

### Terms of Office of the Voting Representatives (Senators):

The terms of office shall be:

- Elected representatives shall each serve a term of two years.
- A full-time member of the faculty who does not hold an administrative appointment or serve as department chair shall be eligible to serve as an elected faculty representative.
- Vacancies shall be filled by special election and shall be for the remainder of the term of the replaced representative.
- A faculty representative who transfers from a distinct academic discipline/program shall be ineligible to continue to serve as a representative of the department from which the faculty representative transferred.

### Elections:

Elections to the FS and for leadership positions in the FS will be held thusly:

1. Department / College Elections of Senators shall be held in the month of April. Duly elected Senators shall take their seats at the first regular FS meeting in May.
2. All full-time faculty members who hold faculty rank are eligible to vote in an election for faculty representatives in that department.
3. Elections to the FS shall be staggered, with half of the seats up for election in even years, and half in odd years.
4. The duly elected Senators shall take their seats before May 15 of the academic year.
5. The newly-elected FS shall hold office elections at its first regular meeting in May.



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### Conduct of Voting Representatives:

Voting Representatives of the FS shall conduct themselves thusly:

1. Voting representatives must give notice to the Secretary in the event that they must be absent from a FS meeting. Such a notification, with good cause, shall constitute an excused absence.
2. Any elected representative with two or more unexcused absences in an academic year will be considered as having resigned membership in the FS.
3. Senators shall provide a monthly report of FS activities to their distinct academic discipline/programs and solicit input.

### Duties of FS Officers:

The Chair of the FS shall:

1. Preside at meetings of the FS, shall chair the Executive Committee, and shall perform other duties as required by vote of the FS.
2. Appoint committees and committee conveners as necessary.
3. Act as spokesperson of the FS to Administration and to the Board of Trustees.

The Vice Chair of the FS shall:

- In the absence of the Chair, the Vice-Chair shall preside over meetings of the FS and the Executive Committee.

The Secretary of the FS shall:

- Serve as custodian of the official records and correspondence of the FS and shall keep and maintain the minutes and record of the proceedings. With the approval of the Chair, the secretary shall forward a copy of the minutes and record of the proceedings to the Provost/Chief Academic Officer and post the minutes and record of the proceedings on the FS website within five (5)
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business days of all meetings, and shall ensure that notice of meetings and other notices are sent to every member and appointee of the FS. The University shall provide adequate logistical support and physical space required for the duties of the Secretary.

The Executive Committee of the FS shall:

- Establish the agenda of each regular meeting of the FS and shall be composed of the Chair, Vice-Chair, the Secretary, and the chairs of the Standing Committees. The Executive Committee is established for the purpose of managing the operations of the FS including scheduling meetings, setting the agenda, and other activities as required.

### Faculty Senate Meetings:

Meetings of the FS shall be conducted thusly:

1. Regular meetings of the FS shall be held during the second week of every month of the academic year.

All meetings of the FS and its committees shall notify all FS members and the University community. These meetings shall be open to the public.

2. All matters of the FS shall be decided by majority vote of those present and eligible to vote, excluding abstentions, and a quorum being present.
3. The conduct of meetings of the FS shall be governed by *Robert's Rules of Order, Newly Revised* (latest revision).
4. The Secretary shall inform the President of the University, members of the FS and the University community of the schedule of all FS meetings.
5. The FS shall function through the actions of its members only, conducting properly called meetings with appropriate notification.

**Quorum:** 1/3 of the membership

**Meeting Modality:** FS meetings can take place in-person or virtually. The modality chosen should enable member authentication.

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### Standing and Interim Committees of the Faculty Senate

The Standing Committees of the FS shall be:

- Admission and Retention Committee
    - This committee shall develop and recommend policies, standards, and procedures regarding undergraduate and graduate admission, retention, and graduation.
  - Academic Standards Programs and Policies Committee
    - This committee shall: (1) develop, review, and recommend policies and procedures for approval of all degree programs and courses; (2) review all proposed degree programs and courses to ensure currency, relevance, and coherence with other University offerings to advance the University's academic mission; and (3) review and recommend all proposed program and course discontinuation.
  - Charter and Bylaws Committee
    - This committee shall develop and propose additions, deletions, and modifications to the Faculty Senate Charter and Bylaws as needed.
  - Graduate Council
    - This committee shall: (1) develop, review, and recommend policies and procedures for approval of graduate programs and courses; review proposed graduate programs and courses to ensure currency, relevance, and coherence with other University offerings to advance the University's academic mission; and (2) review and recommend proposed program and course discontinuation.
  - Branch Campus Committee
    - This committee shall: (1) develop, review, and recommend proposed policies and procedures for approval of degree programs and courses; (2) develop and recommend proposed procedures for approval of certificate
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and workforce programs; (3) review proposed certificate, workforce, and degree programs and courses to ensure currency, relevance, and coherence with other University offerings to advance the University's academic mission; and review and recommend proposed certificate, workforce, and degree programs and course discontinuation.

- ✓ Following consideration by the Branch Campus Committee, all proposed changes to Branch Campus Academic Programs will be forwarded to the ASPPC for consideration. All Proposed changes to Branch Campus admission, retention, and graduation will be forwarded to the ARC Committee.

- Budget Committee

- This committee shall: (1) Examine the current budget situation of the academic programs at the university in terms of the allocation of resources and the procedures used to make these allocations; (2) Review policies, procedures, and practices, with special emphasis on the academic budget; (3) Provide an in-depth cost-and- alignment analysis of the academic programs; (4) Study the feasibility of bringing the cost structure of the university in line with institutions of higher education; and (5) Prepare a fiscal implications report of proposed changes in programs, enrollment, and budgetary priorities and procedures.

- Research and Development Committee

- This committee shall: (1) Review campus and system-wide research policies and issues related to the campus research mission; (2) Establish procedures to facilitate communication between those conducting research and those who guide, fund, and administer research projects; (3) Facilitate regularly scheduled research seminars to provide interaction between the funding organizations and the university researchers; (4) Compile faculty publications in a database for easy retrieval and distribution; (5) Represent faculty research interests individually and/or
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collectively and be responsive to questions and concerns of both faculty and student researchers; (6) Encourage and support University faculty in their scholarly endeavors.

Conveners of the Standing Committees shall be appointed by the Chair of the FS, with the approval of the FS, and shall serve for a term of one year.

The FS may create and dissolve interim committees by majority vote of those present and eligible to vote, excluding abstentions, a quorum being present.

### Amendment Process:

Amendments to these Bylaws shall be made by majority vote of those present and eligible to vote excluding abstentions, a quorum being present.

Amendments must be introduced at a duly called meeting of the FS.

Amendments introduced at a duly called meeting may not be voted upon until the next duly called meeting of the FS, unless this requirement is waived by majority vote.

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