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**The By-laws
of the
Faculty Senate
of the
University of Massachusetts Dartmouth**

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1 **A. Composition of the Senate**

- 2
- 3 1) For the purposes of the Faculty Senate, the Faculty is defined as: Full Time Lecturers, Assistant
- 4 Professors, Associate Professors, Professors, Chancellor Professors, Assistant Librarians,
- 5 Associate Librarians, Librarians, Clinical Assistant Professors, Clinical Associate Professors,
- 6 Clinical Professors, and Professional Technicians who are associated with a particular
- 7 department. Members of the Faculty are eligible to serve on the Senate and its committees and
- 8 to vote in elections to those positions.
- 9 2) All Senators will be elected for three-year (3) terms, except when elected to fill unexpired terms.
- 10 The candidates receiving the largest plurality will be elected.
- 11 3) In the event that an election does not result in filling the vacancies, the President of the Faculty
- 12 Senate, with the advice and consent of the Steering Committee, will appoint members from
- 13 eligible faculty. In the event an incumbent Senator must vacate their seat between May 1 and
- 14 November 30, a special election to fill the seat for the remainder of the term will be held in
- 15 December, and when they must vacate their seat between December 1 and April 30 a special
- 16 election to fill the seat for the remainder of the term will be held concurrent with the next
- 17 regular election.
- 18 4) In cases where an individual elected as a Senator or committee member takes a sabbatical leave
- 19 or other temporary leave, the President of the Senate, with the advice and consent of the
- 20 Steering Committee, shall appoint an interim member during the time of their leave, and the
- 21 elected individual will resume that seat upon their return, so long as the date of their return
- 22 remains within their initial term of office. In cases where an individual elected as a Senate
- 23 Officer takes a sabbatical leave or other temporary leave, their seat shall be vacated and filled in
- 24 accordance with the provisions in E.3.k.
- 25 5) Members will begin serving their terms at the last regularly scheduled meeting of the academic
- 26 year of their election.
- 27 6) The Senate will consist of eighty-one (81) voting members as follows:
- 28 a) Twenty-four (24) designated representatives apportioned to Senate Councils as follows:
- 29 i. Three (3) persons from the Engineering Senate Council– composed of the
- 30 faculty members in the College of Engineering.
- 31 ii. Three (3) persons from the Visual and Performing Arts Senate Council –
- 32 composed of the faculty members in the College of Visual and Performing Arts.

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- 1 iii. Three (3) persons from the Humanities Senate Council – composed of the
- 2 faculty members in the Departments of English, Foreign Language & Literature,
- 3 History, Philosophy and Portuguese.
- 4 iv. Three (3) persons from the Social Science Senate Council – composed of the
- 5 faculty members in the Departments of Crime & Justice Studies, Economics,
- 6 Political Science, Psychology, Public Policy and Sociology/Anthropology.
- 7 v. Three (3) persons from the Natural Science Senate Council – composed of the
- 8 faculty members in the Departments of Biology, Chemistry, Mathematics and
- 9 Medical Laboratory Science.
- 10 vi. Two (2) persons from the Business Senate Council – composed of the faculty
- 11 members in the Charlton College of Business.
- 12 vii. Two (2) persons from the Nursing Senate Council – composed of the faculty
- 13 members in the College of Nursing.
- 14 viii. One (1) person from the SMAST Senate Council – composed of the faculty
- 15 members in the School for Marine Science and Technology.
- 16 ix. One (1) person from the Education Senate Council – composed of the faculty
- 17 members in the School of Education.
- 18 x. One (1) person from the Law Senate Council – composed of the faculty
- 19 members in the School of Law.
- 20 xi. One (1) person from the Librarians Senate Council – composed of the librarians.
- 21 xii. One (1) person from the Professional Technicians Senate Council – composed of
- 22 the professional technicians.
- 23 xiii. Five (5) persons who are Part Time Lecturers from any Senate Council, no more
- 24 than three (3) from the same Senate Council. Part Time Lecturers shall be
- 25 eligible to vote in the election of the seats designated to Part Time Lecturers.
- 26 xiv. One (1) Person from any Senate Council serving as Parliamentarian.
- 27 b) Fifty-one (51) members-at-large elected from the full-time members of the Faculty.

