

## **BY-LAWS OF THE FACULTY SENATE**

Revised Summer 2005; Updated May 2007, December 2007, February 2008, May 2012, May 2013, Oct. 2013, Nov. 2014, Nov. 2015, Feb. 2016, May 2016, Sept. 2016

### **ARTICLE I. ATTENDANCE AT MEETINGS.**

Section 1. Opportunity to observe all meetings of the Faculty Senate will be guaranteed to the University President, a representative of the student government, a representative of the Bona Venture, and a representative of WSBU.

Section 2. It is the general policy of the Faculty Senate to open its meetings to all interested observers. It should be recognized, however, that occasionally there may be practical limits to the implementation of this general policy. In such cases the judgment as to if and how an accommodation will be made is the prerogative of the presiding officer of the Senate, acting with the Senate's advice and consent.

Section 3. The Faculty Senate will meet with the general faculty at least once each semester.

### **ARTICLE II. CONDUCT OF MEETINGS.**

Section 1. Regular meetings of the Senate shall normally begin at 2:30 p.m. and adjourn no later than 4:30 p.m. If the Senate has not acted upon one or more agenda items prior to the adjournment deadline, the chair normally shall call for the meeting to be continued at a later date, until which time the Senate will be declared to be in recess.

Section 2. Under normal circumstances the privilege of the floor shall be extended only to members of the Senate, to the University President, and to those invited specifically to address the Senate by the presiding officer at the meeting. Anyone seeking the privilege of the floor should petition the chair of the Senate in advance of the meeting. If a visitor has not petitioned the chair of the Senate or if the chair rejects the petition in advance of the meeting, the Senate must present and pass a motion to recognize the visitor during the course of a meeting. It is understood that all discussion is subject to Robert's Rules of Order Newly Revised and thus may be terminated in accordance with the appropriate rules and procedures contained therein.

Section 3. Individual members of the community may be asked to address Senate meetings to offer advice and recommendations or to supply information in fields in which they have acknowledged expertise or authority.

Section 4. No verbatim recording of the proceedings of Senate meetings by mechanical or electronic means shall be allowed except by specific permission of the chair of the Senate with the consent of all Senators present.

Section 5. The chair of the Senate shall appoint someone to record the minutes of Senate meetings. Copies of the minutes shall be distributed to members of the Faculty, the head of the student government, the Bona Venture and WSBU. The reading of the previous minutes at Senate meetings shall be waived unless requested by a member of the Senate.

Section 6. The agenda for each regular meeting shall be finalized and circulated to the University community by 5 p.m. on the seventh day before the meeting. Any agenda items submitted after the agenda is published must include an explanation for why the item was submitted late and why

it cannot wait until the next Senate meeting. Ordinarily, only items of business which appear on a properly published and circulated agenda of the Faculty Senate will be voted on during the meeting for which the agenda was prepared. Items of business which come to the floor of the Faculty Senate without having first appeared on a properly published and circulated agenda will not be voted on until the next meeting of the Faculty Senate. The chair of the Senate shall have the authority to suspend the effects of this rule should the situation warrant. The Senate may override the decision of the chair by a majority vote of those present at the meeting.

Section 7. Voting on motions will ordinarily be performed in person at Senate meetings, with no proxy votes allowed. Senators who are unable to be present at a meeting may participate and vote by telephone or other electronic means during the course of the meeting. Senate votes may be conducted by electronic means outside of a regular Senate meeting., but such balloting shall not be permitted if at least two senators object to the procedure.

### ARTICLE III. ELECTION OF OFFICERS.

Section 1. Nominations for chair of the Senate shall be made from the floor, and an election shall be conducted by secret ballot; the candidate receiving a majority of the votes cast shall be the chair. Nomination and election of a vice-chair shall then be conducted in the same manner.

Section 2. The chair of the Faculty Senate and the vice-chair of the Faculty Senate may each be removed from office by a two-thirds vote of the elected members of the Faculty Senate. Chairs of Senate committees may be removed by a simple majority vote of the elected members of the Faculty Senate, at the request of the Faculty Senate chair. Committee members can be removed by simple majority vote of the Senate.

