

## UDC Faculty Senate Bylaws

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### Terms of Office of the Voting Representatives:

The terms of office shall be:

- Elected representatives shall each serve a term of two years.
- Elected representatives may not serve more than two consecutive terms. After serving two consecutive terms, elected representatives shall not be eligible for re-election or to fill vacant or unexpired terms for a period of two years.
- A full-time member of the departmental University 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 department 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:

- 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.
- All full-time faculty members who hold faculty rank in a department are eligible to vote in an election for faculty representatives in that department.
- Elections to the FS shall be staggered, with half of the seats up for election in even years, and half in odd years.

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- The initial FS election shall take place in spring 2011, effective for the first regular FS meeting of the next Academic Year, following approval of the FS Charter by the Board of Trustees.
  - In this initial election, half of the elected members will be elected for one year terms and the other half for two years terms. The length of each member's term shall be determined randomly by lots. The name of each member shall be placed on one lot, and such lots will be drawn randomly by the President of the Interim Academic Senate. The first lot drawn shall serve a term of one year, the second lot drawn shall serve a term of two years, the third lot drawn shall serve a term of one year, and so on until a term has been determined for each member.
  - In subsequent elections all representatives will serve two years terms as stated in the FS Charter.
  - The election schedule established by the above random process will remain in effect in perpetuity unless altered by a majority vote of those present and eligible to vote, excluding abstentions, during a duly called and noticed meeting of the FS, a quorum being present.
- The duly elected Senators shall take their seats before May 15 of the academic year.
- The newly-elected FS shall hold leadership elections at its first regular meeting in May.

### Membership:

The Charter of the FS provides that voting membership shall be the following:

- One full-time faculty representative from each academic department or division of the University of the District of Columbia, one faculty representative from the David A. Clarke School of Law, one faculty representative from the Learning Resources Division, and one full-time faculty representative from each of the academic units of the Community College of the District of Columbia, elected at-large by their peers.
  - The CCDC representatives will serve in the FS and the FS will have oversight of CCDC academic standards, policies and programs until such time as the CCDC

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establishes a permanent or similar shared governance system, recommended by the FS, presented by the President, and approved by the Board of Trustees.

- The President of the Undergraduate Student Government Association.
- The President of the Graduate Student Government Association.
- The president of the Community College of the District of Columbia Student Government Association.

The Charter further provides that non-voting membership shall be the following, serving as *ex officio*:

- The Provost and Vice President for Academic Affairs.
- The Dean of Academic Affairs, Community College of the District of Columbia.

### Conduct of Voting Representatives:

Voting Representatives of the FS shall conduct themselves thusly:

- 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.
- Any elected representative with two or more unexcused absences in an academic year will be considered as having resigned membership in the FS.
- Senators shall provide a monthly report of FS activities to their department or unit and solicit input.

### Duties of FS Officers:

The Chair of the FS shall:

- Preside at meetings of the FS, shall chair the Executive Committee, and shall perform other duties as required by vote of the FS.
- Appoint committees and committee conveners as necessary.

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- Act as spokesperson of the FS to the Administration and 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 and Vice President of Academic Affairs and post the minutes and record of the proceedings on the FS website within five (5) business days of all meetings, and shall ensure 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:

- 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 be noticed to all members and to the University community and shall be open to the public. A meeting agenda outlining the

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issues to be discussed at said meeting shall be sent to the University Community at least three days prior to the meeting.

- All matters duly noticed and properly before the FS shall be decided by majority vote of those present and eligible to vote, excluding abstentions, a quorum being present.
  - A quorum shall be the majority of eligible voting members of the FS.
- The conduct of meetings of the FS shall be governed by *Robert's Rules of Order, Newly Revised* (latest revision).
- The Secretary shall inform the President of the University, members of the FS and the University community of the schedule of all FS meetings.
- The FS shall function through the actions of its members only, taken in duly called and noticed meetings.

### 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 and recommend procedures for approval of degree programs and courses; (2) review 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 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 By-Laws as needed.

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- Graduate Council
  - This committee shall: (1) develop and recommend 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.
  
- CCDC Committee
  - This committee shall: (1) develop and recommend proposed procedures for approval of certificate, workforce, and degree programs and courses; (2) 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 (3) review and recommend proposed certificate, workforce, and degree program and course discontinuation.
    - ✓ Following consideration by the CCDC Committee, all proposed changes to CCDC Academic Programs will be forwarded to the ASPPC for consideration. All Proposed changes to CCDC 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.

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- 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 doing 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 collectively and be responsive to questions and concerns of both faculty and student researchers; (6) and 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.