

The University Senate of the University of the District of Columbia
THE PREAMBLE

The University Senate of the University of the District of Columbia is established by the Board of Trustees as a mechanism for defined participation in decision-making at the University. The structure of the Senate reflects the primacy of the faculty in the of academic decision-making process while providing a forum for communication and collaboration among faculty, administration, students and staff through which members of the University community are assured that their views on academic matters will receive due consideration.

ARTICLE I

1. Name

The name of the organization established under the charter of the Board of Trustees is the University Senate of the University of the District of Columbia.

ARTICLE II

2. *PURPOSE AND RESPONSIBILITIES*

2.1 The University Senate shall be the principal academic legislative body of the University.

2.2 The University Senate Shall be responsible for making recommendations on policies and standards on all academic matters including but not limited to the following:

- a) Admission and retention of students;
- b) Awarding of degrees and certificates;
- c) Curricula and scholastic requirements, and academic programs; and
- d) Safeguarding academic freedom.

ARTICLE III

3. *MEMBERSHIP*

3.1 The voting membership of the University Senate shall be comprised as follows:

- a) Two (2) faculty representatives elected from each academic department or division and one elected faculty member from the Division of Learning Resources.
- b) One (1) student representative elected from each academic department or division.
- c) One (1) staff representative elected at large-from each college
- d) One (1) staff representative elected at-large from the academic support areas outside the college.
- e) Five (5) administrators appointed by the President of the University.

3.2 The non-voting membership of the University Senate shall be comprised of the following who serve ex officio:

- a) The Provost and Vice President of Academic Affairs.
- b) The Dean of the College of Arts and Sciences
- c) The Dean of the College of Professional Studies.
- d) The President of the Undergraduate Student Government Association.
- e) The President of the Graduate Student Government Association.

3.3 The following are the terms of office for voting members:

- a) Faculty representatives and staff representatives shall each serve for a term of three(3) years.
- b) Student representatives shall serve for a term of one(1) year.

- c) Appointed administrative representatives shall serve at the pleasure of the University president.
- 3.4 A full-time member of the University departmental faculty who does not hold an administrative appointment or serve as a department chair ~~and who does not serve as an officer of a collective bargaining unit~~ shall be eligible to serve as an elected faculty representative.
- 3.5 A full-time member of the university staff who does not serve as an officer of a recognized collective bargaining unit shall be eligible to serve as an elected staff representative.
- 3.6 A full-time student who has earned at least thirty(30) academic credits and who maintains a cumulative grade point average of 2.5 or better shall be eligible to serve as an elected student representative. The student representative to the Board of Trustees shall not be eligible to serve as an elected student representative to the University Senate.
- 3.7 A representative elected to fill a vacancy caused by death, disability, resignation, retirement, ineligibility, or other reason shall serve for the remainder of the unexpired term of the member who is being replaced. Vacancies shall be filled by special election
- 3.8 A faculty representative who transfers from a department shall be ineligible to continue to serve as the representative of that department
- 3.9 The term of office of an elected member shall begin with the last regularly scheduled meeting in the Spring semester and shall terminate with the seating of the member's successor.

ARTICLE IV

4. ELECTION OF MEMBERS

- 4.1 The dates, manner and conduct of the elections for voting representatives shall be established by the Bylaws of the University Senate.
- 4.2 The election shall be by majority vote.
- 4.3 All full-time faculty members who hold faculty rank in a department are eligible to vote in an election for faculty representatives, including faculty members who are ineligible to serve as representatives.
- 4.4 All full-time and part-time students who are departmental majors are eligible to vote for student representatives from their respective departments or divisions.

ARTICLE V

5. OFFICERS

- 5.1 The officers of the University Senate shall be President, Faculty Vice President, Student Vice President, and Executive Secretary. The dates, manner, and conduct of elections for officers shall be established in the Bylaws of the University Senate.
- 5.2 Officers of the University Senate shall be elected by a majority vote of those present and eligible to vote, excluding abstentions, at a duly called meeting of the Senate held for the election of officers, a quorum being present.
- 5.3 The president of the Senate shall be elected from among the faculty representative members of the Senate.
- 5.4 The Faculty Vice President of the Senate shall be elected from among the faculty representative members of the Senate.
- 5.5 The Student Vice President of the Senate shall be elected from among the student representative members of the Senate.