### ARTICLE IV. COMMITTEE AND OTHER APPOINTMENTS.

Section 1. Whenever the Senate is requested to appoint a faculty member to a position or group other than Senate committees, such an appointment shall be made by the chair of the Senate with the advice and consent of the Senate.

Section 2. Normally the Senate's consent to appointments, including those described in Article IX, sections 2, 4 and 5 of the Faculty Senate Constitution, shall be determined by an open vote, but should any member of the Senate so request, a secret ballot must be taken.

Section 3. The standing committees of the Senate are: Academic Standards, Constitution, Curriculum, Enrollment Management, Faculty Compensation, Faculty Status, Finance, Grievance, Student Affairs, and Technology.

Section 4. The chair of the Faculty Senate shall publish annually a list of Faculty Senate committees, along with the requirements for membership for such committees, to the whole faculty and request that faculty who wish to serve on one or more Faculty Senate committees submit their names to the appropriate Faculty Senate committee chairperson. This publication shall take place no later than one week following the regular April meeting of the Faculty Senate.

Section 5. A Senate committee that fails to fill all membership positions specified in these By-Laws may validly conduct the business of that committee, provided that a quorum is present at the time such business is conducted. A quorum for a Senate committee is a majority of the total number of voting membership positions specified for that committee in the By-Laws. [This definition of "quorum" is not intended to change the basic rule that a simple majority vote is required for approval of an action or choice by a Senate committee, where "majority vote" means more than half of the votes cast by persons legally entitled to vote (excluding abstentions) who are present at a regular or properly called committee meeting.]

Section 6. Senate committees may conduct business, including voting, electronically (by telephone conference calls or by e-mail, discussion lists, chat rooms, etc.). However, if at least two committee members request that particular items of business be discussed face-to-face and not electronically, then the committee may not conduct those particular items of business electronically.

Section 7. Business that is referred to committee shall be brought to the floor of the Senate in the form of a motion at the first meeting of the Faculty Senate following the meeting at which the motion was first referred to committee. In the event that the committee does not bring that business to the floor of the Senate at that next meeting of the Faculty Senate, the Faculty Senate shall take up that business in the form of a motion at the second meeting following the meeting at which the motion was first referred to committee.

#### ARTICLE V. ACADEMIC STANDARDS COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator), four other faculty, one academic administrator and two students.

Section 2. The function of this Committee shall be to formulate and propose to the Senate recommendations concerning academic standards. It shall deal with, but shall not be limited to, such matters as academic advisement, grade inflation, comprehensive examinations, academic honors, and probation and dismissal standards.

#### ARTICLE VI. CONSTITUTION COMMITTEE: ADDITIONAL FUNCTIONS.

Section 1. This Committee shall be responsible for the conduct of elections, regular and special, for the Senate positions described in Article IV, sections 1 and 3 of the Faculty Senate Constitution. In this regard, the Committee shall maintain a current list of faculty members, reflecting their eligibility to participate in Senate elections. The Committee shall publicize this list annually so that the faculty may ensure that the list is correct before any elections are held. The Committee shall also oversee any other elections or referenda for which no other party is given responsibility under the Senate Constitution or Bylaws.

Section 2. This Committee shall be responsible for maintaining a file of the agendas and minutes of Faculty Senate meetings, and shall also verify that legislation passed by the Senate and subsequently approved by the University President and/or the Board of Trustees has been duly recorded in all appropriate venues (Governing Documents, University Catalog, SBU website, etc.) and implemented by the responsible parties.

Section 3. The designated deadlines for the receipt of nominations and election ballots shall be adhered to in the following manner: a nomination received after ballots have been prepared for distribution will not be accepted. Similarly, a ballot received after election results have been tallied will not be accepted. To be valid, a ballot must be submitted in a sealed envelope and the voter's signature must appear on the outside of the sealed envelope. Also, ballots not submitted in the form prescribed in the Faculty Senate Constitution will be declared invalid.