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1 B. Senate Officers

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- 1) Every effort will be made to adjust the schedule of the President of the Faculty Senate for the execution of all duties as a faculty member and responsibilities to the Faculty Senate. The duties of the President will be:
 - a) To preside at meetings of the Senate.
 - b) To call special meetings of the Senate on personal initiative or at the petition of the faculty membership or Steering Committee.
 - c) To preside at meetings of the Steering Committee.
 - d) To appoint the members to all Senate Committees.
 - e) To serve *ex officio* on all Senate Committees.
- 2) The duties of the Secretary will be:
 - a) To keep the official rolls of the membership of the Senate.
 - b) To prepare and publish minutes of all Senate meetings.
 - c) To receive reports from all Committees of the Senate to be filed as part of the permanent records of the Senate.
 - d) To perform such other duties as may be prescribed by the By-laws or by the Steering Committee.
- 3) The Steering Committee will be composed of the President and nine (9) members apportioned to the Senate Councils, defined in A. 1) a), as follows:
 - a) One (1) from the Humanities Senate Council
 - b) One (1) from the Social Science Senate Council
 - c) One (1) from the Natural Science Senate Council
 - d) One (1) from the Business Senate Council
 - e) One (1) from the Engineering Senate Council
 - f) One (1) from the Nursing Senate Council
 - g) One (1) from the Visual and Performing Arts Senate Council
 - h) One (1) from the Librarians Senate Council
 - i) One (1) from the combined membership of the SMAST Senate Council, the Education Senate Council and the Law Senate Council
- 4) The Steering Committee will meet regularly at least once a month during the academic year and at the call of the President. On petition of any three (3) of its members, the President must call a

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1 Steering Committee meeting within five (5) working days. The duties of the Steering Committee
2 will be:

- 3 a) To prepare the agenda for regular meetings of the Senate.
- 4 b) To submit to the President of the Senate for consideration a list of nominees for
5 membership on Senate Standing Committees except for those Committees for which
6 the By-laws provide for an alternate method of selection.
- 7 c) To create all ad-hoc Senate Committees. Any member of the faculty may be appointed
8 to these Committees.
- 9 d) To serve as the Faculty Senate's primary channel of communication with the Provost
10 and Chancellor.
- 11 e) To elect from its faculty ranks, at the first meeting of the Steering Committee, a
12 President Pro-Tempore to serve in place of the President for a period of now more than
13 six weeks.
- 14 5) The Representative to the Board of Trustees will be elected annually by the members of the
15 Senate from its membership. The duties of the Representative to the Board of Trustees will be:
 - 16 a) To serve as a liaison between the Senate and the Board of Trustees.
 - 17 b) To report to the Senate on matters of interest from the Board of Trustees meeting at
18 the Senate meeting following the Board of Trustees meeting.
- 19 6) The Associate Representative to the Board of Trustees will be elected annually by the members
20 of the Senate from its membership. Duties will be to assist the Representative to the Board of
21 Trustees in serving as a liaison between the Senate and the Board of Trustees.
- 22 7) The Faculty Senate President, Representative to the Board of Trustees, and Associate
23 Representative to the Board of Trustees will be members on the University of Massachusetts
24 System Intercampus Faculty Council.
- 25 8) Parliamentarian: The role of the Parliamentarian is to be a non-voting Senator and resource to
26 the President and body and to assist the President in the role of chair in the conduct of the
27 meeting. The chair can and should consult with the Parliamentarian when not certain on how to
28 rule on a question or proceeding in the circumstances.
29 Additionally, the Parliamentarian will have the following duties:
 - 30 a) Prior to the election, the Parliamentarian will clearly explain the rank choice voting
31 system.

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- 1 b) The Parliamentarian will address any issues in votes and upon completion certify the
2 vote as in compliance with all the rules of the Senate.
- 3 c) As needed, advise the Senate on proper procedure and make recommendations to the
4 By-Laws Committee about necessary changes to be compliant with standing rules of
5 order.
- 6 d) Parliamentarian will assist the Senate President and body in drafting an interpretation of
7 by-laws and rules of order and the planning and conduct of meetings.

