

University of Richmond
UNIVERSITY FACULTY SENATE

CHARTER

Recommended by vote of the University Faculty on November 21, 2014

Approved by the Board of Trustees on December 5, 2014

PREAMBLE

[The Statement on Government of Colleges and Universities](#), jointly formulated in 1966 by the American Association of University Professors (AAUP), the American Council on Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB), calls for mutual understanding among all the members of a university community—the governing board, administrative officers, faculty, staff, and students—regarding the governance of the university. Such understanding, together with community members’ recognition of their interdependence, should result in a joint effort to promote the academic mission and welfare of the university and the well being of its members by creating a unified voice for responding to external and internal challenges. The University of Richmond is committed to the principle and practice of shared governance, defined as the ethic that all members of the university community should work to align priorities in the governance of the university.

The Board of Trustees of the University of Richmond has ultimate responsibility for the operation and affairs of the university, including the academic quality and direction of the university. The Board has delegated, subject to the Board’s ultimate authority, to the faculty primary responsibility for determining curriculum and methods of instruction; for conducting research and scholarly and creative work; for ensuring the quality of the faculty (selection, promotion, and tenure); and for recommending degrees to be offered by the university as well as degree requirements and degree recipients.

Consistent with the university’s goals for shared governance, the faculty has a consultative role in certain areas overseen by the administration and the Board of Trustees that may have a direct impact on the academic quality of the university, including student admission qualifications, budgeting for various academic programs, and the configuration of academic and non-academic support programs.

The purpose of the University Faculty Senate is to provide a collective voice for the faculty of the University of Richmond and to exercise those responsibilities assigned to it by the Board of Trustees and by the university faculty as enumerated in this charter. All other responsibilities delegated to faculty reside in and are to be exercised solely by individual schools or their respective faculties.

ARTICLE I. POWERS AND JURISDICTION OF THE UNIVERSITY FACULTY SENATE

- A.** The University Faculty Senate provides information, advice, and recommendations to the provost, the university president, and the Board of Trustees regarding faculty interests and concerns as they bear upon the life and operation of the institution. It has the obligation to communicate to the faculty appropriate information and the results of its deliberations and to carry out such further functions as may be assigned to it by the faculty consistent with the bylaws of the university. On matters for which the Board of Trustees has delegated primary responsibility to the university faculty, the power of review or final decision lodged in the Board of Trustees or delegated by it to the university president should be exercised adversely to the recommendations of the university faculty only after careful consideration of the perspective of the faculty and thoughtful deliberation. If reasons for such decisions are offered, they shall be communicated to the University Faculty Senate. It is desirable that the university faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the university president or the Board of Trustees.
- B.** The University Faculty Senate, as the representative body of the faculty, shall have primary responsibility for the following matters:
1. Providing recommendations to the appropriate bodies for all academic policies that relate to two or more schools;
 2. Approving general education courses and considering cross-school curricular matters after they have gone through individual school processes. In the appropriate cases, the Senate shall consult with the provost and bring a joint recommendation to the full university faculty for its approval (see Article V for approval jurisdiction and procedures);
 3. Recommending admission qualification standards for first-year and transfer applicants through the Undergraduate Admissions Committee (or its successor);
 4. Providing recommendations to the appropriate bodies on student activities policies that affect students in two or more schools;
 5. Conducting regularly scheduled faculty reviews of academic deans and the provost, conveying results to the relevant dean and the provost (in the case of deans) and the provost and university president (in the case of the provost) to inform the performance review for which the provost and/or the university president have ultimate responsibility.

