular and special meetings.

recusal: The act of abstaining from participation in official proceedings because of a conflict of interest.

representation: Representatives on the standing committees shall be elected from faculty excluding the Officers of Administration named in Article III.

standing committee: Recommend policy and/or procedures on all matters appropriate to their respective areas of concern. In addition to recommending policy on matters within its purview, each standing committee shall be responsible for working with the administration in a liaison capacity to help ensure effective communication with regard to policy implementation.

Statutes of the University: One of four key documents that together, establish and codify the authority for and the process of the faculty's role in governance at the university level. The Statutes of the University contain the administrative organization, general purpose of the faculty senate, and general personnel policies of the faculties.

subcommittee: Each standing committee has the authority to create and charge its own subcommittees, and assign members from the standing committee and from other persons deemed beneficial.

task force: The Faculty Senate may, at any time, create and charge its own task forces, and to appoint members from the Senate and from persons deemed beneficial. Task forces are authorized on the basis of a specific task to be performed and are dissolved upon the conclusion of that task.