8 C. Committees

9 10 1) Role and Function of Committees

- 11 a) All Standing Committees shall take items on referral from the Senate and shall make
12 recommendations to the Senate, in the interest of shared governance.
- 13 b) The role of these committees is to provide the faculty perspective to administration and
14 others on matters directly related to the committee's charge. The charges listed below
15 are examples; the Senate President and Steering Committee may request other items.
- 16 c) The Faculty Senate may establish Standing Committees beyond those specified herein
17 and may participate with the Administration and other campus governance bodies in
18 establishing joint committees.

19 2) Committee Procedures

- 20 a) Any member of the Faculty may be appointed to these Committees. There may be
21 student representation on University Standing Committees, and the student
22 representatives shall be designated by the appropriate student government
23 organization. The membership on Committees will be chosen to reflect a range and
24 diversity of experience and representation.
- 25 b) In the event a member of an elected committee must vacate their seat between May 1
26 and November 30, a special election to fill the seat for the remainder of the term will be
27 held in December, and when they must vacate their seat between December 1 and April
28 30 a special election to fill the seat for the remainder of the term will be held concurrent
29 with the next regular election.
- 30 c) Unless otherwise specified, the Senate President will appoint the Faculty members of
31 each Senate ad-hoc and Standing Committee.

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- 1 d) Unless defined otherwise, each Committee will contain at least one (1) Faculty member
- 2 from each of the Colleges (Arts and Sciences, Engineering, Nursing, Business, and Visual
- 3 and Performing Arts), but no College shall have a majority of voting Faculty members.
- 4 e) Each Committee will establish its rules of procedure and elect its own officers.
- 5 f) Each Committee will elect a Secretary whose duties will be:
 - 6 i. To prepare minutes of each meeting of the Committee.
 - 7 ii. To record attendance at each meeting of the Committee.
 - 8 iii. To forward copies of the Committee minutes, attendance and
 - 9 recommendations to the Senate President and Secretary for action.
 - 10 iv. To perform such other duties as may be prescribed by the Committee
 - 11 procedures.
- 12 3) The Standing Committees of the Faculty Senate
 - 13 a) Admissions Committee
 - 14 i. The Admissions Committee will review admissions and admissions numbers,
 - 15 financial aid, enrollment management, and admission standards.
 - 16 b) By-laws Committee
 - 17 i. The By-laws Committee will conduct an annual review of the Constitution and
 - 18 By-laws and make recommendations as appropriate.
 - 19 c) Graduate Council
 - 20 i. The Council comprises the Graduate Program Directors, the Chair of the School
 - 21 of Law's Academic Council (or designee), the designees of graduate programs
 - 22 where there is no Director (chosen by the Department offering the program),
 - 23 and two (2) graduate students chosen by the Committee. The Council may form
 - 24 ad-hoc subcommittees.
 - 25 ii. The Council shall review policies and issues regarding new graduate programs
 - 26 and existing graduate programs (including, but not limited to, admission criteria,
 - 27 admissions process, graduation process, graduate student funding, and support
 - 28 for faculty mentoring graduate students) and make recommendations to the
 - 29 Associate Provost for Graduate Studies.
 - 30 d) Institutional Review Board
 - 31 i. An Institutional Review Board is established for the purpose of protecting the
 - 32 rights of human subjects.

