

POLICY 9-3 REV 20  
DATE DECEMBER 8, 2003

REV 19

SUBJECT: FACULTY REGULATIONS - Chapter III  
THE ACADEMIC SENATE

SECTION 1. GENERAL PROVISIONS

A. AUTHORITY OF THE SENATE

THE ACADEMIC SENATE, HEREINAFTER REFERRED TO AS THE SENATE, SUBJECT TO THE AUTHORITY OF THE STATE BOARD OF REGENTS AND BOARD OF TRUSTEES, SHALL HAVE POWER TO ACT FOR THE FACULTY IN THE AREAS SPECIFIED BY UNIVERSITY REGULATIONS, CHAPTER V (POLICY AND PROCEDURES No. 8-8), AND OTHER APPLICABLE PROVISIONS OF UNIVERSITY REGULATIONS AND FACULTY REGULATIONS. THE SENATE SHALL HAVE POWER TO MAKE RULES GOVERNING ITS OWN ORGANIZATION AND PROCEDURE.

SECTION 2. MEMBERSHIP

THE SENATE SHALL BE CONSTITUTED AS FOLLOWS:

A. EX OFFICIO MEMBERS

THE FOLLOWING ADMINISTRATIVE OFFICERS SHALL BE EX OFFICIO MEMBERS OF THE SENATE: (1) THE UNIVERSITY PRESIDENT, AND THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THE VICE PRESIDENT FOR HEALTH SCIENCES. THESE EX OFFICIO MEMBERS SHALL HAVE FULL RIGHTS OF DISCUSSION AND MAKING MOTIONS BUT NOT THE RIGHT TO VOTE. (2) EACH DEAN, OR AN ASSOCIATE OR ASSISTANT DEAN DESIGNATED AS A DEAN'S REPRESENTATIVE. EACH DEAN OR A DEAN'S DESIGNEE SHALL HAVE FULL RIGHTS OF DISCUSSION AND MAKING MOTIONS ON MATTERS DIRECTLY ASSOCIATED WITH THE DEAN'S COLLEGE OR ADMINISTRATIVE RESPONSIBILITY, BUT, EXCEPT FOR THE TWO VOTING DEANS [SEE B (2) INFRA] NOT THE RIGHT TO VOTE.

B. ELECTED MEMBERS

(I) FACULTY

(A) THE VOTING MEMBERSHIP OF THE SENATE SHALL INCLUDE REGULAR FACULTY MEMBERS [SEE FACULTY REGULATIONS, CHAPTER II, SECTION 2 (POLICY AND PROCEDURES No. 9-2)] ELECTED FROM THE

FOLLOWING AREAS OF REPRESENTATION: THE INDIVIDUAL COLLEGES AND THE UNIVERSITY LIBRARIES CONSIDERED AS A UNIT. ALL REGULAR MEMBERS OF THE FACULTY, WITHOUT REGARD FOR RANK OR FOR TIME IN RANK, SHALL BE ELIGIBLE FOR ELECTION TO MEMBERSHIP IN THE SENATE, EXCEPT EX OFFICIO MEMBERS OF THE SENATE AND MEMBERS OF THE FACULTY SERVING IN ADMINISTRATIVE POSITIONS HIGHER THAN DEPARTMENT CHAIR. ALL REGULAR MEMBERS OF THE FACULTY, WITHOUT REGARD FOR RANK OR FOR TIME IN RANK, SHALL BE ELIGIBLE TO VOTE FOR CANDIDATES FOR SENATE MEMBERSHIP ONLY IN THE AREAS OF REPRESENTATION WHERE THEY HOLD PRIMARY APPOINTMENTS. DISPUTES RESPECTING ELIGIBILITY FOR ELECTION OR ELIGIBILITY TO VOTE SHALL BE DECIDED BY THE PERSONNEL AND ELECTIONS COMMITTEE, SUBJECT TO APPEAL TO THE SENATE AND TO THE FACULTY.

(B) FACULTY MEMBERSHIP IN THE ACADEMIC SENATE SHALL BE APPORTIONED BY ALLOCATING NOT MORE THAN 79 REPRESENTATIVES AMONG THE COLLEGES AND UNIVERSITY LIBRARIES\* ON A PRORATED BASIS OF 50 PERCENT ACCORDING TO THE NUMBER OF FACULTY MEMBERS IN EACH AREA AND 50 PERCENT ACCORDING TO STUDENT CREDIT HOURS, INCLUDING EVENING RESIDENCE HOURS, TAUGHT IN EACH AREA DURING THE PRECEDING ACADEMIC YEAR. THE BASE ALLOCATION OF NOT MORE THAN 79 FACULTY MEMBERS SHALL BE ADJUSTED TO ENSURE THAT EACH AREA OF REPRESENTATION WILL HAVE A MINIMUM OF TWO REPRESENTATIVES. THE PERSONNEL AND ELECTIONS COMMITTEE SHALL REAPPORTION THE SENATE ACCORDING TO THE FOREGOING FORMULA EVERY TWO YEARS.

\*REPRESENTATION FROM THE UNIVERSITY LIBRARIES WILL BE DETERMINED BY TAKING THE AVERAGE NUMBER OF STUDENT CREDIT HOURS PER FACULTY MEMBER, OF ALL OTHER COLLEGES, AND MULTIPLYING THAT VALUE BY THE NUMBER OF LIBRARY FACULTY.

(C) AREAS OF REPRESENTATION WHICH, UNDER THE FOREGOING FORMULA, WOULD CONTRIBUTE MORE THAN 20 PERCENT OF THE VOTING FACULTY MEMBERSHIP OF THE SENATE MAY, WITH SENATE APPROVAL, BE SUBDIVIDED BY THE PERSONNEL AND ELECTIONS COMMITTEE ALONG DEPARTMENT OR ADMINISTRATIVE LINES, INTO TWO OR MORE SEPARATE REPRESENTATION AREAS, NONE OF WHICH SHALL CONTRIBUTE MORE THAN 20 PERCENT OF THE VOTING FACULTY MEMBERSHIP OF THE SENATE. THE MEMBERSHIP OF SUCH SUBDIVIDED REPRESENTATION AREAS SHALL BE APPORTIONED BY THE PERSONNEL AND ELECTIONS COMMITTEE AMONG THE AREAS AS NEARLY AS POSSIBLE IN ACCORDANCE WITH THE ABOVE PRORATIONING FORMULA.

(D) FACULTY REPRESENTATIVES SHALL BE ELECTED TO SERVE REGULAR THREE-YEAR TERMS, OR AS PROVIDED IN SECTION 5A (3), INFRA, TO

COMPLETE THREE-YEAR TERMS OF REPRESENTATIVES WHO DO NOT COMPLETE THEIR REGULAR TERMS. AN ANNUAL ORIENTATION SHALL BE PROVIDED FOR NEWLY ELECTED SENATORS. BEYOND SERVICE IN THE SENATE, FACULTY MEMBERS OF THE SENATE SHOULD EXPECT THAT THEY MAY BE CALLED UPON TO SERVE ON STANDING AND AD HOC COMMITTEES. SENATE FACULTY MEMBERS SHALL BE INELIGIBLE FOR NOMINATION FOR ANOTHER TERM UNTIL AT LEAST ONE YEAR HAS ELAPSED FOLLOWING THE EXPIRATION OF THEIR TERMS OF OFFICE OR DATE OF RESIGNATION THEREFROM. NEW TERMS SHALL BEGIN ON MAY 15.

(2) DEANS

THE DEANS SHALL ELECT TWO DEANS AS VOTING REPRESENTATIVES IN THE ACADEMIC SENATE. THE VOTING DEANS SHALL BE ELECTED TO SERVE REGULAR TWO-YEAR TERMS, OR AS PROVIDED IN SECTION 5A (3), INFRA, TO COMPLETE TWO-YEAR TERMS OF REPRESENTATIVES WHO DO NOT COMPLETE THEIR REGULAR TERMS. THE TERM OF ONE OF THE DEANS' VOTING REPRESENTATIVES WILL BEGIN ON MAY 15 IN EVEN NUMBERED YEARS; THE TERM OF THE OTHER DEANS' VOTING REPRESENTATIVE WILL BEGIN ON MAY 15 IN ODD NUMBERED YEARS.

