

MEMO

To: Provost Graeme Baxter, Ph.D.
President Allen Sessoms, Ph.D.
The UDC Board of Trustees

From: The UDC Academic Senate

Re: The UDC Interim Academic Senate Charter

Date: January 25, 2010

In the fall of 2009, the Interim Academic Senate charged the Charter and Bylaws Committee with the task of writing a permanent Academic Senate Charter. Using the Interim Academic Senate Charter as a template, and following consultation with members of the faculty, student body, the administration, and several outside entities with specialization in academic governance, the Committee created the attached document. The document stresses the cooperative relationship between all University stakeholders in the academic decision-making process.

The attached Charter was approved by the Interim Academic Senate by a unanimous vote on January 12, 2010. We submit it to you anxious to gain Board approval and establish a permanent Academic Senate that will serve as a critical partner in the rebuilding of UDC.

Sincerely,

Shelley Broderick, JD

President, The UDC Academic Senate

UDC ACADEMIC SENATE CHARTER

Preamble:

The Academic Senate of the University of the District of Columbia is part of the shared governance structure which is an essential right and responsibility of a scholarly community. It is a governing body with sufficient autonomy to assure academic integrity and to fulfill its responsibilities of policy and resource development consistent with the mission of the institution. Through duly constituted legislative processes, it provides for the exercise of the faculty's fundamental role in academic decisions, the implementation and preservation of academic standards, and promotion of the welfare of students. The interdependence and cooperation of administration, faculty and governing board are essential to legitimate and effective governance.

Name:

The Academic Senate ("AS")

Purpose and Responsibilities:

The Academic Senate shall be responsible for considering and deliberating about university standards, policies and programs and for making recommendations to the Provost and the President on matters including:

- Admission and retention of students;
- Award of degrees and certificates;
- Curricula, scholastic requirements, and academic programs; and
- Safeguarding of academic freedom.

Membership:

Voting membership shall be the following:

- One full-time faculty representative from each academic department or division, one faculty representative from the David A. Clarke School of Law, and one faculty representative from the Learning Resources Division.
- One faculty representative appointed by the President.
- One administrator appointed by the President.

- Three adjunct faculty recommended by the Council of Deans and appointed by the President, where no two appointees represent the same college or school.
- The President of the Undergraduate Student Government Association.
- The President of the Graduate Student Government Association.

Non-voting membership shall be the following, serving as *ex officio*:

- The Provost and Vice President for Academic Affairs.

Officers:

- The Chair shall be elected from the full-time faculty representatives by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the AS held for the election of officers, a quorum being present.
- The Vice-Chair shall be elected from the full-time faculty representatives by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the AS held for the election of officers, a quorum being present.
- The Secretary shall be elected from the members of the AS by majority vote of those present and eligible to vote, excluding abstentions, at the first fall semester meeting of the AS held for the election of officers, a quorum being present.
- No member of the AS shall hold more than one office concurrently.
- The term of office shall be one year and vacancies shall be filled by special election and not exceed the term of the officer being replaced.
- An officer of the AS may be impeached by a vote of two-thirds (2/3) of the full voting membership.

Disposition of Academic Senate Actions:

All actions of the AS shall be approved by majority vote, a quorum being present, of a duly called and noticed meeting of the AS. Those actions shall be formally transmitted to the Provost and Vice President for Academic Affairs in the form of recommendations for review and disposition.

The Provost shall forward relevant recommendations of the AS, along with comments deemed appropriate, to the President for review and disposition and shall report to the AS on the status and disposition of all recommendations.

Amendment Process:

Amendments to this Charter which are approved by the AS shall be presented to the Board of Trustees, through the Provost and President, for consideration and action.

BYLAWS OF THE UDC ACADEMIC SENATE

Terms of Office of the Voting Representatives:

The terms of office shall be:

- Elected representatives shall each serve a term of two years.
- Appointed representatives shall serve a term of two years, subject to re-appointment at the pleasure of the President.
- An elected or appointed representative shall not be eligible for re-election or to fill vacant or unexpired terms for a period of two years following completion of that representative's elected or appointed term.
- 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.
- Officers of the predecessor body, the University Senate, shall not be eligible for election to a position on the AS for a period of one election cycle following the adoption of this document.
- 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 AS and for leadership positions in the AS will be held thusly:

- Department / College elections of Senators shall be held yearly in the month of April. Duly elected Senators shall take their seats in the month of 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 AS shall be staggered, with half of the seats up for election in even years, and half in odd years.

- The initial AS election shall take place in April 2010. At that time, half of the elected members of the Interim AS shall resign and half shall serve for one additional year. This division shall be based on random selection.
- The AS shall hold leadership elections in the month of September.

List of Departments and Divisions that Elect Representatives:

College of Arts and Sciences:

1. Department of Education
2. Department of English
3. Department of Languages and Communication Disorders
4. Department of Mass Media, Visual and Performing Arts
5. Department of Biology and Environmental Sciences
6. Department of Chemistry and Physics
7. Department of Mathematics
8. Department of Nursing and Allied Health
9. Department of Urban Affairs, Social Sciences and Social Work
10. Department of Psychology and Counseling

School of Engineering and Applied Sciences:

11. Department of Computer Science and Information Technology
12. Department of Electrical Engineering
13. Department of Engineering, Architecture and Aerospace Technology

School of Business and Public Administration:

14. Department of Accounting, Finance and Economics
15. Department of Management, Hospitality and Graduate Studies
16. Department of Marketing, Legal Studies, and Information Systems

Learning Resources Division:

17. Learning Resources Division

Conduct of Voting Representatives:

Voting Representatives of the AS shall conduct themselves thusly:

- Voting representatives must give notice to the Secretary in the event that they must be absent from an AS 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 AS.
- Senators shall provide a monthly report of AS activities to their department or unit.

Duties of AS Officers:

The Chair of the AS shall:

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

The Vice Chair of the AS shall:

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

The Secretary of the AS shall:

- Serve as custodian of the official records and correspondence of the AS 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 AS 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 AS. The University shall provide adequate logistical support and physical space required for the duties of the Secretary.

The Executive Committee of the AS shall:

- Establish the agenda of each regular meeting of the AS 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 operation of the AS including scheduling meetings setting the agenda, and other activities as required.

AS Meetings:

Meetings of the AS shall be conducted thusly:

- Regular meetings of the AS shall be held during the second week of every month of the academic year.
- All meetings of the AS and its committees shall be noticed to all members and shall be open to the University community.
- All matters duly noticed and properly before the AS shall be decided by majority vote of those present and eligible to vote, excluding abstentions, at a duly called meeting, a quorum being present.
 - A quorum shall be the majority present of eligible voting members of the AS.
- The conduct of meetings of the AS 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 AS and the University community of the schedule of all AS meetings.
- The AS shall function through the actions of its members only, taken in duly called and noticed meetings.

Standing and Interim Committees of the Academic Senate

The Standing Committees of the AS shall be:

- Admission and Retention Committee
- Academic Standards Programs and Policies Committee
- Charter and Bylaws Committee

Chairs of the Standing Committees shall be appointed by the Chair of the AS, with the advice and consent of the membership, and shall serve for a term of one year.

The AS 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 AS.

Amendments introduced at a duly called meeting may not be voted upon until the next duly called meeting of the AS.