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13
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**The By-laws
of the
Faculty Senate
of the
University of Massachusetts Dartmouth**

Table of Contents

A. Composition of the Senate

B. Senate Officers

C. Committees

- 1) Role and Function of Committees
- 2) Committee Procedures
- 3) The Standing Committees of the Faculty Senate
- 4) Curriculum Committees
- 5) Ad Hoc Committees

D. Meetings

E. Election Procedures

- 1) Senate Cohorts
- 2) Election of Senators
- 3) Election of Senate Officers

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.
- 14 4) Members will begin serving their terms at the last regularly scheduled meeting of the academic
- 15 year of their election. The Senate Officers and Steering Committee will be elected at that
- 16 meeting.
- 17 5) The Senate will consist of eighty one (81) voting members as follows:
- 18 a) Twenty-four (24) designated representatives apportioned to Senate Councils as follows:
- 19 i. Three (3) persons from the Engineering Senate Council– composed of the
- 20 faculty members in the College of Engineering.
- 21 ii. Three (3) persons from the Visual and Performing Arts Senate Council –
- 22 composed of the faculty members in the College of Visual and Performing Arts.
- 23 iii. Three (3) persons from the Humanities Senate Council – composed of the
- 24 faculty members in the Departments of English, Foreign Language & Literature,
- 25 History, Philosophy and Portuguese.
- 26 iv. Three (3) persons from the Social Science Senate Council – composed of the
- 27 faculty members in the Departments of Crime & Justice Studies, Economics,
- 28 Political Science, Psychology, Public Policy and Sociology/Anthropology.
- 29 v. Three (3) persons from the Natural Science Senate Council – composed of the
- 30 faculty members in the Departments of Biology, Chemistry, Mathematics and
- 31 Medical Laboratory Science.

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

- 1 vi. Two (2) persons from the Business Senate Council – composed of the faculty
- 2 members in the Charlton College of Business.
- 3 vii. Two (2) persons from the Nursing Senate Council – composed of the faculty
- 4 members in the College of Nursing.
- 5 viii. One (1) person from the SMAST Senate Council – composed of the faculty
- 6 members in the School for Marine Science and Technology.
- 7 ix. One (1) person from the Education Senate Council – composed of the faculty
- 8 members in the School of Education.
- 9 x. One (1) person from the Law Senate Council – composed of the faculty
- 10 members in the School of Law.
- 11 xi. One (1) person from the Librarians Senate Council – composed of the librarians.
- 12 xii. One (1) person from the Professional Technicians Senate Council – composed of
- 13 the professional technicians.
- 14 xiii. Five (5) persons who are Part Time Lecturers from any Senate Council, no more
- 15 than three (3) from the same Senate Council.
- 16 xiv. One (1) Person from any Senate Council serving as Parliamentarian.
- 17 b) Fifty-one (51) members-at-large elected from the full-time members of the Faculty.

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

1 B. Senate Officers

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3 1) Every effort will be made to adjust the schedule of the President of the Faculty Senate for the
4 execution of all duties as a faculty member and responsibilities to the Faculty Senate. The duties
5 of the President will be:

6 a) To preside at meetings of the Senate.

7 b) To call special meetings of the Senate on personal initiative or at the petition of the
8 faculty membership or Steering Committee.

9 c) To preside at meetings of the Steering Committee.

10 d) To appoint the members to all Senate Committees.

11 e) To serve *ex officio* on all Senate Committees.

12 2) The duties of the Secretary will be:

13 a) To keep the official rolls of the membership of the Senate.

14 b) To prepare and publish minutes of all Senate meetings.

15 c) To receive reports from all Committees of the Senate to be filed as part of the
16 permanent records of the Senate.

17 d) To perform such other duties as may be prescribed by the By-laws or by the Steering
18 Committee.

19 3) The Steering Committee will be composed of the President and nine (9) members apportioned
20 to the Senate Councils, defined in A. 1) a), as follows:

21 a) One (1) from the Humanities Senate Council

22 b) One (1) from the Social Science Senate Council

23 c) One (1) from the Natural Science Senate Council

24 d) One (1) from the Business Senate Council

25 e) One (1) from the Engineering Senate Council

26 f) One (1) from the Nursing Senate Council

27 g) One (1) from the Visual and Performing Arts Senate Council

28 h) One (1) from the Librarians Senate Council

29 i) One (1) from the combined membership of the SMAST Senate Council, the Education
30 Senate Council and the Law Senate Council