(3) STUDENTS

(A) EACH COLLEGE SHALL ELECT ONE REPRESENTATIVE FROM ITS MEMBERS TO THE ASUU STUDENT SENATE. (ACADEMIC ADVISING AND HONORS STUDENTS SHALL BE CONSIDERED ONE COLLEGE FOR PURPOSES OF EQUAL REPRESENTATION.) THE ELECTED MEMBERS OF THE ASUU STUDENT SENATE SHALL BE ENTITLED TO ATTEND ACADEMIC SENATE MEETINGS WITH FULL RIGHTS OF DISCUSSION AND VOTE. IF A STUDENT MEMBER RESIGNS HIS OR HER POSITION ON THE ASUU STUDENT SENATE, THE VACANCY WILL BE FILLED BY THE NEXT RUNNER-UP IN THE AFFECTED COLLEGE OR OTHERWISE ACCORDING TO PROCEDURES DESCRIBED IN THE ASUU STUDENT HANDBOOK.

(B) THE ASUU PRESIDENT OR THE ASUU VICE PRESIDENT IF DESIGNATED BY THE ASUU PRESIDENT AND AN ADDITIONAL STUDENT APPOINTED BY THE ASUU PRESIDENT SHALL ALSO BE MEMBERS OF THE ACADEMIC SENATE, WITH FULL RIGHTS OF DISCUSSION AND VOTE.

(C) STUDENT MEMBERS OF THE SENATE SHALL SERVE ONE-YEAR TERMS DATING FROM THEIR INSTALLATION AS ASUU OFFICERS.

C. ALTERNATES

EACH ELECTED MEMBER OF THE SENATE IS EXPECTED TO ATTEND ITS MEETINGS REGULARLY. WHEN ABSENCE OF A FACULTY OR STUDENT MEMBER IS UNAVOIDABLE, THE MEMBER SHALL DESIGNATE IN WRITING TO THE SECRETARY OF THE SENATE AN ALTERNATIVE TO SERVE WITH FULL POWER DURING THE ELECTED MEMBER'S ABSENCE. THE ALTERNATE SO DESIGNATED SHALL BE ONE OF THE AVAILABLE UNSUCCESSFUL CANDIDATES FOR THAT SENATE SEAT IN THE PREVIOUS ELECTION. IN THE ABSENCE OF AVAILABLE UNSUCCESSFUL CANDIDATES, ANY OTHER PERSON ELIGIBLE FOR ELECTION TO THAT SENATE SEAT MAY BE DESIGNATED AS AN ALTERNATE.

### SECTION 3. OFFICERS

#### A. PRESIDING OFFICER

THE PRESIDENT OF THE SENATE WILL BE ELECTED ANNUALLY BY THE SENATE FROM THE FACULTY AT LARGE EXCLUDING THOSE WHO AT THE TIME OF NOMINATION TO THE OFFICE OF SENATE PRESIDENT ARE EITHER INELIGIBLE FOR SENATE MEMBERSHIP OR SERVE AS CHAIR OF AN ACADEMIC DEPARTMENT. THE PERSONNEL AND ELECTIONS COMMITTEE WILL PROVIDE A SLATE OF CANDIDATES FOR ELECTION. THE PERSON ELECTED FOR THIS RESPONSIBILITY WILL SERVE A TWO-YEAR TERM, THE FIRST YEAR AS PRESIDENT-ELECT, THE SECOND AS PRESIDENT. IF THE PRESIDENT-ELECT IS AT THE TIME OF HIS OR HER SELECTION, AN ELECTED MEMBER OF THE SENATE, THE PRESIDENT-ELECT SHALL BE CONSIDERED AN EX OFFICIO MEMBER OF THE SENATE EXECUTIVE COMMITTEE WITH FULL RIGHTS OF DISCUSSION AND MAKING MOTIONS BUT WITHOUT VOTING PRIVILEGES. IF THE PRESIDENT-ELECT IS NOT, AT THE TIME OF HIS OR HER SELECTION, AN ELECTED MEMBER OF THE SENATE, THE PRESIDENT-ELECT WILL BE CONSIDERED AN EX OFFICIO MEMBER OF BOTH THE SENATE AND OF THE SENATE EXECUTIVE COMMITTEE, WITH FULL RIGHTS OF DISCUSSION AND MAKING MOTIONS BUT WITHOUT VOTING PRIVILEGES. IF THE SENATE PRESIDENT, AT THE TIME HE OR SHE TAKES OFFICE, IS AN ELECTED MEMBER OF THE SENATE, THE PRESIDENT SHALL NOT, FOR APPORTIONMENT PURPOSES, BE CONSIDERED ONE OF THE FACULTY MEMBERS REPRESENTING THE COLLEGES AND UNIVERSITY LIBRARIES; AND THE COLLEGE OR AREA WHICH HE OR SHE REPRESENTS SHALL CHOOSE ANOTHER MEMBER WITH FULL VOTING PRIVILEGES TO REPLACE THE PRESIDENT DURING HIS OR HER TIME IN OFFICE. IF THE SENATE PRESIDENT, AT THE TIME HE OR SHE TAKES OFFICE, IS NOT AN ELECTED MEMBER OF THE SENATE, HE OR SHE SHALL BE CONSIDERED A FULL MEMBER OF THE SENATE, WITH VOTING PRIVILEGES AS EXPLAINED IN THE PARAGRAPH BELOW AND IN FACULTY REGULATIONS, CHAPTER III. 4. A (I. E.), BUT THE PRESIDENT SHALL NOT, FOR APPORTIONMENT PURPOSES, BE CONSIDERED ONE OF THE FACULTY MEMBERS REPRESENTING THE COLLEGES AND UNIVERSITY LIBRARIES.

UPON HIS OR HER OWN INITIATIVE, THE PRESIDENT MAY, OR UPON THE VOTE OF AT LEAST TWO-THIRDS OF THE ASSEMBLED VOTING MEMBERS OF THE SENATE, THE PRESIDENT SHALL, WITH RESPECT TO A SPECIFIC AGENDA ITEM, RELINQUISH THE GAVEL TO THE PRESIDENT-ELECT WITH RESPECT TO A SPECIFIC AGENDA ITEM. IN THE ABSENCE OF THE PRESIDENT OR PRESIDENT-ELECT, THE SENATE SHALL ELECT A PRESIDENT PRO TEMPORE. THE PRESIDENT OR PRESIDENT PRO TEMPORE SHALL BE ENTITLED TO VOTE ON MATTERS BEFORE THE SENATE ONLY WHERE, AFTER VOTE OF THE SENATE, THE PRESIDENT'S VOTE WILL PREVENT AN EQUAL DIVISION OF THE

SENATE. THE SENATE PRESIDENT SHALL HAVE A MANUAL ON SENATE ORGANIZATION, OPERATIONS, AND BASIC PROCEDURES PREPARED AND DISTRIBUTED TO ALL INCOMING SENATE MEMBERS.

**B. SECRETARY**

THE SECRETARY OF THE FACULTY SHALL BE EX OFFICIO THE SECRETARY OF THE SENATE, BUT THE PRESIDING OFFICER MAY APPOINT AN ASSISTANT SECRETARY AT ANY TIME.

**C. PARLIAMENTARIAN**

SUBJECT TO THE APPROVAL OF THE SENATE, THE PRESIDING OFFICER SHALL APPOINT A PARLIAMENTARIAN OF THE SENATE TO ENSURE PROPER OBSERVANCE OF ESTABLISHED PARLIAMENTARY PROCEDURES.

**D. FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES**

THE PRESIDENT OF THE SENATE WILL SERVE AS A FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES.