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- 1 ii. The IRB will operate in a manner consistent with the requirements of federal
2 law and regulations.
- 3 iii. It will be composed of nine (9) members as follows: four (4) designated by the
4 Faculty Senate and five (5) designated by the Chancellor. Of these five (5), one
5 must not be affiliated with the University of Massachusetts. There must always
6 be one such member.
- 7 iv. Each member is to have a 3-year term which may be renewable.
- 8 v. The terms of the nine (9) members are to be staggered so that no more than
9 three (3) terms terminate concurrently.
- 10 e) Library Committee
- 11 i. The Library Committee will review library policies that impact academics,
12 including, but not limited to, library hours, significant changes in collections, and
13 access to resources.
- 14 ii. The Library Committee will have at least two (2) librarians as voting members.
- 15 f) Policy and Process Review Committee
- 16 i. The Policy and Process Review Committee (PPRC) will accept and review formal
17 proposals from Faculty to alter any administrative policy, guideline, procedure,
18 or process.
- 19 ii. Formal proposals will include a description of the policy or process along with an
20 argument and/or evidence showing why the policy or process could be
21 improved. The proposal will also include a description of suggested
22 improvements. The PPRC will then solicit input from the department/unit
23 responsible for the policy or process to determine the rationale behind it. If,
24 after reviewing the formal proposal and the administrative response, the PPRC
25 determines the policy or process should be altered, it will make a formal
26 recommendation to the Faculty Senate, which shall take up the
27 recommendation as an action item.
- 28 g) Research Committee
- 29 i. The Research Committee will review policies that impact Faculty research. They
30 shall receive and review annual reports regarding grant administration and
31 sponsored research, and make recommendations for improving support for
32 research on campus.

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- 1 h) Student Activities Committee
- 2 i. The Student Activities Committee coordinates with student groups to organize
- 3 and/or co-sponsor activities that bring together the campus community, enrich
- 4 the academic environment, and encourage Faculty, staff and student
- 5 participation.
- 6 i) Student-Faculty Academic Affairs Committee
- 7 i. The Student-Faculty Academic Affairs Committee will review academic
- 8 regulations and policies, including but not limited to those in the catalogue. The
- 9 committee will make recommendations to the Senate regarding any academic
- 10 matters that need to be added or amended.
- 11 j) Technology Committee
- 12 i. The Technology Committee will review Faculty technology needs in the areas of
- 13 instruction and research.
- 14 4) Curriculum Committees
- 15 a) General
- 16 i. There will be Curriculum Committees to review and make recommendations
- 17 regarding all curriculum changes involving courses or programs offered under
- 18 the auspices of the University if credits earned in those courses or programs can
- 19 be applied to an academic degree granted through a department or college of
- 20 the University. The term "curriculum changes" refers to new courses, new
- 21 programs of courses, discontinuing of existing courses and programs and
- 22 substantial changes in either title or content of existing courses.
- 23 ii. These Committees will include Departmental Curriculum Committees, College
- 24 Curriculum Committees, a University Curriculum Committee, an Honors
- 25 Curriculum Committee, and a General Education Committee.
- 26 iii. In reviewing and making recommendations regarding curricular matters, each
- 27 Curriculum Committee may make use of evidence describing student learning
- 28 that results from student work in a course, seek information regarding the
- 29 experience of students within a course or series of courses, and make use of
- 30 relevant information regarding student success post-graduation.
- 31 iv. The Department, College, and University Curriculum Committees will base their
- 32 review and recommendations on educational standards and the availability and

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- 1 qualifications of Faculty members and the budgetary resources as determined
2 by the appropriate Dean.
- 3 v. When a Department, Dean, or Curriculum Committee deems that a proposed
4 curriculum change impinges on its academic area or involves possible allocation
5 of resources, a conference may be requested before the appropriate Curriculum
6 Committee. The appropriate Committee is the College Curriculum Committee
7 for conferences requested by a Department or Dean within the same college;
8 and the University Curriculum Committee for conferences requested on matters
9 pertaining to more than one (1) college.
- 10 vi. Copies of Curriculum Committee recommendations in regard to proposed
11 curriculum changes that involve either graduate level courses or programs will
12 be sent by the Curriculum Committee Chairpersons within seven (7) days from
13 the date of the adoption of the recommendation to the Graduate Program
14 Committee for its information.
- 15 vii. A suggested credit course which does not fall within an established department
16 but within the general subject area of a college must be approved by the College
17 Curriculum Committee. If the subject of a suggested credit course is university-
18 wide in scope, it must be approved by the University Curriculum Committee.
19 The department(s) closest to the subject area shall be the sponsoring
20 department(s) and will carry out the departmental provisions of this Article.
- 21 b) Procedures
- 22 i. Copies of any proposed curriculum changes being considered by any of the
23 Department, College, and University Curriculum Committees will be sent to all
24 Deans and Department Chairs whose academic programs require the affected
25 courses, and to the Department in which the course resides. This information
26 will be given at least seven (7) days in advance of the vote on the proposals.
- 27 ii. Copies of the recommendations of the Department, College, and University
28 Curriculum Committees will be sent to the Provost, the Faculty Senate President
29 and Secretary, the Dean of Library Services, all Deans and Department
30 Chairpersons whose curricula require the affected courses, and the Department
31 in which the course resides within seven (7) days from the date of their
32 adoption. The Provost's Office shall maintain an indexed and searchable website

