## 3.04 By-Laws of the Faculty Senate

The By-laws of the Faculty Senate are written by authority of Article II, Section 9.3 of the Faculty Constitution.

**ARTICLE I Meetings of the Faculty Senate**

A. Potential faculty matters to be addressed by the Senate are developed (identified) in General Faculty caucuses and forums. Caucuses are called by the Chair of the Faculty at the beginning of each semester. Forums are called as needed by the Chair of the Faculty or the Chancellor or designee.

B. Meetings of the Faculty Senate shall be conducted in accordance with the most recent edition of Robert's Rules of Order unless a 2/3 majority of senators agree to suspend the Rules.

C. The number, dates, and announcement of meetings shall conform to the provisions of Article II, Section 7, of the Faculty Constitution.

D. A meeting notice, which includes the agenda, shall be prepared by the Senate Planning Team and sent to each Senator by the Secretary or designee one week prior to the Senate meeting.

E. Minutes of meetings shall be prepared and maintained by the Secretary of the Senate. Copies of the minutes shall be distributed to Senators for approval and made available to the university community prior to the next Senate meeting. Approval of the minutes requires a simple majority vote.

F. A Senator who cannot attend a meeting of the Faculty Senate may designate another Senator as a proxy. Prior to the meeting, the Senator must send written notification to the Secretary of the Faculty Senate copying the Senator serving as proxy.

**ARTICLE II Committees, Councils and other Faculty Groups**

A. Senate Planning Team of the Faculty Senate

1. Membership of the Senate Planning Team shall include

- Chair of the Faculty (facilitator)
- Vice Chair of the Faculty
- Secretary of the Faculty
- Senior Elected Delegate to the UNC Faculty Assembly

- Council Chairs

- Chancellor, Provost, or their designees.

- At large Senators who are elected by the Senate to ensure representation by at least one person from each College

2. Responsibilities of the Senate Planning Team

- meets monthly to set the upcoming Senate agenda based in part on faculty and administrative input

- identifies relevant background information on agenda items

- invites appropriate administrators and/or experts to upcoming Senate meetings.

B. All Councils of the Faculty Senate

1. The major working units of the Senate are the Councils with composition and scope described in Article II, C below.

2. No College shall have a majority of members on any Council.

3. Council membership for Senators will be for three-year staggered terms.

4. Faculty Senators shall serve on only one Council. The Senate leadership will make appointments to the various Councils based on availability and interest of each Senator. Senators will be apprised of Council assignments at the beginning of the academic year.

5. If necessary, Senators may also serve as representatives of their Colleges in satisfying the membership requirements of the various Councils.

6. The Senate Leadership will complete the faculty appointments for each Council with respect to rotation, continuity, representation, and efficiency. These appointments will be presented to the Faculty Senate at its first regular meeting of the academic year.

7. The Chair of the Faculty names a Chair for each Council with input from Council membership. The Chair must be a member of the Faculty Senate, will serve a one-year term and shall be eligible for reappointment.

8. The Chair of each Council shall receive assignments from the Faculty Senate, shall assume responsibility for seeing that the Council completes the assignments

in a timely fashion, and shall report the work of the Council to the Faculty Senate at each meeting.

9. The Senate Leadership is responsible for orienting the new Senate members to the faculty governance system at the beginning of the academic year.

10. Councils shall meet monthly during the academic year. The Chair of the Council may call additional meetings. A majority of Council members shall form a quorum.

11. In most instances, matters within its jurisdiction should be considered by each Council as a whole. Councils may establish standing committees or ad hoc committees and delegate particular assignments to such.

12. All standing and ad hoc committees shall report to the Council on a regular basis. Recommendations by such committees shall be acted upon by the Council.

13. Each Council Chair shall provide an annual written summary of the work of the Council to the Chair of the Faculty by the last regular Faculty Senate meeting of the academic year, which includes Council membership.

14. If warranted, a Council Chair or any Council member may be removed by action of the Senate Leadership.

C. The Composition and Scope of the Councils

1. Academic Policy and Review Council (APRC)

a. Academic policy and institutional governance falls under the jurisdiction of the APRC. Areas of responsibility include:

- altering admission, graduation, instructional, or retention standards
- modifying academic policies including grading criteria, etc
- reviewing academic programs (i.e. inactivation, reactivation, and termination)

b. Membership of the APRC shall include:

- Senators, preferably at least one from each College
- one faculty representative from the University Curriculum Committee chosen annually by that body

- one faculty representative from the Graduate Council chosen annually by that body

- one faculty representative from the Professional Education Council chosen annually by that body

- one faculty representative from the Liberal Studies Committee chosen annually by that body.

Once the Council membership is established, if there is no representation from a particular College, the Dean of the affected College shall be requested to provide a member. If a Dean does not meet this expectation within 10 working days of the request, such vacancy will be filled by the Senate Leadership.

c. The Chair of the APRC must be a Senator and will be appointed by Senate Leadership. The Chair will serve a one-year term and shall be eligible for additional terms.

d. The Chair of the APRC will receive written and/or verbal reports about changes to curriculum from the University Curriculum Committee, Liberal Studies Committee, Professional Education Council, and Graduate Council each month. This information will be conveyed to the Faculty Senate at each meeting for information. Curriculum items may become action items at Faculty Senate if so moved (see IV.B.).