- 5.6 The Executive Secretary of the Senate shall be elected from among the members of the Senate
- 5.7 No member of the Senate shall hold more than one(1) Senate office concurrently.
- 5.8 The term of office for officers of the Senate shall be one(1) year and shall begin when the Senate elects officers at the last regularly scheduled meeting in the spring semester. The term of office shall end upon the election and seating of an officer's successor.
- 5.9 An officer elected to fill a vacancy caused by death, disability, resignation, retirement, ineligibility, or other reason shall serve for the remainder of the unexpired term of the officer who is being replaced. Vacancies shall be filled by special election.
- 5.10 An officer of the senate may be impeached by a vote of two-thirds (2/3) of the full voting membership of the Senate, not counting vacancies, in the manner provided for in the Bylaws of the University Senate.

ARTICLE VI

6. DUTIES OF OFFICERS

- 6.1 The President of the Senate shall preside at meetings of University Senate, shall chair the Steering Committee of the Senate, and shall perform other duties as set forth in the Charter of the Board of Trustees and the Bylaws of the University Senate.
- 6.2 The president of the Senate shall appoint the Chair of each Senate Committee from the voting members of the Senate and may appoint a parliamentarian to advise the chair on matters of parliamentary procedure.
- 6.3 The President of the Senate shall forward the duly adopted recommendations of the Senate on all academic policy matters to the Provost and Vice President for Academic Affairs of the University.
- 6.4 In the absence of the President of the Senate, the Faculty Vice President shall preside over meetings of the University Senate, chair the Steering Committee of the Senate ,perform other duties of the President of the Senate as set forth in the charter of the Board of Trustees and the Bylaws of the University Senate. The Faculty Vice President shall perform other duties as established in the Bylaws of the University Senate or delegated by the President of the Senate.
- 6.5 The Student Vice President shall perform those duties established in the Bylaws of the University Senate or delegated by the President of the Senate.
- 6.6 The Executive Secretary of the Senate shall serve as the custodian of the official records and correspondence of the University Senate , shall keep and maintain the minutes and record of the proceedings of the Senate in the manner prescribed in the Bylaws of the University Senate, shall provide each member of the Senate with notice of meetings and other notices, and shall perform other duties as established in the Bylaws of the University Senate or delegated by the President of the University Senate.

ARTICLE VII

7. MEETINGS

- 7.1 Regular meetings of the University Senate shall be held at least four(4) times during the academic year.
- 7.2 All meetings of the University Senate and its committees shall be open to the University community

7.3 All matters coming before the Senate shall be decided by majority vote of those present and eligible to vote excluding abstentions, at a duly called meeting of the Senate, a quorum being present.

7.4 Special meetings of the Senate may be called by the Steering Committee. Notice and agenda requirements for special meetings shall be established in the Bylaws of the University Senate.

7.5 The President of the Senate shall call a Special Meeting of the Senate upon receipt of a written request for a special meeting signed by at least fifteen(15) voting members of the Senate. The written request shall state the reason(s) for calling the special meeting.

7.6 The presence of at least twenty-four (24) voting members of the Senate, including at least eighteen(18) faculty representatives, shall constitute a quorum for the conduct of business.

7.7 The conduct of meetings of the Senate shall be governed by Robert's Rule of Order, Newly Revised(latest revision), except where provisions of the Charter of the Board or the Bylaws of the University Senate provide otherwise.

7.8 The Steering Committee of the Senate shall establish a schedule of regular meetings for the academic year and shall set the time and place of each meeting. The Executive Secretary shall inform the President of the University, the members of the Senate, and the University Community of the schedule of regular meetings.

7.9 The agenda of each meeting of the Senate shall be established by the Steering Committee, in accordance with the provisions of the Bylaws of the University Senate. The agenda of each regular and special meeting of the Senate shall include an opportunity for the President of the University to present a report and comments to the senate.

7.10 The Senate shall function through the actions of its members taken in duly called meetings of the Senate. An individual member or group of members of the Senate, including the Steering Committee and the officers of the Senate, shall not speak for the Senate or purport to represent the views of the Senate other than to convey the actions of the Senate taken in accordance with the Bylaws of the Senate and the Charter of the Board of Trustees.

