The Faculty Senate

2.10 The Faculty Senate: Composition, Purpose, and Functions

The Faculty Senate shall be composed of all permanent and temporary, full-time members of the academic faculty (academic appointment of .75 FTE or higher). It shall serve as a major advisory body to the president. Its primary functions are as follows:

- 1. To initiate and participate in formulating the general educational curriculum and policies of the university;
- 2. To recommend policies governing the conduct of students in academic environments:
- 3. To recommend approval of new degree and minor programs;
- 4. To recommend elimination of degree programs;
- 5. To recommend candidates for the various undergraduate degrees;
- 6. To recommend standards concerning academic competence, ethics, and academic freedom.

2.15 **Leadership of the Faculty Senate**

The Faculty Senate shall be presided over by an elected chairperson who may vote only in the case of a tie. A vice chair, secretary, and parliamentarian shall also be elected by the Faculty Senate from among its members. The vice chair shall preside over meetings when the chair is absent. All officers shall be elected for a term of office of one year and may be re-elected for no more than three consecutive one-year terms.

A slate of candidates for each of the four Senate offices shall be presented to the Faculty Senate by the Executive Committee. Members of the Senate, in session, may nominate additional persons to be included on the slate.

Elections shall take place by secret ballot while the Faculty Senate is in session during the April meeting.

2.20 **Duties of Officers of the Faculty Senate**

The chair shall have the following duties:

- 1. Issues notices of Senate meetings
- 2. Preside at meetings of the Senate
- 3. Supervise the functioning of the Senate and its established bodies
- 4. a. Prepare and send an agenda for each meeting of the Senate 5 working days before the meeting.
 - b. Circulate motions for action, including the specific motion and the rationale for the motion, 5 working days before the meeting.
- 5. Organize and appoint ad hoc committees as directed by the Senate

- 6. Represent the faculty to the University administration and Board of Curators and serve as liaison between the faculty and external committees
- 7. Forward any Senate actions to the appropriate Vice President of the University
- 8. Represent the Senate as Lincoln University's voting member at meetings of the Missouri Association of Faculty Senates.

The vice-chair shall have the following duties:

- 1. Preside at meetings of the Senate in the absence of the chair
- 2. Assist in the supervision of the working of the Senate in such a manner as directed by the Senate or by the chair of the Senate

The secretary shall have the following duties:

- 1. Record the minutes of Senate meetings, regular/special/executive
- 2. Preside at meetings of the Senate in the absence of both the chair and vice-chair of the Senate
- 3. Publish for the faculty the minutes of the meetings by second Thursday of the month

The parliamentarian shall have the following duties:

- 1. Assure that Senate meetings are conducted in accordance with the Bylaws of the Faculty Senate and current edition of Robert's Rules of Order
- 2. Advise the chair on Robert's Rules of Order
- 3. Assist the chair in determining a quorum

2.25 **Faculty Senate Meetings**

The regular meetings of the Faculty Senate shall be the last Thursday of the month during the academic year at 11:00 a.m., except December and May. The Faculty Senate shall meet at least twice each semester. Special or emergency meetings may be convened by the chair, signature petition of one-third of the Senate members or two-thirds vote of the Executive Committee.

The business of the Faculty Senate shall be conducted according to the current edition of Robert's Rules of Order. If a two-thirds majority vote is required, that majority shall be interpreted to mean an affirmative vote equal to two-thirds majority of the senators present and voting. The usual order of business shall be as follows:

- 1. Approval of the minutes of the previous meeting
- 2. Reports
- 3. Unfinished business
- 4. New business

The Faculty Senate shall have the power to modify the agenda by a two-thirds majority vote of members present and voting. A quorum shall consist of a total of 35 percent of the on-campus Senate members.

2.30 **Executive Committee of the Faculty Senate**

The Executive Committee shall act as liaison between the Faculty Senate and the academic departments. The committee shall also perform other such duties and obligations as deemed appropriate by the Senate as well as those listed in section 2.35.

Each academic department shall be entitled to one representative on the Executive Committee. The chair and secretary of the Faculty Senate shall be the chair and secretary of the Executive Committee. The chair and secretary shall not be considered representatives of any department. The chair may vote only in case of a tie. The secretary shall be a non-voting member.

Each academic department shall elect their representatives by secret ballot no later than March 15 of the academic year preceding that in which newly elected representatives will take office.

Executive Committee members shall serve three-year terms. No member shall serve more than two consecutive terms. A member may serve any number of nonconsecutive terms. No more than one-third of the Executive Committee memberships shall expire in any given year. A member's seat on the Executive Committee may be declared vacant by a majority vote of the remaining members if a member has missed more than three consecutive meetings, has left the university, or has submitted a letter resigning from the Executive Committee to the Senate chairperson. Vacancies shall be filled by election of a new representative within thirty (30) days.