Section 4. During the annual Faculty Senate election process, when the deadline for nominations has passed and the number of nominees is less than the number of open positions, the nominees will be designated to serve and faculty members will be invited to advise the Senate chair if they would like to serve in the remaining open positions. In the event that one or more faculty members express a willingness to serve, the faculty will be advised of this and will be given five class days to add other candidates to the list of nominees. Thereafter a balloting will be

conducted or, if the number of nominees does not exceed the number of vacancies, the nominees will be designated to fill the open positions.

Section 5. Nominees for any position for which the committee is holding an election will be announced to the Faculty as they are received. Any nomination submitted after nominations have been closed will be considered invalid and will not be announced.

## ARTICLE VII. CURRICULUM COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair who is a member of the Faculty Senate, six other faculty (one from each school or division), two students, and two academic administrators. The administrators shall serve as non-voting members of the committee unless they are also faculty as defined in the Handbook.

Section 2. The function of this Committee shall be to study proposals and revisions concerning academic programs, and to submit to the Senate recommendations on such proposals and revisions.

Section 3. All proposals that in any way affect the course offerings or requirements of a department or program or result in the creation of a new academic program must be submitted to the Curriculum Committee and then to the Faculty Senate for approval. This includes:

A. Proposals for new departments, degrees, majors, academic programs, secondary concentrations/minors, and courses [an academic program is one in which courses are: (1) offered for University credit, (2) taught by members of the University faculty, and/or (3) graded by University Faculty.]; and

B. Proposals to change requirements for departments, degrees, majors, academic programs, and minors, including changes in course titles, course numbers, pre-requisites, co-requisites, frequency of offering, or course descriptions.

All proposals will be cleared at the departmental or program level and submitted to the appropriate dean and then to the Provost and Vice President for Academic Affairs; the Provost will then forward the proposal to the Curriculum Committee with his or her comments and recommendations. Proposals not related to a single School shall be forwarded with the comments and recommendations of the Deans of all Schools.

Section 4. All proposals submitted to the Curriculum Committee must include the following six (6) items:

- A. A statement of the rationale and need for the proposed curricular modifications/additions.
- B. A statement that addresses any overlaps or duplications that might result from the proposed modifications/additions.
- C. A statement that all full-time faculty members have been consulted about the proposal, as well as signatures of those specific department/program members attesting to this consultation.
- D. Other details or attachments, according to the following guidelines:
  1. For proposals related to new or changed courses, course syllabi must be included with the proposal, including (at minimum) official course descriptions, program goals, learning objectives/outcomes, and clarity with regard to how each course requirement aligns with the program goals.

2. For changes of course title, course number, pre-requisites, co-requisites, frequency of offering, or modest changes to catalogue course descriptions, a syllabus is not required. However, any proposal that changes the *content* of a course must be accompanied by a syllabus (see D1, above).

3. A proposal to change a current academic program (major, minor, concentration) must include a detailed description of the impact of the proposed changes on the program, including any changes in the following: program goals; course prefixes, numbers; and titles; catalogue course description(s); plan(s) of study. When new or significantly changed courses are part of the proposal, full syllabi must be submitted that include (at minimum): official course descriptions, program goals, learning objectives/outcomes, and clarity with regard to how each course requirement aligns with the program goals.

4. Proposals to create new academic programs must conform to the detailed guidelines provided in the document titled, "St. Bonaventure University Guidelines for the Development of New Academic Programs," authored in January 2010 and approved by the Faculty Senate on May 25, 2012.

5. All proposals that would change an existing course or create a new course must be accompanied by a Records Course Information Form.

E. The department director or program director's assessment of the proposal, with respect to items A-D above and with respect to any impact that the proposal might have on resources and facilities.

F. A final section showing the *exact text* that should appear in the next year's Undergraduate Catalogue, relative to the proposed curriculum changes/additions.

Questions about what to include in a proposal should be directed to the Chair of the Curriculum Committee.