C. The University Faculty Senate shall also, when such matters relate to two or more schools:

1. Consult regularly with the administration and, as appropriate, with the Board of Trustees regarding the development of the university's academic objectives, and the nature, range, and pace of its efforts;
2. Consult with the administration regarding general policies governing faculty status and workloads;
3. Consult with the provost regarding the relative emphasis given to the various elements of the educational, scholarly, and creative work at the university level, such as the weights given to teaching and scholarly and creative work in performance and promotion reviews;
4. Consult with the administration regarding the general principles and policies governing the compensation of university employees;
5. Discuss with the vice president for enrollment management and the provost significant changes in the size or composition of the student body;
6. Consult with the administration regarding non-academic decisions that may have a direct impact on the academic life of the faculty and students through the established committee structure;
7. Receive regular reports, typically annually, from and consult with the vice president for business and finance regarding budgeting for academic programs and academic support programs and for the existing or prospective physical resources used for educational purposes;*
8. Communicate the faculty's priorities to and receive regular reports from the vice president for information services regarding the existing or prospective technological resources used for educational purposes;
9. Participate in short-range and long-range planning for the allocation of resources by receiving regular reports, typically annually, from and consulting with the vice president of business and finance and by the participation of the Senate president, or his or her designee, as an ex-officio, non-voting member of the University Planning and Priorities Committee or its successor constituted by the president of the university to advise him or her on university resource allocation;

* At the time of the University Faculty Senate's establishment (June 15, 2015), this practice occurs at the meetings of the University Planning and Priorities Committee and in discussions following presentations by the vice president for business and finance.

10. Communicate the faculty's priorities to and receive regular reports, typically annually, from the vice president for advancement regarding the development of the university's goals for capital campaigns and other major fundraising efforts;
11. Participate in searches for university presidents, provosts, and (as appropriate) senior leadership by nominating candidates for appointment as faculty representatives on search committees and, when requested by the Board of Trustees or the university president, offering feedback on candidates in those searches.

D. The University Faculty Senate shall, in accordance with the responsibilities described in Article I, parts B and C, have the power:

1. To delegate to or to reclaim from standing university faculty committees the exercise of any of its powers (see Article IV);
2. To call to its agenda a consideration of any policy recommended by any of its subordinate groups;
3. To invite any person to attend a meeting and to speak within limits that it sets;
4. To take such other action by resolution as it may deem necessary and proper for the exercise of its authority and responsibilities.

ARTICLE II. MEMBERSHIP OF THE UNIVERSITY FACULTY SENATE

A. The voting membership of the University Faculty Senate shall consist of 17 members:

1. Senators shall be nominated and elected by the five faculties from among their full-time colleagues without administrative status who are tenured, tenure-track, on continuing annually renewable appointments, or who have been granted faculty status.* There shall be ten members from the School of Arts and Sciences, three from the Robins School of Business, two from the School of Law, one from the Jepson School of Leadership Studies, and one from the School of Professional and Continuing Studies. Election procedures shall be determined by the respective faculties;
2. Faculty with administrative status are not eligible to serve as senators but may vote in elections for senators. Faculty who hold the titles of university president or vice president or report directly to the president or a vice president; of provost, associate provost, or assistant provost or report directly

* Those with faculty status at large within the university (i.e., not assigned to a school at the time of the Senate's initiation) shall be enfranchised in the School of Arts and Sciences for the purposes of voting for and being elected to the Senate and serving as a senator's designee.

to the provost; and, in the offices of the academic deans, of dean, associate dean, or assistant dean are all regarded by the University Faculty Senate as faculty with administrative status. Department chairs and program coordinators are not considered by the Senate to be faculty with administrative status;

3. Members of the University Faculty Senate shall be elected to staggered terms of three years. Regular elections to replace members whose terms are expiring shall be held in the spring semester. Expiring terms shall end and new terms begin on June 15;
4. The term of an elected member of the University Faculty Senate shall end after three years or at the time she or he becomes a part-time employee of the university; assumes administrative status (see Article II, part A, section 2); or ends employment with the university. In the event that a member anticipates being unable to serve for any part of a year or more, but is not changing her or his employment status, a special election shall be held within his or her school to fill the position for the years in which she or he cannot serve the full year. Any member temporarily replaced by special election shall resume her or his place on the Senate upon return, if her or his term of office has not ended;
5. A senator may attend Senate meetings in any manner that allows the senator to participate in the discussion and deliberations or may send a designee to Senate meetings in his or her place with the right to speak and vote on the senator's behalf. The designee must be a faculty member of the senator's school who is eligible to serve as a senator.