2.35 **Duties of the Executive Committee**

The Executive Committee shall

- 1. Provide oversight for membership and composition for Senate and university standing committees
- 2. Recommend faculty members for such committees and announce those recommendations at the April meeting of the Senate
- 3. Review lists of prospective graduates as provided by the Vice President for Academic Affairs and recommend approval by the Faculty Senate
- 4. Maintain current listings of faculty for Senate voting purposes
- 5. Solicit candidates for Senate office; develop and present the slate for Senate elections
- 6. Conduct Senate elections during the April meeting
- 7. Consider issues that do not fall under the charge of any other standing committee of the Senate

Meetings of the Executive Committee 2.40

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The Executive Committee shall meet at least once a semester. The chairperson may call the committee into session for special meetings as necessary. Each member of the committee shall be given written notice of all meetings of the committee at least seven (7) days prior to such meetings.

The business of the Executive committee shall be conducted in the same manner as the meetings of the Senate. A quorum for the Executive committee shall consist of twothirds of the membership of the committee. No committee business shall be conducted unless said quorum is present.

Should a member of the committee be unable to attend the meeting, whether special or regularly scheduled, that member shall designate an alternate from his/her unit and provide the chosen representative with his/her written proxy.

2.45 **Standing Committees of the Faculty Senate**

To facilitate the work of the Faculty Senate, standing committees and sometimes special committees (ad hoc) are necessary and shall be established to study, prepare, and recommend policies on educational practice; review curriculum; and fulfill other functions as set forth in their charges. Standing committees of the Faculty Senate shall assist administrative officers in the implementation of such policies after they have been adopted.

Standing committees shall serve in an advisory capacity. Policies, procedures, programs, etc., recommended by those committees shall be presented to the Faculty Senate for consideration. Upon approval, they shall be transmitted through the appropriate chain of command.

The officers of the Faculty Senate shall appoint committee chairpersons and one-third of the membership. The Executive Committee shall recommend the remaining two-thirds membership of the committees. Except for the initial appointment of the standing committees, members shall serve terms of three years. Upon appointment of any new standing committee, one-third of the membership shall serve for one year, the second third for a period of two years, and the remaining third for a period of three years. Thereafter the appointments shall take place annually for three-year periods. Executive Committee shall recommend committee appointments to the chair by April 1 of each academic year. As a general rule, simultaneous assignment to more than two standing Faculty Senate committees shall be avoided, although this guideline shall not prejudice the selection of any member of the Faculty Senate for such committees. The chairpersons of the standing committees, with the exception of the Executive Committee, shall serve as the Faculty Senate representation on the University Shared Governance Committee. The Faculty Senate chairperson and secretary shall serve as ex officio officers, with the Staff Council chairperson and secretary, having the duties of presiding and recording minutes, in turn or jointly, as designated by the University Shared Governance Committee.

The following are the standing committees of the Faculty Senate:

- Curriculum
- **Educational Policies**
- Executive
- General Education

The Curriculum committee shall:

- 1. Review and approve, or reject, all changes in undergraduate courses, curricular and degree requirements proposed by academic units
- 2. Advise the university president on criteria for the establishment and deletion of courses and curricula
- 3. Coordinate its activities with those of the Educational Policies Committee and other appropriate university committees

The Educational Policies committee shall:

1. Consider and recommend policies and procedures in matters related to academic regulations

The General Education committee shall:

- 1. Recommend and/or approve revisions to the existing general education curriculum
- 2. Ensure that assessment measures are developed
- 3. Review and recommend approval or denial of proposals for new general education courses
- 4. Evaluate all general education courses periodically in relation to general education program objectives
- 5. Promote a climate of discussion about and act as a clearing house for information on general education issues
- 6. Keep faculty abreast of current developments in general education and the role their courses play within the larger context of general education

All Faculty Senate standing committees shall provide minutes of all meetings to the chair of the Senate (for record-keeping purposes) with copies to appropriate administrative units.

The Senate may, at its discretion, charge other standing Faculty Senate committees if needs dictate.

2.50Faculty Membership on University Committees

The University president shall appoint committee chairpersons and one-third of the membership of the standing committees of the University. The Executive committee of the Senate shall recommend one-third of faculty committee appointments to the president by May 1 of each academic year. All full-time faculty members are eligible to serve on university committees. As a general rule, simultaneous appointment to more than two

standing committees shall be avoided, although this guideline shall not prejudice the selection of any member of the university for special committees.

2.55 **Recommendations and Proposals**

Any committee, department, college, Faculty Senate member or group of members or other area of Academic Affairs may bring a recommendation, a resolution, or a proposal for a new policy, a change in policy or the deletion of an existing policy to the Faculty Senate.

Proposals or resolutions for new policies, any change in a policy, or deletion of an existing policy will then follow the procedure prescribed in Chapter 1, section 1.60: Development and Oversight of University Policies. Recommendations for new programs, changes in a program, or deletion of a program will be sent through the established chain of command. If the resolution, proposal, or recommendation is passed, it will be sent through the appropriate chain of command. If it is an action requiring Board approval, the Board of Curators will be the final authority.

Actions passed by the Faculty Senate in its shared governance capacity are communicated to the university administration for approval and implementation. These actions shall be recorded within the minutes and subsequent records of the Faculty Senate with proper designations. The designation for each action shall conform to the following format: Faculty Senate, Term, and Number e.g.: FS-2007-2008-01.

Amendments to the Faculty Senate Bylaws 2.60

The bylaws of the Faculty Senate may be amended at any regular Senate meeting by a three-fourths vote of all members present and voting. The proposed amendment(s) must be submitted at a prior Faculty Senate meeting.