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- 1 summarizing curriculum changes and recommendations. The Faculty will be
2 notified of updates to this website on a regular basis.
- 3 iii. All new course and course change requests received by the Provost's Office will
4 be presented for review for a period of no less than six (6) weeks before
5 approval is granted.
- 6 iv. Where significant overlap or duplication of course offerings from different
7 departments is identified, the Provost's Office will refer the matter to the
8 Senate. The Senate will request that the appropriate College Curriculum
9 Committee (when the two departments are in the same College) or the
10 University Curriculum Committee (when the two departments are in different
11 Colleges) serve as a Hearing Committee. The recommendation of the
12 Committee on a resolution of whether the proposed new course significantly
13 duplicates an existing course will be sent to the Provost within thirty (30) days.
- 14 c) Departmental Curriculum Committees
- 15 i. Each department will establish a Departmental Curriculum Committee of a size
16 to be determined by vote in each department. Departments with multiple
17 programs, program options or graduate programs may establish such a
18 Committee for each option. Each department shall establish policies that
19 govern its Curriculum Committees. The Committee will elect its own
20 Chairperson, who will be a Faculty member.
- 21 ii. This Committee will receive input from students on curriculum matters. Student
22 input may include student membership, student surveys or focus groups, or
23 other methods defined by the department policies.
- 24 iii. This Committee will make recommendations to the department for curriculum
25 changes within the department, and upon departmental approval, submit them
26 to the Dean of the College or School.
- 27 iv. Where a College does not have independent and separate departments, there
28 will be a single College Curriculum Committee. This Committee will make
29 recommendations to the full Faculty membership for curriculum changes within
30 the college, and upon college approval, submit them to the Dean of the College.

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- 1 v. When the proposed curriculum changes involve another department or college,
2 the Dean will forward the proposals to either the College or University
3 Curriculum Committee, as appropriate, for its recommendation.
- 4 vi. This Committee will report to the Senate President at least once during each
5 academic year on any and all actions taken.
- 6 d) College Curriculum Committees
- 7 i. Each college will establish a College Curriculum Committee. This Committee will
8 consist of at least one (1) Faculty member elected from each department in the
9 college. The Committee will elect its own Chairperson, who will be a Faculty
10 member.
- 11 ii. Where possible this Committee will have a student majoring in each
12 department in the College serving as non-voting members, except where
13 required by external accreditation agencies, in which case the student members
14 will be voting members.
- 15 iii. In the School of Law there will be a single Curriculum Committee. This
16 Committee will be composed of three (3) full-time Faculty members
17 recommended by the Committee on Committees and confirmed by a vote of
18 the voting Faculty members of the School of Law; and two (2) law student
19 members, one each from the day and night/weekend divisions selected by the
20 Student Bar Association.
- 21 iv. This Committee will recommend the requirements for earned degrees granted
22 within the college including minimum requirements for majors, minors and
23 special options in a field. Such recommendations will be forwarded to the Dean
24 of the College for action then to the Provost, then to the Chancellor.
- 25 v. This Committee will periodically review and make recommendations regarding
26 college-wide curricular requirements.
- 27 vi. This Committee will make its recommendations to the Dean of the College on all
28 proposed curriculum changes that involve two (2) or more departments within
29 the college. The College Curriculum Committee will be the Hearing Committee
30 when there is a disagreement between two departments, one of which requires
31 a course for its majors in another department and the other of which provides
32 that course. The recommendation of the Committee on a resolution of the