ARTICLE VIII

8. COMMITTEES

8.1 The Senate shall establish standing committees in the Bylaws of the University Senate. In addition, the Senate may, from time to time, vote to establish ad hoc committees.

8.2 The name, size, composition, duties, and procedures for meetings and conduct of business of standing committees shall be set forth in the Bylaws of the University Senate.

8.3 The name, size, composition, duties, and procedures for meetings and conduct of business of ad hoc committees shall be set forth in the motion establishing the committee.

8.4 The membership of each standing and ad hoc committee of the Senate shall include at least one(1) faculty representative and one(1) student representative from each college.

8.5 Each committee shall report its recommendations to the full Senate for deliberation and action.

8.6 The Bylaws of the University Senate may provide for the appointment and participation of non-members of the Senate in the work and deliberations of the committees of the Senate.

8.7 The officers of the University Senate and the Chairs of each standing committee of the Senate shall comprise the Steering Committee of the Senate.

8.8 The Steering Committee of the Senate shall perform the duties set forth in the Bylaws of the University Senate and the Charter of the Board of Trustees. The Steering Committee is established for the purpose supporting the organization and the coordination of the work of

the Senate and the committees of the Senate. The Steering Committee shall not act as a substantive decision-making body and shall not have executive powers to conduct the business of the Senate, make recommendations on academic, or take other actions that require a vote of the Senate.

- 8.9 Meetings of the Steering Committee shall be called, as necessary, by the President of the Senate.

ARTICLE IX

9. DISPOSITION OF UNIVERSITY SENATE ACTIONS

- 9.1 Actions taken by the University Senate shall be formally transmitted to the Provost in the form of recommendations for review and disposition. The University and the Board of Trustees of the University shall not be bound by any action of the University Senate that is not taken in accordance with the Charter of the Board of Trustees and duly implemented By the Provost, approved by the President, or approved by action of the Board of Trustees, as required by Laws of the District of Columbia, the University rules, of the Charter of the Board of Trustees.
- 9.2 University Senate recommendations which require action by the President of the University or the Board of Trustees shall be forwarded by the Provost, along with comments and Recommendations deemed appropriate by the Provost, to the President of the University for review and disposition.
- 9.3 The Provost shall report to the University Senate on the status and disposition of Senate Recommendations forwarded to the President of the University for approval or action by the Board of Trustees.

ARTICLE X

10. BYLAWS OF THE UNIVERSITY SENATE

- 10.1 The University Senate shall establish the Bylaws of the University as directed in the Charter of the Board of Trustees and as otherwise necessary to fulfill the responsibilities and functions of the Senate.
- 10.2 The Bylaws of the University Senate may be amended from time to time in accordance with the procedures for amendment of the Bylaws set forth in the Bylaws of the University Senate.
- 10.3 The initial Bylaws of the university Senate and each amendment to the Bylaws shall be forwarded to the President of the University by the Executive Secretary of the Senate upon adoption by the Senate. Unless the President of the University determines that a provision of the Bylaws would exceed the authority of the Senate under the Charter of Board of Trustees, or violate the University Rules or the laws of the District of Columbia, the action of the Senate shall be approved. The President of the University shall inform the Senate of the disposition of amendments to the Bylaws of the University Senate. Approved amendments shall be effective upon receipt of notice of approval by the Senate.
- 10.4 Proposed Bylaws and proposed amendments to University Senate Bylaws must be forwarded to the Bylaws Committee in writing with supporting documentation for the action of this committee who in turn will make a report for the initiation of action in compliance with the Charter of the Board of Trustees.

ARTICLE XI

11. AMENDMENT OF THE CHARTER OF THE UNIVERSITY SENATE

- 11.1 Any member of the Senate may introduce a proposed amendment to the Charter of the Board of Trustees of the University Senate. An amendment shall be presented in writing to

all members of the University Senate at least one(1) regular meeting in advance of the meeting where the proposed amendment is to be considered.

- 11.2 Upon adoption by a two-thirds(2/3) majority of the Senate, a proposed amendment to the charter shall be formally transmitted to the President of the University. A proposed amendment shall become effective upon approval by resolution of the Board of Trustees.