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

- 1 4) The Steering Committee will meet regularly at least once a month during the academic year and
2 at the call of the President. On petition of any three (3) of its members, the President must call a
3 meeting within five (5) working days. The duties of the Steering Committee will be:
- 4 a) To prepare the agenda for regular meetings of the Senate.
5 b) To submit to the President of the Senate for consideration a list of nominees for
6 membership on Senate Standing Committees except for those Committees for which
7 the By-laws provide for an alternate method of selection.
8 c) To create all ad-hoc Senate Committees. Any member of the faculty may be appointed
9 to these Committees.
10 d) To serve as the Faculty Senate's primary channel of communication with the Chancellor.
11 e) At the first meeting the Steering Committee shall elect from its faculty ranks a President
12 Pro-Tempore to serve in place of the President for a period of no more than six weeks.
- 13 5) The Representative to the Board of Trustees will be elected annually by the members of the
14 Senate from its membership. The duties of the Representative to the Board of Trustees will be:
- 15 a) To serve as a liaison between the Senate and the Board of Trustees.
16 b) To report to the Senate on matters of interest from the Board of Trustees meeting at
17 the Senate meeting following the Board of Trustees meeting.
- 18 6) The Associate Representative to the Board of Trustees will be elected annually by the members
19 of the Senate from its membership. Duties will be to assist the Representative to the Board of
20 Trustees in serving as a liaison between the Senate and the Board of Trustees.
- 21 7) The Faculty Senate President, Representative to the Board of Trustees, and Associate
22 Representative to the Board of Trustees will be members on the University of Massachusetts
23 System Intercampus Faculty Council.
- 24 8) Parliamentarian: The role of the Parliamentarian is to be a non-voting Senator and resource to
25 the President and body, to assist the President in the role of chair in the conduct of the meeting.
26 The chair can and should consult with the Parliamentarian when not certain on how to rule on a
27 question or proceed in the circumstances.
- 28 Additionally, the Parliamentarian will have the following duties:
- 29 a) Prior to the election, the Parliamentarian will clearly explain the rank choice voting
30 system.
31 b) The Parliamentarian will address any issues in votes and upon completion certify the
32 vote as in compliance with all the rules of the Senate.

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

- 1 c) As needed, advise the Senate on proper procedure and make recommendations to the
- 2 By-Laws Committee about necessary changes to be compliant with standing rules of
- 3 order.
- 4 d) Parliamentarian will assist the Senate President and body in drafting an interpretation of
- 5 by-laws and rules of order and the planning and conduct of meetings.
- 6

1 **C. Committees**

2
3 1) Role and Function of Committees

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

12 2) Committee Procedures

- 13 a) Any member of the Faculty may be appointed to these Committees. There may be
14 student representation on University Standing Committees, and the student
15 representatives shall be designated by the appropriate student government
16 organization. The membership on Committees will be chosen to reflect a range and
17 diversity of experience and representation.
- 18 b) Unless otherwise specified, the Senate President will appoint the Faculty members of
19 each Senate ad-hoc and Standing Committee.
- 20 c) Unless defined otherwise, each Committee will contain at least one (1) Faculty member
21 from each of the Colleges (Arts and Sciences, Engineering, Nursing, Business, and Visual
22 and Performing Arts), but no College shall have a majority of voting Faculty members.
- 23 d) Each Committee will establish its rules of procedure and elect its own officers.
- 24 e) Each Committee will elect a Secretary whose duties will be:
- 25 i. To prepare minutes of each meeting of the Committee.
- 26 ii. To record attendance at each meeting of the Committee.
- 27 iii. To forward copies of the Committee minutes, attendance and
28 recommendations to the Senate President and Secretary for action.
- 29 iv. To perform such other duties as may be prescribed by the Committee
30 procedures.
- 31

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

- 1 3) The Standing Committees of the Faculty Senate
- 2 a) Admissions Committee
- 3 i. The Admissions Committee will review admissions and admissions numbers,
- 4 financial aid, enrollment management, and admission standards.
- 5 b) By-laws Committee
- 6 i. The By-laws Committee will conduct an annual review of the Constitution and
- 7 By-laws and make recommendations as appropriate.
- 8 c) General Education Committee
- 9 i. No member of the University Curriculum Committee may serve on the General
- 10 Education Committee.
- 11 ii. No member of a College Curriculum Committee may serve on the General
- 12 Education Committee.
- 13 iii. This Committee's recommendations will include the establishment,
- 14 maintenance and periodic updating of lists of designated courses that satisfy
- 15 each of the categories of general education requirements. Courses shall be
- 16 considered by the General Education Committee only upon endorsement by
- 17 Department Chairs or Program Directors. To be included on a list of courses
- 18 that satisfy a General Education Requirement, a course must meet the
- 19 standards approved by the Faculty Senate for the category. Lists of designated
- 20 courses will be recommended by the General Education Committee to the
- 21 Provost and may be reviewed for continuation by the General Education
- 22 Committee. Recommendations of designated lists shall be updated in response
- 23 to new course proposals offered by departments or programs. The list shall be
- 24 reviewed in a regular time frame.
- 25 iv. A summary report of all course recommendations made by the General
- 26 Education Committees shall be provided to the Faculty Senate President on
- 27 November 15 and April 15.
- 28 d) Graduate Program Committee
- 29 i. The Graduate Program Committee will consist of six directors of graduate
- 30 programs at the University, the Chairperson of the School of Law's Committee
- 31 on Committees or the chairperson's designee, and two (2) graduate students