2. Collegial Review Council (CRC)

a. The jurisdiction of the CRC includes:

- annual faculty evaluation

- tenure, promotion and reappointment

- post tenure review

- other issues related to faculty performance

b. Membership of the CRC shall include:

- Senators, preferably at least one from each College

- One faculty representative from each of the College's Collegial Review Committee chosen annually by that body.

Once the Council membership is established, if there is no representation from a particular College, the Dean of the affected College shall be requested to provide a member. If a Dean does not meet this expectation within 10 working days of the request, such vacancy will be filled by the Senate Leadership from the faculty of the effect College.

c. The Chair of the CRC must be a Senator and will be appointed by Senate Leadership. The Chair will serve a one-year term and shall be eligible for additional terms.

3. Faculty Affairs Council (FAC)

a. The welfare and development of the Faculty falls under the jurisdiction of the FAC excluding specific issues that are the jurisdiction of the other two Senate Councils mentioned above.

- Student Assessment Instruments are overseen by FAC

b. Membership of the Faculty Affairs Council shall include:

- Senators, preferably at least one from each College

- one faculty representative from each of the Dean's Advisory Committee chosen annually by that body.

Once the Council membership is established, if there is no representation from a particular College, the Dean of the affected College shall be requested to provide a member. If a Dean does not meet this expectation within 10 working days of the request, such vacancy will be filled by the Senate Leadership.

c. The Chair of the CRC must be a Senator and will be appointed by Senate Leadership. The Chair will serve a one-year term and shall be eligible for additional terms.

D. Standing Committee

1. Rules Committee

a. The jurisdiction of the Rules Committee includes:

- reviewing the Faculty Constitution, the By-laws of the General Faculty and the By-laws of the Faculty Senate of the Faculty Handbook

- receiving and evaluating suggestions for amendments
- updating the Faculty Handbook as needed.

b. The Rules Committee will report annually to the Faculty Senate and at other times as needed. The report will include Committee membership.

c. The Rules Committee will consist of a minimum of four Senators chosen by the Faculty Senate at the first meeting of the academic year and will be chaired by the Vice Chair of the Faculty.

E. Ad hoc Committees

1. The Faculty Senate may name ad hoc committees to investigate matters under the jurisdiction of the Faculty Senate.

2. These special committees shall prepare written reports, including Committee membership, submitted to the Faculty Senate.

3. When the Faculty Senate accepts the ad hoc committee's report, that committee will be disbanded unless the Faculty Senate directs otherwise.

4. When student membership is required for an ad hoc committee, the Student Government Association will be requested to provide members.

**ARTICLE III Orientation of New Senators and Council Members**

A. The Senate Leadership will be responsible for orienting new Senators at the beginning of the academic year. New Senators will be asked to indicate their preference for membership on the Councils. The Senate Leadership will make Council assignments with regard to existing Council membership and stated preferences of new Senators.

**ARTICLE IV Procedure for Bringing Business before the Faculty Senate**

A. Bringing items to the Senate Planning Team.

Any items requiring Senate action may be presented to the Chair of the Faculty by any university constituency, including individual faculty members, Colleges, students, administrators, Councils or other groups. The Chair will then present the item to the Senate Planning Team. In addition, any Department, College, or other body may request discussion of proposed programs, projects, or items before the Senate Planning Team.

The Senate Planning Team will take one of the following actions:

- Report the item to the full Faculty Senate for consideration. The Faculty Senate may act on the item at the next meeting, move it for immediate action, or refer it to one of the Councils for further analysis.

- Refer the item directly to one of the Councils for further analysis before action by the Faculty Senate. In this case, the Senate Planning Team will report such a referral to the Faculty Senate at the next Faculty Senate meeting. To avoid extended debate, a time limit will be placed on discussion of the item. The time limit will be determined in advance by the Senate Planning Team. Discussion will be extended beyond that time limit only by a two-thirds vote of the Faculty Senate.

- Return the item to the initiating person(s) for additional clarification and inform the Faculty Senate of this action.

B. Council reports to the Faculty Senate

Councils will report on their activities at each meeting of the Faculty Senate. Reports will consist of items in two categories.

1. Action: Items in this category should be presented to the Senate Planning Team to be entered on the agenda. They require appropriate debate and discussion and may be moved to the agenda of the next Senate meeting if prolonged discussion or consultation is deemed desirable.

2. Information: This category will be used to inform the Faculty Senate of the current work of the Council. Faculty Senate discussion of items in this category will be subject to the time limit outlined above. Any information brought forward may be brought into action if the Senate so moves.

**ARTICLE V Amendments**

A. The By-laws of the Faculty Senate may be amended or repealed upon a two-thirds majority vote of the senators present at any regular meeting.

**ARTICLE VI Roll-Call Voting Procedures**

A. A motion for a roll-call vote shall be carried by an affirmative vote of one third of the Faculty Senate membership present.

B. A roll-call vote may be conducted when deemed necessary by the Faculty Senate Leadership.

**ARTICLE VII Reports**

A. As provided in II.B.13 of these By-laws, each Council Chair shall provide an annual

written summary of the Council's work to the Chair of the Faculty by the last regular meeting of the Faculty Senate of the academic year.

B. The Chair of the Faculty shall submit an annual report of Faculty Senate activities to the Chancellor by June 1 each year.