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- 1 disagreement will be sent to the Dean of the College for action within thirty (30)
2 days. A copy of the recommendation will be sent to the Provost.
- 3 vii. This Committee will serve as an Appeals Committee if the recommendations of
4 the Dean of the College and a Departmental Curriculum Committee should
5 differ. The recommendation of the Committee on a resolution of the
6 disagreement will be sent to the Provost for action within thirty (30) days.
- 7 viii. All motions on curriculum will be passed at one (1) meeting by a vote of the
8 majority of the actual membership of the Committee, or by a simple majority of
9 those attending the meeting at two (2) consecutive meetings for which
10 adequate notice is given for the meeting and of the agenda.
- 11 ix. This Committee will report to the Senate President at least once during each
12 academic year on any and all actions taken.
- 13 e) University Curriculum Committee
- 14 i. This Committee will consist of two (2) Faculty members from each Senate
15 Council elected by the faculty therein, one (1) librarian elected by the Librarians
16 Senate Council and one (1) student elected from a department within each
17 Senate Council serving as non-voting members except where required by
18 external accreditation agencies, in which case the student members will be
19 voting members.
- 20 ii. The term of service will be two (2) years with the terms staggered for the two
21 (2) Faculty members elected by the same Senate Council.
- 22 iii. This Committee will consider and make recommendations to the Provost for
23 action on all undergraduate degree programs or certificates being proposed by
24 any of the Colleges.
- 25 iv. This Committee will consider and make recommendations to the Provost for
26 action on all proposals for the establishment or discontinuance of graduate
27 programs or graduate certificates at the University.
- 28 v. This Committee will make recommendations to the Provost for action on all new
29 courses or programs which involve the Faculty from two (2) or more Colleges, or
30 courses required for students outside the college in which the course is being
31 offered. The Committee will also make recommendations on new programs,
32 certificates or courses falling outside one of the established Colleges, or where

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1 the location of the new course, certificate or program is itself a matter of
2 debate.

3 vi. This Committee will be the Hearing Committee when there is disagreement
4 between departments of two (2) Colleges, one (1) of which requires a course for
5 its majors in another department and the other which provides that course. The
6 recommendation of the Committee on a resolution of the disagreement will be
7 sent to the Provost for action within thirty (30) days. A copy of the
8 recommendation will be sent to the Chancellor. The recommendation will take
9 effect upon approval by the Chancellor.

10 vii. This Committee will serve as an Appeals Committee if the recommendations of
11 the Dean of the College and the College Curriculum Committee should differ.
12 The recommendation of the Committee on a resolution of the disagreement will
13 be sent to the Provost for action within thirty (30) days. A copy of the
14 recommendation will be sent to the Chancellor. The recommendation will take
15 effect upon approval by the Chancellor.

16 viii. This Committee will report to the Senate President at least once during each
17 academic year on any and all actions taken.

18 ix. This Committee will consist of two (2) Faculty members elected from the
19 departments within each of the Senate Councils that includes a Department
20 with an undergraduate program, elected by the members of that Senate
21 Council.

22 f) Honors Curriculum Committee

23 i. Honors courses shall be defined as those courses offered with the Honors HON
24 designation or with the Honors H suffix. Honors Faculty (those with a formal
25 appointment to the Honors College) and Honors Affiliated Faculty shall be
26 defined by the Honors College by-laws.

27 ii. There shall be an Honors Curriculum Committee. The size of this Committee
28 shall be determined by the Honors Faculty, but in no circumstances shall there
29 be fewer than six (6) faculty members together with the President and Vice
30 President of the Honors Student Council, who shall be voting members. The
31 Associate Director of Honors shall serve as an ex officio, non-voting member of