**SECTION 4. COMMITTEES**

**A. STANDING COMMITTEES**

THE PRESIDENT OF THE SENATE, OR THE PRESIDENT'S DESIGNEE, SHALL BE AN EX OFFICIO, NONVOTING MEMBER OF ALL SENATE STANDING COMMITTEES. THE SENATE SHALL ESTABLISH THE FOLLOWING STANDING COMMITTEES:

**(1) EXECUTIVE COMMITTEE**

(A) THE PRESIDENT OF THE SENATE SHALL CHAIR THE EXECUTIVE COMMITTEE. THE EXECUTIVE COMMITTEE CONSISTS OF THE FOLLOWING VOTING MEMBERS OF THE SENATE: TEN PERSONS REPRESENTING ITS FACULTY AND VOTING DEAN MEMBERS; THREE STUDENT MEMBERS; THE PRESIDENT OF THE SENATE WHEN THE VOTE OF THE PRESIDENT, ACTING IN THE CAPACITY OF CHAIR OF THE EXECUTIVE COMMITTEE WILL PREVENT AN EQUAL DIVISION OF THE COMMITTEE.

(B) THE EXECUTIVE COMMITTEE ALSO CONSISTS OF THE FOLLOWING EX OFFICIO, NON-VOTING MEMBERS: THE UNIVERSITY PRESIDENT, THE VICE PRESIDENT FOR ACADEMIC AFFAIRS, THE VICE PRESIDENT FOR HEALTH SCIENCES, OR THEIR DESIGNEES; THE PRESIDENT-ELECT; AND THE PAST-PRESIDENT OF THE SENATE. THESE MEMBERS HAVE FULL RIGHTS OF DISCUSSION AND MAKING MOTIONS.

(C) AT LEAST EIGHT OF THE TEN INDIVIDUALS ELECTED BY AND FROM THE FACULTY AND VOTING-DEAN MEMBERSHIP OF THE SENATE MUST BE FULL-TIME FAULTY MEMBERS, AND NOT MORE THAN TWO OF THE TEN MAY BE FROM THE SAME AREA OF REPRESENTATION.

(D) THE STUDENT MEMBERS OF THE EXECUTIVE COMMITTEE SHALL CONSIST OF THE ASUU PRESIDENT, THE STUDENT CHAIRPERSON OF THE ASUU STUDENT SENATE, AND ANOTHER STUDENT ACADEMIC SENATOR SELECTED BY THE ASUU SENATE. EITHER THE STUDENT SENATE CHAIR OR THE OTHER STUDENT SENATOR MUST BE A GRADUATE STUDENT. THE STUDENT MEMBERS SHALL SERVE ONE-YEAR TERMS ON THE EXECUTIVE COMMITTEE DATING FROM THEIR INSTALLATION AS ASUU OFFICERS.

(E) NO ELECTED FACULTY MEMBER OF THE EXECUTIVE COMMITTEE SHALL BE ELECTED OR APPOINTED TO ANY OTHER STANDING COMMITTEE OF THE UNIVERSITY DURING THAT INDIVIDUAL'S TERM OF SERVICE ON THE EXECUTIVE COMMITTEE.

(F) THE EXECUTIVE COMMITTEE SHALL MEET WITHIN TWO WEEKS AFTER COMMENCING ITS TERM AND ELECT A SECRETARY FROM ITS ELECTED MEMBERSHIP.

(G) THE PRESIDENT OF THE SENATE OR THE PRESIDENT-ELECT SHALL CHAIR THE MEETINGS OF THE EXECUTIVE COMMITTEE, OR IN THEIR ABSENCE THE EXECUTIVE COMMITTEE SHALL ELECT A PRESIDENT PRO TEMPORE. THE PRESIDENT, OR IN THE ABSENCE OF THE PRESIDENT, THE PRESIDENT-ELECT MAY CALL MEETINGS OF THE EXECUTIVE COMMITTEE AT ANY TIME AND MUST CALL A MEETING OF THE COMMITTEE UPON WRITTEN PETITION OF ANY THREE MEMBERS OF THE COMMITTEE WITHIN TEN DAYS OF THE DATE OF THE PETITION, OR AT SUCH EARLIER TIME AS IS OTHERWISE SPECIFIED IN THE PETITION.

(H) A QUORUM TO CONDUCT BUSINESS SHALL CONSIST OF A MAJORITY OF THE TEN ELECTED FACULTY MEMBERS.

(I) IT SHALL BE THE DUTY OF THE EXECUTIVE COMMITTEE TO:

1. PREPARE THE SENATE AGENDA, ASSIGNING NON-CONTROVERSIAL ITEMS TO THE CONSENT CALENDAR, AND ASSIGNING OTHER ITEMS TO THE INFORMATION CALENDAR OR DEBATE CALENDAR, AS APPROPRIATE; SET TIME LIMITS FOR DEBATE; AND MAKE SUCH PROCEDURAL STIPULATIONS OF OTHER SORTS (NONBINDING) AS MAY BE NECESSARY.

2. REPORT TO THE SENATE AT EACH REGULAR MEETING, NOTING MATTERS WHICH IT HAS AND HAS NOT PLACED ON THE AGENDA AND THE

REASONS AND VOTING ON EACH QUESTION OF CALENDARING.

3. STUDY THE ACTIONS OF COMMITTEES AND COLLEGE OR AREA COUNCILS (PREFERABLY WITH A REPRESENTATIVE OF THE COMMITTEE OR COUNCIL INVOLVED PRESENT IN A GIVEN INSTANCE), AND IN APPROPRIATE CASES RETURN ANY REPORT BY SUCH A BODY TO THAT BODY FOR RE-EXAMINATION, WHERE THE EXECUTIVE COMMITTEE JUDGES THAT THE REPORT IS UNCLEAR, IS INADEQUATELY DEVELOPED, OR SUFFERS FROM OTHER SIGNIFICANT PROBLEMS. SUCH RETURN BY THE EXECUTIVE COMMITTEE SHALL BE NONBINDING ON THE COMMITTEE OR COUNCIL INVOLVED.

4. AT ITS DISCRETION, IDENTIFY QUESTIONS IN CONNECTION WITH A COMMITTEE OR COUNCIL REPORT, OR ITEM FROM THE ADMINISTRATION, WHICH IT THINKS THE SENATE SHOULD CONSIDER AND WHICH IT ACCORDINGLY CONVEYS TO THE SENATE MEMBERS IN ADVANCE OF THE MEETING INVOLVED.

5. REFER TO AN APPROPRIATE COMMITTEE FOR ITS CONSIDERATION ITEMS WHICH MAY BE URGENT, OR IN EXTREMELY URGENT CASES, MAKE A RECOMMENDATION ITSELF DIRECTLY TO THE SENATE.

6. RECOMMEND TO THE SENATE THE CREATION OF AN AD HOC COMMITTEE TO STUDY A SPECIFIC IMPORTANT ISSUE, WHERE THE TOPIC INVOLVED DOES NOT FALL UNDER THE JURISDICTION OF AN EXISTING AD HOC OR STANDING

COMMITTEE, WITH OR WITHOUT RECOMMENDATIONS ON THE DESIGN AND SPECIFIC WORDING OF THE CHARGE TO SUCH A COMMITTEE.

7. ACT IN BEHALF OF THE SENATE ON URGENT MATTERS WHICH CANNOT WAIT FOR ACTION BY THE SENATE IN REGULAR SESSIONS, AND ACT ON BEHALF OF THE SENATE DURING VACATION PERIODS AND THE SUMMER SEMESTER, PROVIDING THAT A FULL REPORT OF SUCH ACTION IS MADE TO THE SENATE AT ITS NEXT REGULAR MEETING. ANY SUBSTANTIVE DECISIONS SHALL BE SUBJECT TO RECONSIDERATION WHEN THEY ARE PRESENTED TO THE SENATE AT THIS TIME.

8. INITIATE STUDIES AND LEGISLATION FOR SENATE ACTION ON MATTERS NOT ASSIGNED TO OTHER UNIVERSITY COMMITTEES, NOR ASSIGNABLE TO THEM.

9. TAKE SUCH OTHER ACTION OR ASSUME SUCH OTHER DUTIES AS MAY BE ASSIGNED OR REFERRED TO THE EXECUTIVE COMMITTEE, UPON RESOLUTION OF THE SENATE OR UPON REQUEST OF THE UNIVERSITY ADMINISTRATION WITH THE CONSENT OF THE EXECUTIVE COMMITTEE AND THE SENATE.