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

- 1 selected at large by the Committee. The Committee will elect its own
2 Chairperson, who will be a Faculty member.
- 3 ii. This council shall review policy regarding PhD programs, standards and review,
4 and graduate admissions and make recommendations to the Associate Provost
5 for Graduate Studies.
- 6 iii. This Committee will meet at least twice each semester.

7 e) Honors Committee

- 8 i. The Honors Program shall be administered by the Honors Committee and the
9 Director of the Honors Program. The Honors Committee will consist of one (1)
10 member representing each of the Senate Councils that includes a Department
11 with an undergraduate program elected by the Faculty members of the
12 departments in the Council, and one (1) librarian elected by the librarians, the
13 Provost, one (1) professional staff person from Student Affairs and two (2)
14 students appointed by the Director of the Honors Program.
- 15 ii. This Committee shall advise the Director in fostering development and
16 overseeing all aspects of the University's Honors Program.
- 17 iii. This Committee shall solicit applications from the Faculty membership for the
18 position of Director of the Honors Program, review the applications and make a
19 recommendation to the Provost. The Provost shall appoint an individual to serve
20 as Director from the list of those recommended by the Honors Committee. The
21 Director of the Honors Program shall serve a three (3) year renewable term and
22 shall have a maximum teaching load equivalent to that of a Department
23 Chairperson.

24 f) Institutional Review Board

- 25 i. An Institutional Review Board is established for the purpose of protecting the
26 rights of human subjects.
- 27 ii. The IRB will operate in a manner consistent with the requirements of federal
28 law and regulations.
- 29 iii. It will be composed of nine (9) members as follows: four (4) designated by the
30 Faculty Senate and five (5) designated by the Chancellor. Of these five (5), one
31 must not be affiliated with the University of Massachusetts. There must always
32 be one such member.

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

- 1 iv. Each member is to have a 3-year term which may be renewable.
- 2 v. The terms of the nine (9) members are to be staggered so that no more than
- 3 three (3) terms terminate concurrently.
- 4 g) Library Committee
- 5 i. The Library Committee will review library policies that impact academics,
- 6 including, but not limited to, library hours, significant changes in collections, and
- 7 access to resources.
- 8 ii. The Library Committee will have at least two (2) librarians as voting members.
- 9 h) Policy and Process Review Committee
- 10 i. The Policy and Process Review Committee (PPRC) will accept and review formal
- 11 proposals from Faculty to alter any administrative policy, guideline, procedure,
- 12 or process.
- 13 ii. Formal proposals will include a description of the policy or process along with an
- 14 argument and/or evidence showing why the policy or process could be
- 15 improved. The proposal will also include a description of suggested
- 16 improvements. The PPRC will then solicit input from the department/unit
- 17 responsible for the policy or process to determine the rationale behind it. If,
- 18 after reviewing the formal proposal and the administrative response, the PPRC
- 19 determines the policy or process should be altered, it will make a formal
- 20 recommendation to the Faculty Senate, which shall take up the
- 21 recommendation as an action item.
- 22 i) Research Committee
- 23 i. The Research Committee will review policies that impact Faculty research. They
- 24 shall receive and review annual reports regarding grant administration and
- 25 sponsored research, and make recommendations for improving support for
- 26 research on campus.
- 27 j) Student Activities Committee
- 28 i. The Student Activities Committee may coordinate with student groups to
- 29 organize and/or co-sponsor activities that not only entertain but that bring
- 30 together the campus community, further the academic goals of the institution,
- 31 and encourage Faculty, staff and student participation.
- 32