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- 1 the Committee. The Committee shall elect its own Chairperson, who shall be a
2 faculty member.
- 3 iii. All Honors Faculty shall be eligible to vote in a secret ballot to elect the
4 members of the Honors Curriculum Committee from among the Honors Faculty.
5 Should the number of Honors Faculty elected be fewer than the number of
6 positions to be filled, then there shall be a secret ballot to elect members of the
7 Honors Affiliated Faculty to serve on the Committee.
- 8 iv. The Honors Curriculum Committee shall review and make recommendations
9 regarding the initial approval of Honors courses and shall conduct periodic
10 review of all Honors courses. The Honors Curriculum Committee shall
11 recommend requirements for meeting the curriculum standards of the
12 Commonwealth Honors Program. Such recommendations shall be forwarded to
13 the Director of the Honors College for action then to the Provost then to the
14 Chancellor. The recommendation shall take effect upon approval by the
15 Chancellor. A copy of the recommendation shall be forwarded to the President
16 of the Faculty Senate for informational purposes.
- 17 g) General Education Committee
- 18 i. This Committee will consist of two (2) Faculty members from each Senate
19 Council offering undergraduate degree programs, elected by the faculty
20 therein. The term of service will be two (2) years with the terms staggered for
21 the two (2) Faculty members elected by the same Senate Council.
- 22 ii. No member of the University Curriculum Committee may serve on the General
23 Education Committee.
- 24 iii. No member of a College Curriculum Committee may serve on the General
25 Education Committee.
- 26 iv. This Committee's recommendations will include the establishment,
27 maintenance and periodic updating of lists of designated courses that satisfy
28 each of the categories of general education requirements. Courses shall be
29 considered by the General Education Committee only upon endorsement by
30 Department Chairs or Program Directors. To be included on a list of courses
31 that satisfy a General Education Requirement, a course must meet the
32 standards approved by the Faculty Senate for the category. Lists of designated

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1 courses will be recommended by the General Education Committee to the
2 Provost and may be reviewed for continuation by the General Education
3 Committee. Recommendations of designated lists shall be updated in response
4 to new course proposals offered by departments or programs. The list shall be
5 reviewed in a regular time frame.

- 6 v. A summary report of all course recommendations made by the General
7 Education Committees shall be provided to the Faculty Senate President on
8 November 15 and April 15.

9 5) Ad Hoc Committees

10 a) The Faculty Senate may participate with the Administration and other campus
11 governance bodies in establishing joint Committees, and may establish ad-hoc
12 Committees.

13 b) Motions establishing ad-hoc Committees will include:

- 14 i. The name of the Committee and its charge.
15 ii. The size and composition of the Committee.
16 iii. Whether members of the Committee shall be appointed or elected, and by what
17 methods.
18 iv. The date by which the Committee shall present a progress or final report to the
19 Senate.
20

21 D. Meetings

- 22
23 1) The Senate will meet regularly four times each semester.
24 2) Special meetings may be requested through the President of the Faculty Senate. The President
25 must call a special meeting not more than fourteen (14) days after written petition to the
26 President of the Senate by a majority of the members of the Steering Committee or ten (10)
27 percent of the faculty membership. Members of the Senate will receive at least five (5) days'
28 notice of a special meeting. Special meetings held in an emergency with less than five (5) days'
29 notice may transact business only on a vote receiving an absolute majority of the Faculty Senate.
30 3) A quorum for the transaction of any business will be the presence of half of the sitting members.

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- 1 4) Any member of the faculty will have the right to attend meetings of the Senate (but without the
- 2 right to vote or make motions) and to address the Senate on a matter of interest at the
- 3 appropriate time at any duly constituted meeting when recognized by the presiding officer.
- 4 5) The Senate may invite whomever it desires to attend meetings and address the assembly.
- 5 6) Executive Session: Any member can make a motion to move a portion of a regularly scheduled
- 6 meeting of the Faculty Senate into Executive Session, which would provide an opportunity for
- 7 the elected membership to meet privately to address sensitive or confidential issues and to
- 8 foster robust discourse, strengthen trust and communication. Non-members will be asked to
- 9 leave the meeting during Executive Session.

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11 **E. Election Procedures**

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13 1) Senate Cohorts

- 14 a) Designated seats will be allocated across three cohorts, with the at-large seats also
- 15 divided up, as follows:

<u>Cohort 1</u>	<u>Cohort 2</u>	<u>Cohort 3</u>
Business	Business	Education
Engineering	Engineering	Engineering
Humanities	Humanities	Humanities
Nursing	Library	Law
Natural Science	Nursing	Natural Science
SMAST	Natural Science	Social Science
Social Science	Social Science	Professional Technicians
Visual and Performing Arts	Visual and Performing Arts	Visual and Performing Arts
1 Part Time Lecturer	2 Part Time Lecturers	2 Part Time Lecturers
Parliamentarian	17 At-large	17 At-large
17 At-large		

- 28 b) Cohort 3 will stand for election in Spring 2018, followed by Cohort 1 in Spring 2019 and
- 29 Cohort 2 in spring 2020. Each year, one cohort will stand for election, such that each
- 30 cohort stands for election every three years.