(2) ACADEMIC FREEDOM AND TENURE COMMITTEE

(A) THE ACADEMIC FREEDOM AND TENURE COMMITTEE CONSISTS OF TWELVE MEMBERS ELECTED BY THE SENATE FROM THE UNIVERSITY FACULTY MEMBERS OTHER THAN EX OFFICIO MEMBERS OF THE SENATE. THE CHAIRS OF THE FACULTY HEARING COMMITTEE AND OF THE UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE SHALL BE EX OFFICIO NONVOTING MEMBERS.

(B) IN ADDITION TO ITS JUDICIAL ROLE, PRESCRIBED IN UNIVERSITY REGULATIONS, CHAPTER VII, SECTION 2 (POLICY AND PROCEDURES No. 8-7), THE COMMITTEE WILL OVERSEE THE APPLICATION AND UPDATING OF THE CODE OF FACULTY RESPONSIBILITY AND WILL REVIEW FOR SENATE CONSIDERATION ALL LEGISLATIVE MATTERS CONCERNING FACULTY RIGHTS AND RESPONSIBILITIES.

(3) ACADEMIC POLICY ADVISORY COMMITTEE



(A) THE ACADEMIC POLICY ADVISORY COMMITTEE CONSISTS OF EIGHT FACULTY MEMBERS AND THREE STUDENTS. FACULTY MEMBERS SHALL BE ELECTED BY THE SENATE FOR TWO-YEAR TERMS, WITH FOUR OF THESE TERMS BEGINNING EACH JUNE 16. STUDENT MEMBERS SHALL BE SELECTED FOR ONE-YEAR TERMS IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE ASUU, WITH TERMS BEGINNING EACH JUNE 16.

(B) THE ACADEMIC POLICY ADVISORY COMMITTEE IS AUTHORIZED TO CONSIDER ANY MATTER RELATING TO ACADEMIC POLICY WHICH MAY BE SUGGESTED BY MEMBERS OF THE COMMITTEE, MEMBERS OF THE FACULTY, ADMINISTRATIVE OFFICERS, OR STUDENTS. UPON ITS SELECTION OF A SUBJECT FOR STUDY, THE COMMITTEE SHALL NOTIFY ALL INTERESTED AGENCIES WITHIN THE UNIVERSITY, INCLUDING STANDING COMMITTEES, AND INVITE THEIR COOPERATION. AT LEAST ONCE EACH ACADEMIC YEAR, THE COMMITTEE SHALL SUBMIT A WRITTEN REPORT OF ITS STUDIES AND RECOMMENDATIONS, IF ANY, TO THE SENATE.

(4) ANNUITIES AND SALARIES COMMITTEE

(A) THE ANNUITIES AND SALARIES COMMITTEE CONSISTS OF SIX MEMBERS OF THE REGULAR FACULTY, ELECTED BY THE ACADEMIC SENATE TO SERVE FOR THREE-YEAR TERMS. THE TERMS OF TWO COMMITTEE MEMBERS SHALL END EACH YEAR ON JUNE 15, AND THE TERMS OF NEWLY ELECTED COMMITTEE MEMBERS SHALL BEGIN ON JUNE 16. MEMBERS OF THE COMMITTEE SHALL REPRESENT THE UNIVERSITY FACULTY AS A WHOLE AND NOT ANY PARTICULAR AREA OR COLLEGE. THE DIRECTOR OF HUMAN RESOURCES SHALL BE AN EX OFFICIO NONVOTING MEMBER OF THE COMMITTEE.

(B) THE ANNUITIES AND SALARIES COMMITTEE SHALL FUNCTION IN A RESEARCH AND ADVISORY CAPACITY AND SHALL REPORT TO THE SENATE AND FROM TIME TO TIME MAKE RECOMMENDATIONS TO THE SENATE ON MATTERS RELATING TO SABBATICAL LEAVES, SALARIES, SALARY SCHEDULES, COST OF LIVING, FACULTY RETIREMENT PLANS, ANNUITIES, HEALTH AND LIFE INSURANCE, AND OTHER BENEFITS. THE COMMITTEE SHALL NOT, HOWEVER, EXERCISE BUDGETARY OR ADMINISTRATIVE POWERS IN RELATION TO THESE SUBJECTS. THE COMMITTEE SHALL ADVISE THE ADMINISTRATION ON MATTERS PERTAINING TO ANNUITIES AND SALARIES AND REPORT THE ADVICE THEY GAVE TO THE NEXT REGULAR MEETING OF THE SENATE.

(5) FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE

(A) THE FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE CONSISTS OF EIGHT MEMBERS OF THE REGULAR FACULTY, ELECTED BY THE ACADEMIC SENATE TO SERVE FOUR-YEAR TERMS. THE TERMS OF TWO COMMITTEE MEMBERS SHALL END EACH YEAR ON JUNE 15, AND THE TERMS OF NEWLY ELECTED MEMBERS SHALL BEGIN ON JUNE 16. MEMBERS OF THE COMMITTEE SHALL REPRESENT THE UNIVERSITY FACULTY AS A WHOLE AND NOT ANY PARTICULAR AREA OR COLLEGE. NOT MORE THAN TWO COMMITTEE MEMBERS MAY BE FROM THE SAME AREA OR COLLEGE.

(B) DESPITE THE GENERAL DUTIES ASSIGNED TO THE PERSONNEL AND ELECTIONS COMMITTEE, ALL NOMINATIONS FOR THE FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE, EXCEPT NOMINATIONS MADE FROM THE FLOOR DURING A FORMALLY CONVENED MEETING OF THE ACADEMIC SENATE, SHALL ORIGINATE FROM THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE.

(C) THE FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE MAY ESTABLISH ITS OWN RULES WHICH SHALL PROVIDE THAT INDIVIDUAL FACULTY MEMBERS ARE ENTITLED TO SUBMIT INFORMATION TO THE COMMITTEE, THAT NO COMMITTEE MEMBER IS PERMITTED TO PARTICIPATE IN DISCUSSIONS OR TO VOTE ON MATTERS DIRECTLY AFFECTING THE MEMBER'S OWN COLLEGE, AND THAT COMMITTEE MEMBERS WILL HOLD IN STRICT CONFIDENCE ALL BUDGET INFORMATION WHICH THE COMMITTEE RECEIVES ON A CONFIDENTIAL BASIS FROM THE UNIVERSITY PRESIDENT OR OTHER ADMINISTRATIVE OFFICERS OF THE UNIVERSITY.

(D) THE FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE SHOULD RESPOND TO DIRECTIONS FROM THE ACADEMIC SENATE, WHILE RETAINING THE FREEDOM TO SET ITS OWN AGENDA. THE COMMITTEE'S PRINCIPAL ROLE IS ONE OF CONSULTATION WITH THE UNIVERSITY ADMINISTRATION, AND OF PRESENTING AND ARGUING FOR THE VIEWS AND INTERESTS OF THE WHOLE FACULTY IN THE ADMINISTRATION'S LONG-RANGE ACADEMIC AND BUDGETARY PLANNING. THE COMMITTEE SHOULD STRIVE TO PERSUADE THE ADMINISTRATION TO MAKE CRITICAL BUDGETARY AND ACADEMIC POLICY DECISIONS IN AS OPEN AND PUBLIC A WAY AS POSSIBLE.

(E) THE FACULTY BUDGET AND PLANNING ADVISORY COMMITTEE SHALL PERFORM THE FUNCTIONS ASSIGNED TO IT BY APPLICABLE PROVISIONS OF UNIVERSITY REGULATIONS, CHAPTER VII, SECTION 5.