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

- 1 k) Student-Faculty Academic Affairs Committee
- 2 i. The Student-Faculty Academic Affairs Committee will review academic
- 3 regulations and policies, including but not limited to those in the catalogue. The
- 4 committee will make recommendations to the Senate regarding any academic
- 5 matters that need to be added or amended.
- 6 l) Technology Committee
- 7 i. The Technology Committee will review Faculty technology needs in the areas of
- 8 instruction and research, and a representative of the committee will sit on the
- 9 university technology committee.
- 10 4) Curriculum Committees
- 11 a) General
- 12 i. There will be Curriculum Committees to review and make recommendations
- 13 regarding all curriculum changes involving courses or programs offered under
- 14 the auspices of the University if credits earned in those courses or programs can
- 15 be applied to an academic degree granted through a department or college of
- 16 the University. The term "curriculum changes" refers to new courses, new
- 17 programs of courses, discontinuing of existing courses and programs and
- 18 substantial changes in either title or content of existing courses.
- 19 ii. These Committees will include Departmental Curriculum Committees, College
- 20 Curriculum Committees, a University Curriculum Committee, and a General
- 21 Education Committee.
- 22 iii. In reviewing and making recommendations regarding curricular matters, each
- 23 Curriculum Committee may make use of evidence describing student learning
- 24 that results from student work in a course, seek information regarding the
- 25 experience of students within a course or series of courses, and make use of
- 26 relevant information regarding student success post-graduation.
- 27 iv. The Department, College, and University Curriculum Committees will base their
- 28 review and recommendations on educational standards and the availability and
- 29 qualifications of Faculty members and the budgetary resources as determined
- 30 by the appropriate Dean.
- 31 v. When a Department, Dean, or Curriculum Committee deems that a proposed
- 32 curriculum change impinges on its academic area or involves possible allocation

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

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

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

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

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

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

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

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

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

- 1 vi. This Committee will be the Hearing Committee when there is disagreement
2 between departments of two (2) Colleges, one (1) of which requires a course for
3 its majors in another department and the other which provides that course. The
4 recommendation of the Committee on a resolution of the disagreement will be
5 sent to the Provost for action within thirty (30) days. A copy of the
6 recommendation will be sent to the Chancellor. The recommendation will take
7 effect upon approval by the Chancellor.
- 8 vii. This Committee will serve as an Appeals Committee if the recommendations of
9 the Dean of the College and the College Curriculum Committee should differ.
10 The recommendation of the Committee on a resolution of the disagreement will
11 be sent to the Provost for action within thirty (30) days. A copy of the
12 recommendation will be sent to the Chancellor. The recommendation will take
13 effect upon approval by the Chancellor.
- 14 viii. This Committee will report to the Senate President at least once during each
15 academic year on any and all actions taken.
- 16 ix. This Committee will consist of two (2) Faculty members elected from the
17 departments within each of the Senate Councils that includes a Department
18 with an undergraduate program, elected by the members of that Senate
19 Council.
- 20 5) Ad Hoc Committees
- 21 a) The Faculty Senate may establish Standing Committees beyond those specified in this
22 Constitution, may participate with the Administration and other campus governance
23 bodies in establishing joint Committees, and may establish ad-hoc Committees.
- 24 b) Motions establishing ad-hoc or Standing Committees will include:
- 25 i. The name of the Committee and its charge.
- 26 ii. The size and composition of the Committee.
- 27 iii. Whether members of the Committee shall be appointed or elected, and by what
28 methods.
- 29 iv. The date by which the Committee shall present a progress or final report to the
30 Senate.

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

1 **D. Meetings**

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3 1) The Senate will meet regularly once each month during the academic year.

4 2) Special meetings may be requested through the President of the Faculty Senate. The President

5 must call a special meeting not more than fourteen (14) days after written petition to the

6 President of the Senate by a majority of the members of the Steering Committee or ten (10)

7 percent of the faculty membership. Members of the Senate will receive at least five (5) days'

8 notice of a special meeting. Special meetings held in an emergency with less than five (5) days'

9 notice may transact business only on a vote receiving an absolute majority of the Faculty Senate.

10 3) A quorum for the transaction of any business will be the presence of half of the sitting members.

11 4) Any member of the faculty will have the right to attend meetings of the Senate (but without the

12 right to vote or make motions) and to address the Senate on a matter of interest at the

13 appropriate time at any duly constituted meeting when recognized by the presiding officer.

14 5) The Senate may invite whomever it desires to attend meetings and address the assembly.

15 6) The meetings of the Senate will be open to the public.

16 7) Executive Session: Any member can make a motion to move a portion of a regularly scheduled

17 meeting of the Faculty Senate into Executive Session, which would provide an opportunity for

18 the elected membership to meet privately to address sensitive or confidential issues and to

19 foster robust discourse, strengthen trust and communication. Non-members will be asked to

20 leave the meeting during Executive Session.