BYLAWS OF THE UNIVERSITY SENATE

12.1 Election of Voting Representatives (Senators)

- a) Election of voting representatives shall be by a majority. If a candidate does not have a majority on the first ballot, run-off elections are held until a majority of votes is reached.
- b) The election of Voting Representatives shall occur during the month of March in each eligible unit.
- c) University units must submit the names of new voting representatives to the Executive Secretary by the first Monday in April.

12.2 Conduct of Voting Representatives

- a) Any elected representative with three or more unexcused absences in an academic year ceases to be a member of the University Senate
- b) Voting representatives must notify the Executive Secretary in the event that they must be absent from a University Senate Meeting. Such a notification shall constitute an excused absence.

12.3 Election of University Senate Officers

- a) The election of University Senate Officers shall occur during the regular April meeting.
- b) The election of University Senate Officers will be conducted by the University Senate Elections and Bylaws Committee.
- c) The newly elected officers will take office during the April meeting following their election to office.

12.4 Duties of University Senate Officers

- a) The President of the University Senate shall be the spokesperson for the Senate.
- b) The Vice Presidents shall assist the chairs of the standing committees as deemed appropriate by the Senate Steering Committee and may perform other duties determined by the Senate President.
- c) The Executive Secretary shall maintain records of attendance during Senate meetings; notify the President of the Senate when a quorum has been attained; receive excuses for absences from Senate meetings; supervise clerical assistance in the assistance in the Senate Office; and inform the Senate membership of all Senate meetings.
- d) The President of the University Senate may appoint a Parliamentarian from among the voting representatives who does not relinquish his or her voting privileges.

12.5 University Senate Meetings

- a) The Senate Steering Committee shall propose a schedule of meetings, indicating the time of adjournment, for the next academic year and present it during the April Senate meeting for action.

- b) University Senators should be notified at least a week in advance, in writing, when a special Senate meeting is to occur
- c) Each elected Voting Representative shall have one vote in the Senate with no provisions for proxy votes.
- d) The Steering Committee will set the agenda for all Senate meetings. All items to be considered for the Senate agenda should be submitted to the Steering Committee five working days before the Senate Meeting.
- e) The Senate meetings will be held from between 12:30 PM and 1:50 PM on Tuesdays or Thursdays according to a) above.

12.6 University Senate Standing Committees

- a) Each University Senate standing committee will consist of eleven members, unless the number is specified, chosen as follows(unless specified):
 - 1) A chair appointed by the President of the University Senate
 - 2) At least two(2) faculty senators from each college
 - 3) At least one(1) student senator from each college
 - 4) Four (4) members selected from the faculty, or the administrative staff including non-senators
 - 5) No senator (or non-senator) may serve on more than two standing committees at one time.
 - 6) The term of office for standing committee assignments is one year, renewable.
- b) Standing Committees

The University Senate Steering Committee

The Steering Committee shall:

- 1.) Set the agenda for meetings.
- 2.) Make the physical arrangements for meetings
- 3.) Compose the membership of University Senate Committees.
- 4.) Assist the Faculty Vice President with standing committee assistance.
- 5.) Assist the Student Vice President with standing committee assistance.
- 6.) Prepare a calendar of senate meetings.

The University Senate Academic Policies Committee

The Academic Policies Committee shall:

- 1.) Review and make recommendations concerning existing academic programs.
- 2.) Review and make recommendations concerning proposals for new academic programs.
- 3.) Continuously review the University's curricular offerings and recommend appropriate changes. This committee will consist of fifteen (15) members chosen in agreement with 12.6a

The University Senate Social and Cultural Committee

The Social and Cultural Committee shall:

- 1) Plan social and cultural events for the faculty, university community, and the community at large.

The University Senate Bylaws Committee

The Bylaws Committee shall:

- 1.) Initiate amendments to the Bylaws of the University Senate.
- 2.) Review and make recommendations concerning proposed amendments to the Bylaws of the University Senate.
- 3.) Conduct the election of University Senate Officers.
- 4.) Resolve and rule on contested elections involving University Senate Officers.
- 5.) Decide questions of eligibility of university senators.