(6) [FACULTY HEARING COMMITTEE](#)

(A) THE COMMITTEE SHALL NORMALLY CONSIST OF NINE FACULTY MEMBERS, ALL ELECTED BY THE ACADEMIC SENATE FOR THREE-YEAR STAGGERED TERMS. ADMINISTRATORS WITH FACULTY APPOINTMENTS ARE ELIGIBLE FOR ELECTION, BUT FACULTY MEMBERS HOLDING ADMINISTRATIVE POSITIONS SHALL HOLD NO MORE THAN TWO SEATS. THE CHAIRS OF THE ACADEMIC FREEDOM AND TENURE COMMITTEE AND OF THE UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE SHALL BE EX OFFICIO NONVOTING MEMBERS. IF THE COMPLAINANT IS A STUDENT, OR A DEPARTMENT CHAIR, DEAN, OR VICE PRESIDENT ATTEMPTING TO RESOLVE A CONCERN ORIGINALLY RAISED BY A STUDENT, THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE SHALL APPOINT TWO STUDENTS FROM A SLATE OF NOMINEES PROVIDED BY THE ASUU PRESIDENT AT THE BEGINNING OF THE ACADEMIC YEAR TO SERVE AS ADDITIONAL MEMBERS OF THE FACULTY HEARING COMMITTEE DURING ALL DELIBERATIONS CONCERNING THE COMPLAINT. IF THE COMPLAINANT IS A UNIVERSITY STAFF MEMBER, OR A DEPARTMENT CHAIR, DEAN, OR VICE PRESIDENT ATTEMPTING TO RESOLVE A CONCERN ORIGINALLY RAISED BY A STAFF MEMBER, THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE SHALL APPOINT TWO STAFF MEMBERS FROM A SLATE OF NOMINEES PROVIDED BY THE UUSAC CHAIR AT THE BEGINNING OF THE ACADEMIC YEAR TO SERVE AS ADDITIONAL MEMBERS OF THE FACULTY HEARING COMMITTEE DURING ALL DELIBERATIONS CONCERNING THE COMPLAINT.

(B) DUTIES: THE FACULTY HEARING COMMITTEE IS THE HEARING BODY FOR PROCEEDINGS UNDER THE CODE OF FACULTY RESPONSIBILITY, [POLICY AND PROCEDURES NO. 8-12.6](#).

(7) LIBRARY POLICY ADVISORY COMMITTEE

(A) THE LIBRARY POLICY ADVISORY COMMITTEE CONSISTS OF ONE FACULTY REPRESENTATIVE FROM EACH COLLEGE AND ONE FROM THE UNIVERSITY LIBRARIES ELECTED BY THE ACADEMIC SENATE FOR THREE-YEAR TERMS, AND SIX STUDENTS (INCLUDING AT LEAST ONE GRADUATE STUDENT) SELECTED BY ASUU. THE DIRECTORS OF THE MARRIOTT LIBRARY, THE ECCLES HEALTH SCIENCES LIBRARY, AND THE S.J. QUINNEY LAW LIBRARY ARE EX OFFICIO, NON-VOTING MEMBERS OF THE COMMITTEE.

(B) THE LIBRARY POLICY ADVISORY COMMITTEE CONFERS WITH AND ADVISES DIRECTORS OF THE MARRIOTT LIBRARY, THE ECCLES HEALTH SCIENCES LIBRARY, AND THE S.J. QUINNEY LAW LIBRARY CONCERNING LIBRARY POLICIES AND PRACTICES. IT PROVIDES LIAISON BETWEEN THE LIBRARIES AND THE FACULTY AND STUDENT BODY. THE LIBRARY POLICY ADVISORY COMMITTEE REPORTS TO THE ACADEMIC SENATE AND THE COGNIZANT VICE PRESIDENTS.

(8) PERSONNEL AND ELECTIONS COMMITTEE

(A) THE PERSONNEL AND ELECTIONS COMMITTEE CONSISTS OF EIGHTEEN PERSONS ELECTED BY THE SENATE FROM ITS MEMBERS, AND SHALL INCLUDE ONE FACULTY REPRESENTATIVE FROM EACH SENATE AREA OF REPRESENTATION AND TWO STUDENTS. FACULTY SHALL BE ELECTED FOR THREE-YEAR TERMS. A MEMBER OF THE PERSONNEL AND ELECTIONS COMMITTEE MUST BE A SENATOR AT THE TIME OF ELECTION, BUT CAN REMAIN ON THE PERSONNEL AND ELECTIONS COMMITTEE FOR THREE YEARS EVEN THOUGH HIS OR HER TERM OF SERVICE ON THE SENATE MAY EXPIRE DURING THAT THREE-YEAR PERIOD OF TIME. THE PRESIDENT OF THE SENATE, MAY SERVE, AT THE ELECTION OF THE COMMITTEE, AS ITS CHAIR.

(B) THIS COMMITTEE SHALL MAKE NOMINATIONS FOR ELECTED STANDING COMMITTEES OF THE SENATE AND FOR ALL OTHER SENATE COMMITTEES, AND IF THE SENATE IS REQUESTED TO MAKE NOMINATIONS OR RECOMMENDATIONS FOR A COMMITTEE TO BE APPOINTED BY THE UNIVERSITY ADMINISTRATION, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL PREPARE THE LIST OF NOMINEES. IT WILL REVIEW UNIVERSITY STANDING COMMITTEES ON A 5-YEAR ROTATING SCHEDULE. THIS REVIEW WILL USE SELF-STUDY PROCEDURES, AND INCLUDE AN ASSESSMENT OF PERCEIVED APPROPRIATENESS OF COMMITTEE MEMBERSHIP, CHARTER, FUNCTIONS, MEETINGS AND OTHERS. THE COMMITTEE SHALL REVIEW ANY NEW UNIVERSITY-WIDE STANDING COMMITTEE CHARTERS OR CHANGES TO UNIVERSITY STANDING COMMITTEE CHARTERS. IN ALTERNATE YEARS, IT WILL APPORTION SENATE MEMBERSHIP ACCORDING TO THE [POLICY AND PROCEDURES No. 9-3](#) SEC. 2.B.I.B. THE COMMITTEE WILL ALSO REVIEW THE NECESSITY OF RETAINING EXISTING UNIVERSITY COMMITTEES, RECOMMENDING TO THE SENATE ANY POSSIBLE EXCISIONS. IT SHALL PURSUE AN AFFIRMATIVE ACTION PROGRAM TO SECURE SIGNIFICANT REPRESENTATION OF WOMEN, MINORITIES, AND NONTENURED RANKS IN POSITIONS OF RESPONSIBILITY WITHIN THE UNIVERSITY, AND TO SEEK A DISTRIBUTION OF COMMITTEE NOMINATIONS AMONG COLLEGES AND DEPARTMENTS IN ORDER TO OBTAIN A RANGE OF BACKGROUNDS AMONG THE MEMBERS OF EACH COMMITTEE.

(9) UNIVERSITY DIVERSITY COMMITTEE

(A) MEMBERSHIP. THE UNIVERSITY DIVERSITY COMMITTEE WILL CONSIST OF 8 MEMBERS OF THE REGULAR FACULTY, 3 STAFF MEMBERS, AND 3 STUDENT MEMBERS. THE FACULTY MEMBERS WILL BE ELECTED BY THE SENATE FOR THREE YEAR TERMS. THE STAFF MEMBERS WILL BE NOMINATED BY UUSAC AND APPROVED BY THE SENATE EXECUTIVE COMMITTEE FOR THREE YEAR TERMS. THE STUDENT MEMBERS SHALL BE SELECTED FOR ONE YEAR TERMS IN ACCORDANCE WITH PROCEDURES ESTABLISHED BY THE ASUU. TERMS

WILL BEGIN EACH AUGUST 1<sup>ST</sup>. NON-VOTING EX-OFFICIO MEMBERS SHALL INCLUDE: ASSOCIATE VP FOR DIVERSITY, ASSOCIATE VP FOR DIVERSITY FOR HEALTH SCIENCES, UUSAC CHAIR, ASUU CHAIR, ACADEMIC SENATE PAST-PRESIDENT, ASSISTANT VP FOR HUMAN RESOURCES, AND TWO REPRESENTATIVES FROM THE COMMUNITY. THE CHAIR OF THE UNIVERSITY DIVERSITY COMMITTEE WILL BE INVITED TO SERVE BY THE SENATE PRESIDENT, WITH INSTALLATION (VOTE) BY THE COMMITTEE EACH YEAR.