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- 1 2) Election of Senators
- 2 a) Election will take place in two phases. The first is the election of designated seats. The
- 3 second is the election of at-large seats.
- 4 b) Designated Seats
- 5 i. A call for nominations or self-nominations will go out to faculty within each
- 6 Senate Council electing a seat. This will be conducted online, with faculty able
- 7 to choose from a list of Senate Council faculty members.
- 8 ii. After confirming each nominee’s candidacy, elections will take place online with
- 9 the faculty members of each Senate Council casting one vote for a candidate
- 10 running for the designated seat. The candidate with the highest plurality of
- 11 votes wins the seat.
- 12 c) At-Large Seats
- 13 i. After the winners of the designated seats have been determined and
- 14 announced, a call for nominations or self-nominations will go out to all faculty.
- 15 Those who ran for designated seats and lost are eligible to run for an at-large
- 16 seat. Nominations will take place online.
- 17 ii. After confirming each nominee’s candidacy, elections will take place online with
- 18 each faculty member casting as many votes as there are at-large seats, which in
- 19 normal circumstances will be seventeen. The candidates with the nine highest
- 20 plurality of votes will win the seats.
- 21 d) In the case of a tie, the seat will be determined by random draw.
- 22 3) Election of Senate Officers
- 23 a) After all designated and at-large seats have been filled, a call will go out to the Senate
- 24 membership for nominations and self-nominations for Senate officers: Senate President,
- 25 Secretary, and Steering Committee Members.
- 26 b) After confirming each nominee’s candidacy, ballots will be prepared in advance of the
- 27 final Senate meeting of the academic year.
- 28 c) At the final Senate meeting of the academic year, the newly elected Senators take their
- 29 seats and begin serving their terms.
- 30 d) At this meeting, candidates for Senate offices will have an opportunity, if they choose,
- 31 to address the Senate.

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- 1 e) Senators will cast ballots for contested officer elections by ranking all candidates in
2 order of preference.
- 3 f) Winners will be selected through a process of instant run-off voting:
- 4 i. Each voter's first preference will be counted and a tally calculated. If a
5 candidate receives a majority of all votes cast, that candidate will be determined
6 the winner.
- 7 ii. If no candidate receives a majority, a run-off round of tallying is held. In this
8 round, the candidate receiving the fewest votes in the initial tally is eliminated
9 from all ballots. In those cases where the eliminated candidate was a voter's
10 first preference, the voter's second preference would "move up" and be
11 considered their first preference.
- 12 iii. A second tally is held based on the run-off round of candidate rankings. If a
13 candidate receives a majority of all votes cast, that candidate will be determined
14 the winner.
- 15 iv. If no candidate receives a majority, another run-off round of tallying is held,
16 following the same procedures as the initial run-off round.
- 17 v. The process would continue until there are only two candidates remaining, in
18 which case one will receive a majority unless it is a tie. In the case of a tie, the
19 winner will be selected by random draw.
- 20 g) The tallying of votes will be overseen by at least two sitting officers of the Senate. No
21 candidate may oversee the tallying of votes for his or her own election.
- 22 h) Senate officers will formally take their offices at the adjournment of the final Senate
23 meeting (rather than at the point of election).
- 24 i) All Senators will have an opportunity to cast a ballot for officer elections.
- 25 j) In the event a Senate Officer must vacate their seat, a special election to fill the seat for
26 the remainder of the term will be held within six weeks.

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Amended March 2017
Amended February 2018
Amended May 2018

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1	<i>Amended October 2021</i>
2	<i>Amended February 2022</i>
3	<i>Amended March 2022</i>
4	<i>Amended April 2022</i>
5	<i>Amended April 2023</i>