To ensure that proposed changes are included in the next academic year's catalogue, proposals should be submitted to the Curriculum Committee by **March 1**.

## ARTICLE VIII. ENROLLMENT AND MARKETING COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator), three or more other faculty, one student, the chief officer of institutional research, the chief admissions officer, and the chief marketing officer.

Section 2. The function of this Committee shall be to formulate and propose to the Senate recommendations concerning enrollment management and marketing policies and activities. It shall be concerned with, but shall not be limited to, such matters as admission standards, articulation agreements, recruitment policies, quality of incoming students, orientation policies, retention policies, and freshman advisement policies. It shall also be concerned with, but shall not be limited to, assisting in efforts that present and advance the image, reputation, and market position of St. Bonaventure University.

## ARTICLE IX. FACULTY COMPENSATION COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator), five other faculty and two administrators.

Section 2. The function of this Committee shall be to initiate and formulate proposals concerning faculty salaries and fringe benefits – including, but not restricted to professional, paid and unpaid, leaves of absence; medical insurance; and life insurance – for action by the Senate.

Section 3. This Committee shall coordinate its actions with the Finance Committee when proposals involve budgetary changes.

Section 4. The function of this Committee shall be to provide information, counsel and assistance to any individual or group of faculty members concerning benefits, privileges and facilities available under existing and proposed policies.

## ARTICLE X. FACULTY STATUS COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator); one faculty member (who may not be the University President, the Vice President for Academic Affairs, the Dean of a School, or the Dean of Clare College) from each school or division other than the school or division of the Committee Chair. To the extent possible, one, but not more, of these shall be an untenured faculty member who holds a tenurable rank; one, but not more, shall be a Lecturer; and the others shall be tenured faculty members including one Assistant Professor, one Associate Professor, and one Professor.

Section 2. The function of this Committee shall be to monitor and recommend changes in procedures for the appointment, promotion and tenuring of faculty members; such procedures include, but are not limited to, those of the Faculty Recommendations Committee. The Faculty Status Committee shall also consider the appropriateness of procedures used on a School or University-wide basis to measure faculty effectiveness, such as evaluations of teaching performance, as well as standard for the evaluation of scholarly publications and community services.

## ARTICLE XI. FINANCE COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator), five other faculty, one academic administrator, and one financial administrator.

Section 2. The function of this Committee shall be to advise and make recommendations to the Senate concerning academic matters requiring expenditures of University monies, such as the creation of new departments and new programs of study.

Section 3. This Committee shall advise and make recommendations to the Senate concerning new recruitment practices, tuition increases, scholarships and financial aid.

Section 4. Members of this Committee shall also serve as members of the University Finance Committee.

## ARTICLE XII. GRIEVANCE COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator) and six other faculty (one from each school or division). Faculty members who are also administrators are barred from serving on this committee.

Section 2. The primary function of this Committee shall be to consider alleging a violation of a rule or policy or procedure, or a less formal norm, governing faculty matters concerning which the Faculty Senate is legislative, or which is specified in the Faculty Status and Welfare Handbook. The acceptance of a complaint by the Committee constitutes a grievance and reflects the Committee's judgment that the complaint does involve an allegation as specified above. Upon determination of a grievance, the Committee shall then act as a fact-finding board on the subject of the grievance and shall make recommendation to the parties of the grievance and, if necessary, to the University President, and finally, if necessary, to the Faculty Senate.

Section 3. The rules governing the operation of this Committee are contained in a document titled "Grievance Committee Procedures." This document may be amended by mutual agreement between the University President and the Faculty Senate.

## ARTICLE XIII. STUDENT AFFAIRS COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this Committee shall consist of a chair (faculty senator), an additional senator, two other faculty members, the vice-president of student government, another representative of student government, two Student Affairs representatives, a student representing Athletics, and a Campus Ministry team member.

Section 2. The function of this Committee shall be to study and recommend policy proposals to the Senate regarding those areas of concern that relate to both student development and academics. Particular emphasis shall be given to areas that involve developmental needs, environments for learning, co-curricular experiences, and retention programs.