(B) CHARGE. THIS COMMITTEE SHALL PROVIDE LEADERSHIP AND EXPERTISE TO THE UNIVERSITY OF UTAH COMMUNITY IN PROMOTING DIVERSITY IN THEIR VARIOUS ROLES AND ACTIVITIES; SERVES AS A FORUM FOR THE EXCHANGE OF IDEAS WITHIN THE UNIVERSITY. THE UNIVERSITY DIVERSITY COMMITTEE SHOULD RESPOND TO DIRECTIONS FROM THE ACADEMIC SENATE, WHILE RETAINING THE FREEDOM TO SET ITS OWN AGENDA. THE COMMITTEE'S PRINCIPAL ROLE IS TO IDENTIFY ISSUES, PROJECTS, AND PROPOSALS THAT WOULD FURTHER A POSITIVE CLIMATE OF DIVERSITY ON THE UNIVERSITY OF UTAH CAMPUS, WOULD ENHANCE RELATIONS WITH DIVERSE ELEMENTS IN THE COMMUNITY, AND WOULD PROMOTE APPRECIATION OF DIVERSITY IN THE WIDER COMMUNITY. THE COMMITTEE'S ROLE INCLUDES FORWARDING INFORMATION AND RECOMMENDATIONS TO THE ACADEMIC SENATE. THE COMMITTEE WILL SUBMIT AN ANNUAL REPORT TO THE ACADEMIC SENATE OF ITS ACTIVITIES.

(C) BUDGET. AN ANNUAL BUDGET WILL BE OFFERED BY THE PRESIDENT AND ADMINISTERED BY THE OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR DIVERSITY.

(10) UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE

(A) Membership. The University RPT Standards and Appeals Committee shall consist of eighteen tenured faculty members (one faculty representative from each Senate area of representation ) elected for three year terms by the Academic Senate. The chairs of the ACADEMIC FREEDOM AND TENURE COMMITTEE AND OF THE FACULTY HEARING COMMITTEE SHALL BE EX OFFICIO NONVOTING MEMBERS.

(I) NOMINATIONS WILL BE PROPOSED IN ADVANCE BY THE PERSONNEL AND ELECTIONS COMMITTEE, AND ADDITIONAL NOMINATIONS OF ELIGIBLE FACULTY MEMBERS WHO HAVE AGREED TO SERVE MAY BE MADE FROM THE FLOOR IMMEDIATELY PRIOR TO THE ELECTION. VOTING WILL BE BY PREFERENTIAL BALLOT.

(II) MEMBERS OF THE UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE WILL NOT BE ELIGIBLE FOR NOMINATION FOR ANOTHER TERM UNTIL AN INTERVAL OF ONE YEAR HAS PASSED FOLLOWING THE COMPLETION OF THEIR TERM ON THE COMMITTEE.

(III) IN EACH SUCCESSIVE YEAR, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL INCLUDE AMONG ITS NOMINATIONS FOR THE UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE TWO OR MORE CANDIDATES WHOSE TENURED FACULTY APPOINTMENTS ARE IN COLLEGES WHOSE CURRENT MEMBER IS ROTATING OFF THE COMMITTEE.

(B) VACANCIES. IF VACANCIES OCCUR IN THE UNIVERSITY RPT STANDARDS AND APPEALS COMMITTEE, THEY SHALL BE FILLED EITHER BY THE RUNNER-UP FROM THE ORIGINAL ELECTIONS OR, IF THAT IS NOT POSSIBLE, BY SPECIAL ELECTIONS CONDUCTED IN THE ACADEMIC SENATE BY THE PERSONNEL AND ELECTIONS COMMITTEE.

(C) DUTIES. SEE FACULTY REGULATIONS, CHAPTER V, SECTION 4.

## B. OTHER COMMITTEES

### (I) UNIVERSITY-WIDE STANDING COMMITTEES

OFFICIAL STANDING COMMITTEE CHARTERS WILL BE KEPT IN THE ACADEMIC SENATE OFFICE. EX OFFICIO MEMBERS OF UNIVERSITY STANDING COMMITTEES WILL BE CONSIDERED NON VOTING WITH THE FOLLOWING EXCEPTIONS AS PER FEDERAL GUIDELINES: 1) RADIATION SAFETY COMMITTEE AND 2) RADIOACTIVE DRUG RESEARCH COMMITTEE.

### SPECIAL COMMITTEES

THE SENATE SHALL HAVE THE POWER TO PROVIDE FOR THE APPOINTMENT OR ELECTION OF SUCH OTHER COMMITTEES AS IN ITS DISCRETION MAY BE NEEDED TO SERVE THE BEST INTERESTS OF THE UNIVERSITY. EACH SUCH COMMITTEE SHALL ELECT ITS OWN CHAIR AND SECRETARY FROM ITS ELECTED OR APPOINTED MEMBERS.

### (2) AD HOC COMMITTEE TO REVIEW STRUCTURE OF SENATE

THE SENATE MAY BY SECRET BALLOT ELECT AN AD HOC COMMITTEE TO REVIEW THE STRUCTURE AND FUNCTIONS OF THE SENATE.

### C. PROCEDURES AND PRIVILEGES

#### (1) NOTICE OF COMMITTEE MEMBERSHIP

THE SECRETARY OF THE SENATE SHALL NOTIFY FACULTY MEMBERS WHO ARE ELECTED BY THE SENATE TO MEMBERSHIP ON ANY STANDING OR SPECIAL COMMITTEE. THESE MEMBERS SHALL BE NOTIFIED IMMEDIATELY FOLLOWING SUCH ELECTION OR APPOINTMENT TO THEIR NEW POSITIONS.

#### (2) ELECTION OF COMMITTEE OFFICERS

THE ACADEMIC SENATE PRESIDENT APPOINTS THE SENATE-ELECTED COMMITTEE CHAIRS WITH RATIFICATION BY THE SENATE EXECUTIVE COMMITTEE, AND THEN SUBJECT TO CONFIRMATION OF THE SENATE-ELECTED COMMITTEE MEMBERSHIP.

#### (3) PRIVILEGES OF THE SENATE FLOOR

COMMITTEE MEMBERS NOT HAVING MEMBERSHIP ON THE SENATE SHALL HAVE THE PRIVILEGE OF DISCUSSION ON

MATTERS BEING REPORTED TO THE SENATE BY THE COMMITTEE OF WHICH THEY ARE MEMBERS.

#### (4) ACCESS TO RECORDS

ALL SENATE COMMITTEES SHALL HAVE FULL ACCESS TO THE MINUTES OF THE BOARD OF TRUSTEES AND TO THE BOOKS OF THE SECRETARY.

#### (5) COMMITTEE REPORTS

NO COMMITTEE REPORT WILL BE CLEARED BY THE EXECUTIVE COMMITTEE FOR DEBATE BY THE SENATE WHICH DOES NOT CONTAIN A SPECIFIC PROPOSAL STATEMENT.

### D. TERMS OF OFFICE

THE TERMS OF OFFICE FOR FACULTY ELECTED TO STANDING COMMITTEES OF THE SENATE, AND FOR MEMBERS OF ALL OTHER SENATE COMMITTEES, UNLESS OTHERWISE PROVIDED IN APPLICABLE REGULATIONS OR BY ACTION OF THE SENATE, SHALL BEGIN ON JUNE 16. UNLESS OTHERWISE SPECIFIED, THE REGULAR TERM OF OFFICE OF A MEMBER OF A SENATE COMMITTEE SHALL BE THREE YEARS.

## SECTION 5. ELECTIONS

### A. ELECTION OF FACULTY MEMBERS TO THE SENATE

#### (1) GENERAL PROVISIONS

(A) THE PERSONNEL AND ELECTIONS COMMITTEE SHALL SUPERVISE ELECTIONS TO THE SENATE BY SECRET BALLOT DURING THE MONTH OF APRIL.

(B) NO PERSON SHALL BE NOMINATED OR ELECTED TO REPRESENT MORE THAN ONE AREA. NO PERSON SHALL BE ELECTED TO THE SENATE WITHOUT RECEIVING A MAJORITY OF ALL VOTES CAST BY THE ELIGIBLE VOTERS IN THE COLLEGE OR AREA WHICH THAT PERSON IS TO REPRESENT IN THE SENATE.