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

1 E. Election Procedures

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3 1) Senate Cohorts

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

6	<u>Cohort 1</u>	<u>Cohort 2</u>	<u>Cohort 3</u>
7	Business	Business	Education
8	Engineering	Engineering	Engineering
9	Humanities	Humanities	Humanities
10	Nursing	Library	Law
11	Natural Science	Nursing	Natural Science
12	SMAST	Natural Science	Social Science
13	Social Science	Social Science	Professional Technicians
14	Visual and Performing Arts	Visual and Performing Arts	Visual and Performing Arts
15	9 At-large	9 At-large	9 At-large

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

19 2) Election of Senators

20 a) Election will take place in two phases. The first is the election of designated seats. The
21 second is the election of at-large seats.

22 b) Designated Seats

- 23 i. A call for nominations or self-nominations will go out to faculty within each
24 Senate Council electing a seat. This will be conducted online, with faculty able
25 to choose from a list of Senate Council faculty members.
- 26 ii. After confirming each nominee’s candidacy, elections will take place online with
27 the faculty members of each Senate Council casting one vote for a candidate
28 running for the designated seat. The candidate with the highest plurality of
29 votes wins the seat.

30 c) At-Large Seats

- 31 i. After the winners of the designated seats have been determined and
32 announced, a call for nominations or self-nominations will go out to all faculty.

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

1 Those who ran for designated seats and lost are eligible to run for an at-large
2 seat. Nominations will take place online.

3 ii. After confirming each nominee’s candidacy, elections will take place online with
4 each faculty member casting as many votes as there are at-large seats, which in
5 normal circumstances will be nine. The candidates with the nine highest
6 plurality of votes will win the seats.

7 d) In the case of a tie, the seat will be determined by random draw.

8 3) Election of Senate Officers

9 a) After all designated and at-large seats have been filled, a call will go out to the Senate
10 membership for nominations and self-nominations for Senate officers: Senate President,
11 Secretary, and Steering Committee Members.

12 b) After confirming each nominee’s candidacy, ballots will be prepared in advance of the
13 final Senate meeting of the academic year.

14 c) At the final Senate meeting of the academic year, the newly elected Senators take their
15 seats and begin serving their terms.

16 d) Ballots will be distributed at the outset of the meeting to individual Senators who must
17 sign in to receive a ballot.

18 e) At this meeting, candidates for Senate offices will have an opportunity, if they choose,
19 to address the Senate.

20 f) Senators will cast ballots for contested officer elections by ranking all candidates in
21 order of preference.

22 g) Winners will be selected through a process of instant run-off voting:

23 i. Each voter’s first preference will be counted and a tally calculated. If a
24 candidate receives a majority of all votes cast, that candidate will be determined
25 the winner.

26 ii. If no candidate receives a majority, a run-off round of tallying is held. In this
27 round, the candidate receiving the fewest votes in the initial tally is eliminated
28 from all ballots. In those cases where the eliminated candidate was a voter’s
29 first preference, the voter’s second preference would “move up” and be
30 considered their first preference.

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

- 1 iii. A second tally is held based on the run-off round of candidate rankings. If a
2 candidate receives a majority of all votes cast, that candidate will be determined
3 the winner.
4 iv. If no candidate receives a majority, another run-off round of tallying is held,
5 following the same procedures as the initial run-off round.
6 v. The process would continue until there are only two candidates remaining, in
7 which case one will receive a majority unless it is a tie. In the case of a tie, the
8 winner will be selected by random draw.
- 9 h) The tallying of votes will be overseen by at least two sitting officers of the Senate. No
10 candidate may oversee the tallying of votes for his or her own election.
- 11 i) Senate officers will formally take their offices at the adjournment of the final Senate
12 meeting (rather than at the point of election).
- 13 j) Senators who are unable to attend the final meeting of the academic year may allow
14 another Senator to cast a proxy vote for the election of officers. The Senator holding
15 the proxy may sign out the ballot for the absent Senator with documentation from the
16 absent Senator. This documentation must name the absent Senator and the Senator
17 holding the proxy and must be signed by both Senators. (E.g, "Senator Jim Smith gives
18 to Senator Jane Doe consent to vote on his behalf for the election of Senate officers.")
19 Alternatively, Senators may email their ranked preferences for officer elections directly
20 to officers of the Faculty Senate in advance of the final meeting, who will submit the
21 proxy on their behalf.
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24

25 *Amended March 2017*

26 *Amended February 2018*

27 *Amended May 2018*

28 *Amended October 2021*