Section 3. This Committee shall coordinate its actions to include areas of student needs that affect the total University community by encouraging increased integrative activities between Academic Affairs and Student Affairs.

## ARTICLE XIV. TECHNOLOGY COMMITTEE: MEMBERSHIP AND FUNCTIONS.

Section 1. The membership of this committee shall consist of a chair (faculty senator) and four additional faculty members, five members from administrative areas, one student, and two ex-officio members (the Executive Director of Technology Services and the Associate Vice President for Technology).

Five faculty members shall be selected, one from each of the following areas: Arts & Sciences, Business, Education, Journalism/Mass Communication, and the Library (who will also represent the Franciscan Institute). The senator who is chair counts as the representative from his/her area. Of the faculty members, there should be at least one faculty member who teaches in each of the following areas: Clare College, Graduate School, and the Buffalo Center.

Five administrative representatives shall be selected, one from each of the following areas: Athletics, Business Office, Enrollment, Student Affairs, and University Relations. The University Relations representative will be a person who has responsibility for the university Web site.

The student member shall be selected by Student Government.

Section 2. The committee shall work jointly with the Executive Director of Technology Services to assess technology needs at least three years into the future in all areas for which the Technology Services Department is responsible. It also works jointly with the Executive Director to develop plans, strategies, budgeting and planning priorities, policies and to assess the effectiveness of past efforts to meet the technical needs of the university. The committee serves a strategic and planning function, and is not responsible for the actual management of technology.

Section 3. The committee shall issue reports of its recommendations through the Faculty Senate not less than twice per year.

## ARTICLE XV. PROCEDURE FOR CONSIDERING PROPOSED AMENDMENTS TO THE FACULTY STATUS AND WELFARE HANDBOOK.

Section 1. Within one week after a proposal to amend the *Faculty Status and Welfare Handbook* has been approved by the Faculty Senate or a referendum of the Faculty, the Chair of the Faculty Senate shall submit the proposed amendment to the Faculty Status and Welfare Handbook Amendment Committee and apprise the Faculty of the proposed amendment through an announcement to all members of the Faculty.

Section 2. After receiving the Faculty Handbook Amendment Committee's recommendation for a proposed Handbook amendment, the chair of the Faculty Senate shall initiate a referendum of the Faculty on the proposed Handbook amendment. The referendum procedure is modeled after that in the Faculty Senate Constitution (Art. VIII. Sec. 4). A written request for a referendum shall be presented to the Vice President for Academic Affairs who, within two weeks thereafter, shall conduct a meeting of the Faculty for the purpose of voting on the referendum. If neither approved nor rejected by a majority of the Faculty, the referendum shall be submitted to the Faculty within two weeks by mail ballot.

Section 3. In any case where more than one proposed Handbook amendment is up for Faculty approval at the same time, the following principles shall be observed:

a. All the components of a conceptually inseparable set of proposed amendments shall be voted upon as a unit, even if they involve revision of more than one Article, Section, or Subsection of the *Faculty Status and Welfare Handbook*.

b. Ordinarily (i.e., subject to the possible exception specified in the following Subsection), each conceptually separable proposed amendment shall be voted upon separately, even if they occur within the same Section or Subsection of the *Faculty Status and Welfare Handbook*.

c. In any instance where the Faculty, on one hand, and the Trustees or the Executive Officers on the other, has mutually agreed to put forward two or more conceptually separable proposed amendments as a *quid pro quo* negotiated package, that package shall be voted upon as a block.

Section 4. Within one week after the Senate Constitution Committee has determined that a proposed Handbook amendment has been approved by the Faculty, as described in Article XVI. Section 2 of these By-Laws, that Committee shall notify the Chair of the Faculty Senate. The Chair of the Faculty Senate shall in turn communicate the outcome of the Faculty referendum to all members of the Faculty, and also to the Board of Trustees and the Executive Officers through the University President.