#### (2) ELECTION PROCEDURES

(A) NOT LATER THAN MARCH 1ST OF EACH YEAR, THE PERSONNEL AND ELECTIONS COMMITTEE WILL SEND AN ANNOUNCEMENT TO EACH COLLEGE OR AREA REPRESENTED IN THE SENATE THAT ELECTIONS ARE TO BE HELD IN EACH COLLEGE OR AREA FOR NEW REPRESENTATIVES TO THE SENATE. ONLY REGULAR FACULTY MEMBERS ARE ELIGIBLE TO VOTE IN SENATE ELECTIONS AND ARE ELIGIBLE FOR ELECTION TO THE SENATE FROM THAT COLLEGE OR AREA.

(B) SUBJECT TO APPROVAL BY THE PERSONNEL AND ELECTIONS COMMITTEE, EACH COLLEGE OR AREA REPRESENTED IN THE SENATE SHALL DEVELOP ITS OWN PLAN FOR OBTAINING NOMINATIONS AND FOR CONDUCTING THE ELECTION OF ITS ALLOTTED REPRESENTATIVES TO THE ACADEMIC SENATE.

(C) NOT LATER THAN APRIL 15 OF EACH YEAR IN WHICH IT IS AUTHORIZED TO ELECT ONE OR MORE REPRESENTATIVES TO THE SENATE, EACH COLLEGE OR AREA SHALL FORWARD TO THE PERSONNEL



AND ELECTIONS COMMITTEE A REPORT OF THE PERSON OR PERSONS ELECTED TO REPRESENT THAT COLLEGE OR AREA. EACH COLLEGE OR AREA SHALL ALSO FORWARD TO THE PERSONNEL AND ELECTIONS COMMITTEE ALL BALLOTS CAST IN THE PROCESS OF NOMINATING CANDIDATES AND ELECTING ITS REPRESENTATIVE(S) TO THE ACADEMIC SENATE.

(D) AFTER VERIFYING THE ELECTION RESULTS, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL ANNOUNCE THE ROSTER OF NEWLY ELECTED SENATORS AT THE MAY MEETING OF THE ACADEMIC SENATE.

### (3) VACANCIES

IN THE EVENT THE SENATE POSITION OF AN ELECTED MEMBER IS VACATED BEFORE EXPIRATION OF THE TERM FOR WHICH HE OR SHE WAS ELECTED, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL APPOINT THE RUNNER-UP FROM THAT MEMBER'S ORIGINAL ELECTION TO THE SENATE TO SERVE THE REMAINDER OF THAT MEMBER'S TERM OR UNTIL THE NEXT GENERAL ELECTION, WHEN THE VACANCY SHALL BE FILLED BY ELECTION FOR THE UNEXPIRED TERM.

## B. ELECTIONS WITHIN THE SENATE

### (I) NOMINATIONS

(A) THE PERSONNEL AND ELECTIONS COMMITTEE SHALL PREPARE NOMINATION SLATES FOR ALL ELECTIONS

CONDUCTED WITHIN THE SENATE. FOR EACH ELECTED STANDING COMMITTEE OF THE SENATE OR OTHER SENATE-ELECTED COMMITTEE, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL PREPARE A SLATE CONTAINING A NUMBER OF NOMINEES EQUAL TO OR GREATER THAN ONE AND ONE-HALF TIMES THE NUMBER OF POSITIONS TO BE FILLED. AFTER PRESENTING THE SLATE TO THE SENATE, THE CHAIR OF THE PERSONNEL AND ELECTIONS COMMITTEE SHALL OPEN THE SLATE TO ADDITIONAL NOMINATIONS FROM THE FLOOR.

(B) IF THE SENATE IS REQUESTED TO MAKE NOMINATIONS OR RECOMMENDATIONS FOR A COMMITTEE TO BE APPOINTED BY THE UNIVERSITY ADMINISTRATION, THE PERSONNEL AND ELECTIONS COMMITTEE SHALL PREPARE THE LIST OF NOMINEES.

### (2) BALLOTING PROCEDURES

(A) ELECTIONS WITHIN THE SENATE, INCLUDING THOSE FOR SENATE COMMITTEES, SHALL BE CONDUCTED BY THE PREFERENTIAL BALLOTING PROCEDURE, WHEREIN THE NOMINEES ARE PREFERENTIALLY RANKED ON EACH BALLOT. EXCEPT AS SPECIFIED BELOW, ONE BALLOTING ROUND PER ELECTION SHALL BE CONDUCTED, AND ONLY BALLOTS CONTAINING RANKINGS FOR A NUMBER OF PREFERRED NOMINEES EQUAL TO OR LESS THAN THE NUMBER OF POSITIONS TO BE FILLED SHALL BE VALID.

(B) THE NOMINEES SHALL RECEIVE A NUMBER OF POINTS EQUAL TO THE CONVERSE OF THEIR RANK ON A BALLOT. THAT IS, THE NOMINEE WHO IS GIVEN FIRST PREFERENCE ON A BALLOT SHALL RECEIVE A NUMBER OF POINTS EQUAL TO THE NUMBER OF POSITIONS TO BE FILLED; THE NOMINEE WHO IS GIVEN LAST PREFERENCE ON A BALLOT SHALL RECEIVE ONE POINT. THOSE NOMINEES RECEIVING THE HIGHEST NUMBERS OF TOTAL POINTS SHALL BE ELECTED.

(C) IN THE EVENT THAT TWO OR MORE NOMINEES RECEIVE THE SAME NUMBER OF POINTS AND THIS NUMBER OF POINTS WOULD ORDINARILY CONSTITUTE ELECTION, BUT AN INSUFFICIENT NUMBER OF POSITIONS REMAINS TO BE FILLED, A RUNOFF BALLOTING ROUND SHALL BE HELD. ONLY THE NAMES OF THOSE NOMINEES RECEIVING THE SAME NUMBER OF POINTS FOR THE CONTESTED POSITION(S) IN THE FIRST BALLOTING ROUND SHALL BE INCLUDED ON ANY RUNOFF BALLOT. PREFERENTIAL BALLOTING PROCEDURES SHALL BE FOLLOWED IN THE RUNOFF BALLOTING ROUND.

### (3) VACANCIES

(A) VACANCIES, CAUSED BY THE RESIGNATION, CONTINUED ABSENCE, OR INCAPACITATING ILLNESS OF SENATE-ELECTED COMMITTEE MEMBERS SHALL BE FILLED BY THE RUNNER-UPS FROM THE ORIGINAL ELECTION OR, IF THAT IS NOT POSSIBLE, BY SPECIAL ELECTION BY THE SENATE. NOMINATIONS FOR SUCH SPECIAL ELECTIONS SHALL BE MADE BY THE PERSONNEL AND ELECTIONS COMMITTEE, WHICH SHALL FOLLOW PROCEDURES SPECIFIED HEREIN. IF AN ELECTION IS HELD TO FILL VACANCIES, IT SHALL NORMALLY BE CONDUCTED IMMEDIATELY FOLLOWING THE PRESENTATION OF A SLATE OF NOMINEES TO THE SENATE BY THE CHAIR OF THE PERSONNEL AND ELECTIONS COMMITTEE, WHO SHALL OPEN THE SLATE TO ADDITIONAL NOMINATIONS FROM THE FLOOR. ELECTIONS SHALL BE CONDUCTED BY THE PREFERENTIAL BALLOTING PROCEDURE.

(B) INDIVIDUALS FILLING VACANCIES SHALL ASSUME OFFICE

IMMEDIATELY AFTER THEIR DESIGNATION, AND SHALL SERVE DURING THE INCUMBENT'S ABSENCE OR FOR THE REMAINDER OF THE INCUMBENT'S TERM.

(C) IMMEDIATELY FOLLOWING THEIR DESIGNATION, THE SECRETARY OF THE SENATE SHALL NOTIFY THE INDIVIDUALS DESIGNATED TO FILL THE VACANCIES.