The University Senate Long-Range Planning Committee

The Long-Range Planning Committee shall:

- 1.) Consider and address issues which affect the long-range development of the University
- 2.) Study and monitor trends in higher education which affect the University and report to the Senate
- 3.) Initiate efforts to assure the development and the growth of the University.

The University Senate Facilities and Support Services Committee

The Facilities and Support Services Committee shall:

- 1.) Evaluate and make recommendations concerning the services of all support service units of the University such as but not limited to the Bookstore, Duplication Services, Maintenance Services, Security, etc
- 2.) Evaluate and make recommendations pertinent to instructional facilities such as but not limited to laboratories, studios, classrooms, computer equipment, etc. limited to laboratories, studios, classrooms, computers, etc.

The University Senate Student Affairs Committee

The Student Affairs Committee shall:

- 1.) Serve as a liaison between the University Senate, the Student Government Association and the Office of Student Affairs.
- 2.) Inform the Senate of all matters directly related to the welfare of the students at the University.

This committee will consist of fifteen(15) members chosen as follows: at one(1) faculty senator from each college, at least two(2) student senators from each college, the President of the Undergraduate Student Government Association, the President of the Graduate Student Government Association, the Student Representative to the Board of Trustees, a chair appointed by the President of the University Senate and five additional members chosen from the faculty, the student body and the administrative staff including non-senators.

University Senate Learning and Resources Committee

The Learning and Resources Committee shall:

- 1.) Recommend policies for the allocation of library and media resources.
- 2.) Recommend policies which permit the most effective use of library and media resources and materials.
- 3.) Evaluate the operations of library and media facilities and recommend appropriate changes.

This committee, limited to eleven(11) members must include two(2) faculty senators, from each college, one(1) student senator from each college, one(1) faculty senator

from the Division of Learning Resources and a chair appointed by the President of the University Senate. Other members may be chosen from the faculty(including Learning Resources, the administrative staff and the student body including non-senators.

University Senate Student Academic Standing Committee

The Student Academic Standing Committee shall:

- 1.) Review and recommend policies and procedures on admissions, student records, "good academic standing", attendance and tardiness.
- 2.) Review and recommend policies and procedures concerning the University's grading system.

University Senate Inter-collegiate Athletic Committee

The Intercollegiate Athletic Committee shall:

- 1.) Serve as the faculty committee which is required by the National Collegiate Athletic Association.
- 2.) Recommend athletic policies and procedures.
- 3.) Provide guidance to the inter-collegiate athletic program.
- 4.) Ensure that the principles and educational objectives of the University are upheld by inter-collegiate athletic programs.

By rules of the National Collegiate Athletic Association, the majority of the voting members of this committee must be faculty.

- c) University Senate standing committee members are selected by the process delineated below:
 - 1.) Senators are asked to list three committees, in order of preference, on which they wish to serve.(A form, approved by the Senate will be provided. See the appendix of this document.
 - 2.) Senators will solicit non-senators from their departments and administrative units to serve on Senate standing committees via the forms identified in 1) above.
 - 3.) The University Senate Steering Committee shall make the standing committee assignments based the forms mentioned in 1.) and 2.) above

12.7 Disposition of University Senate Issues

- a) If the Provost or the President of the University objects to any final action of the University Senate, he or she shall notify the Senate in writing within ten working days stating reasons for objections.
- b) If the Provost or the President of the University, and the University Senate are in disagreement concerning an action of the Senate, both positions will be forwarded to the Board of Trustees within ten working days

12.8 Support of The University Senate

- a) The University shall provide adequate support and resources to the University Senate such as but not limited to computer equipment, clerical assistance for the Executive Secretary, furnished office space, clerical supplies, access to duplication services telephone, and communication services and devices, etc.
- b) The President of the University Senate shall be granted Authorized University Service (release time) status equivalent to one-half of the full-time work load of a full-time faculty
- c) The Executive Secretary of the University Senate shall be granted Authorized University Service (release time) status equivalent to one-half of the full-time work load of a full-time faculty member or administrative staff person.

12.9 University Senate Jurisdiction

Any provision of the University Senate Bylaws which conflicts with either of the two collective bargaining agreements is null and void during life of the agreement

1 APPENDIX