## SECTION 6. MEETINGS

### A. REGULAR MEETINGS

(1) UNLESS OTHERWISE PROVIDED BY THE SENATE, ITS REGULAR MEETINGS SHALL BE HELD ON THE FIRST MONDAY OF EACH MONTH AT 3:00 P.M. DISCUSSION OF PROPOSALS ON THE DEBATE CALENDAR WILL BEGIN NO LATER THAN 3:45.

(2) A MAJORITY OF THE ELECTED MEMBERS OF THE SENATE SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF

BUSINESS. ALL ACTIONS OR RECOMMENDATIONS OF THE SENATE SHALL BE BY MAJORITY VOTE OF THE ELECTED MEMBERS AND ALTERNATES PRESENT UNLESS OTHERWISE REQUIRED HEREIN. VOTING SHALL BE BY SECRET BALLOT

IF REQUESTED BY THREE ELECTED MEMBERS OF THE SENATE.

(3) WHEN THERE ARE NO DEBATE ITEMS SCHEDULED FOR THE AGENDA OF A REGULAR MEETING OF THE SENATE, THE EXECUTIVE COMMITTEE OF THE SENATE IS AUTHORIZED TO CANCEL THAT MEETING AND TO CARRY FORWARD ALL OTHER ITEMS ON THE AGENDA, EXCEPT RESIGNATIONS AND APPOINTMENTS, TO THE NEXT REGULAR MEETING OF THE SENATE.

(4) SENATE TIME SHOULD BE SCHEDULED ON A REGULAR BASIS FOR DISCUSSIONS WITH THE UNIVERSITY PRESIDENT AND/OR OTHER OFFICERS OF THE UNIVERSITY ON SUCH SUBJECTS AS BUDGET, NEW PROGRAMS, ADMINISTRATIVE PROBLEMS, ETC. DURING THESE DISCUSSIONS IT SHOULD BE THE PREROGATIVE OF ANY MEMBER OF THE SENATE TO ASK OF THE ADMINISTRATION ANY QUESTION RELEVANT TO THE UNIVERSITY.

### B. SPECIAL MEETINGS

(1) SPECIAL MEETINGS OF THE SENATE SHALL BE HELD AT THE CALL OF THE UNIVERSITY PRESIDENT, THE PRESIDENT OF THE SENATE, OR ANY FIVE MEMBERS OF

THE SENATE WHO SUBMIT A WRITTEN REQUEST FOR A SPECIAL MEETING TO THE PRESIDENT OF THE SENATE.

(2) RULES GOVERNING THE CONDUCT OF REGULAR SENATE MEETINGS SHALL BE IN FORCE AT SUCH SPECIAL MEETINGS.

(3) UPON MOTION OF A MEMBER OF THE SENATE AND A MAJORITY VOTE OF THE ELECTED MEMBERS AND ALTERNATES PRESENT OR BY WRITTEN PETITION OF TEN ELECTED MEMBERS OF THE SENATE SUBMITTED TO THE PRESIDENT OF THE SENATE A SPECIAL MEETING OF THE SENATE MAY BE CALLED AT WHICH EX OFFICIO MEMBERS SHALL BE PRESENT ONLY BY INVITATION. DELIBERATIONS OF THIS BODY SHALL BE GOVERNED BY PERTINENT REGULATIONS OF THE SENATE. DECISIONS OF SUCH A SPECIAL SENATE MEETING SHALL BE REFERRED BACK TO THE REGULAR SENATE MEETING FOR FINAL DISPOSITION.

## SECTION 7. ORDER OF BUSINESS

### A. ORDER OF BUSINESS

EXCEPT AS OTHERWISE PROVIDED BY THE SENATE, ITS ORDER OF BUSINESS SHALL BE:

CALL TO ORDER

APPROVAL OF MINUTES

REQUESTS FOR NEW BUSINESS

CONSENT CALENDAR

EXECUTIVE COMMITTEE REPORT

REPORT FROM ADMINISTRATION

NOTICES OF INTENT

DEBATE CALENDAR

INFORMATION CALENDAR

NEW BUSINESS

ADJOURNMENT

### B. NEW BUSINESS

NEW BUSINESS MAY BE PROPOSED AT THE BEGINNING OF A REGULAR SENATE MEETING, BUT SHOULD BE SUBMITTED IN WRITING TO THE PRESIDENT OF THE SENATE BY THE FRIDAY PRIOR TO A REGULAR SENATE MEETING. THE BUSINESS WILL THEN NORMALLY BE CONSIDERED AT THE END OF THE MEETING, BUT A MOTION MAY BE MADE TO CONSIDER IT AT THE BEGINNING OF THE MEETING, PRIOR TO THE REGULARLY SCHEDULED BUSINESS ON THE AGENDA.

## SECTION 8. MINUTES AND AGENDA

### A. MINUTES

FACULTY MINUTES AND AGENDA OF THE SENATE SHALL ORDINARILY BE KEPT BY THE SECRETARY OF THE FACULTY FOR USE OF THE UNIVERSITY PRESIDENT, THE MEMBERS OF THE FACULTY, AND THE BOARD OF TRUSTEES. THEY SHALL BE MADE PUBLIC UPON AUTHORIZATION OF EITHER THE UNIVERSITY PRESIDENT OR THE PRESIDENT OF THE SENATE.

### B. AGENDA AND MINUTES

(A) EACH MEMBER OF THE SENATE SHALL RECEIVE A COPY OF THE FULL AGENDA AND A COPY OF THE FULL MINUTES OF SENATE BUSINESS. ADDITIONAL COPIES OF THE FULL AGENDA AND THE FULL MINUTES SHALL BE AVAILABLE TO INTERESTED FACULTY MEMBERS AT THE OFFICE OF THE SENATE.

(B) EACH DEPARTMENT AND EACH FACULTY MEMBER SHALL RECEIVE A SUMMARY OF THE AGENDA IN ADVANCE OF EACH MEETING. THE SUMMARY OF THE AGENDA SHOULD REGULARLY CONTAIN AN INVITATION TO ALL MEMBERS OF THE FACULTY TO REVIEW OR OBTAIN A COPY OF THE FULL AGENDA AND FULL MINUTES AT THE SENATE OFFICE AND TO ATTEND SENATE MEETINGS IF THEY SO DESIRE.

(C) SUMMARIES OF ACTIONS TAKEN BY THE SENATE SHALL BE SENT TO EACH MEMBER OF THE UNIVERSITY FACULTY WITHIN ONE WEEK OF EACH SESSION OF THE SENATE.

## SECTION 9. FACULTY INITIATIVE AND REVIEW

### A. INITIATIVE

ANY TEN FACULTY MEMBERS MAY PETITION AND SECURE CONSIDERATION BY THE SENATE OF ANY APPROPRIATE MATTER INCLUDING PROPOSED AMENDMENTS TO THE FACULTY REGULATIONS. AN AMENDMENT TO THE FACULTY REGULATIONS OR ANY OTHER MATTER TO BE INITIATED SHALL BE PRESENTED IN WRITING TO THE PRESIDENT OF THE SENATE, WHO SHALL

THEN GIVE NOTICE OF THE PROPOSAL TO THE SENATE.

B. REVIEW

ALL ACTIONS OF THE SENATE SHALL BE SUBJECT TO REVIEW BY THE UNIVERSITY FACULTY UPON WRITTEN REQUESTS FOR AN APPEAL MADE TO THE PRESIDENT OF THE SENATE BY ANY TEN MEMBERS OF THE FACULTY. THIS APPEAL SHALL BE MADE WITHIN TEN DAYS OF THE MAILING DATE OF THE SUMMARIES OF ACTION OF THE SENATE. THE ACTION SHALL BE REVIEWED AT THE NEXT REGULAR MEETING OF THE FACULTY OR AT A SPECIAL MEETING CALLED FOR THAT PURPOSE AFTER ALL FACULTY MEMBERS HAVE BEEN GIVEN TWO WEEKS' NOTICE OF THE MEETING.

APPROVED: ACADEMIC SENATE 12/01/03

APPROVED: BOARD OF TRUSTEES 12/08/03

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OUTDATED