B. Elected officers of the University Faculty Senate shall include a president, a vice president, and the chair of the Committee on Committees. Such officers must be voting members of the Senate during their terms as officers.

1. Typically, officer positions will rotate among the schools.
2. The terms of officers shall begin and end at noon on June 15, with terms of office being one year.
3. Elections of senators shall occur prior to the election of Senate officers, so that any senator whose term includes the next Senate session shall be eligible to be elected to office for that session.
4. Senate officers for the following academic year shall be elected in the spring semester. Current and newly elected senators may vote on the officers for the coming year. Senators may vote for officers in absentia.
5. For continuity purposes, if the elected three-year Senate term of the immediate past president of the Senate has ended and he or she is still a full-time faculty

member without administrative status, he or she shall serve an additional year on the Senate as a non-voting member. The immediate past president is not an officer of the Senate but attends meetings of the Senate Executive Committee as a non-voting advisor (see Article II, part E for Senate Executive Committee structure).

6. The outgoing and incoming presidents of the Senate shall hold an orientation meeting for newly elected senators soon after elections in the spring semester.
 7. The president of the University Faculty Senate, or his or her designee, shall be an ex-officio, non-voting member of the University Planning and Priorities Committee or its successor constituted by the president of the university to advise him or her on university resource allocation. The Senate president shall report to the Senate the deliberations of the committee once a semester, only after the Board of Trustees has made its determinations. Reports shall take into account the committee's need for confidential deliberation.
- C.** All senators are subject to a term limit of two consecutive terms or a maximum of six consecutive academic years, after which they are ineligible to serve on the University Faculty Senate for the next two academic years. At the completion of the one-year term of office as the immediate past president of the Senate, the standard Senate term limit shall apply to this person.
- D.** The university president and provost shall be ex-officio, non-voting members of the University Faculty Senate.

ARTICLE III. BYLAWS OF THE UNIVERSITY FACULTY SENATE

- A.** Senators, or their designees, are expected to attend all University Faculty Senate meetings, deliberate conscientiously over all Senate business, and consider the needs and goals of the university community as a whole in their deliberations.
- B.** The University Faculty Senate is the determinative body for the university faculty's recommendations, except regarding the following matters, which shall require full university faculty deliberation and recommendations:
1. Major changes to the traditional undergraduate general education and degree requirements and elimination or creation of academic cross-school programs;
 2. Votes of confidence/no confidence in individual administrators or the Board of Trustees;
 3. Major changes to the Faculty Handbook that are the purview of the faculty as established by the provisions of the Faculty Handbook;

4. Any question brought to the full university faculty for a vote in accordance with these Bylaws (see Article III, part C).

C. University Faculty Meetings:

1. The president of the University Faculty Senate shall call a university faculty meeting at the beginning and at the end of each academic year for the purpose of reporting the Senate's actions, reporting on committee actions throughout the year, and conducting any necessary opening and end-of-year business;
2. Any vote by the full university faculty will be electronic, unless the faculty chooses to conduct a floor vote at a university faculty meeting. The Senate Executive Committee or its designee(s) shall be in charge of running and tallying an electronic or floor vote. Any vote by the university faculty (majority threshold of the faculty who vote) shall be considered determinative of the faculty's recommendation;
3. Six senators may call for a meeting of the full faculty to discuss, deliberate, and vote on any question. Any faculty vote resulting from such deliberations will be electronic, unless the faculty chooses to conduct a floor vote at the university faculty meeting. Any vote by the university faculty (majority threshold of the faculty who vote) on the question originally put to the faculty for discussion, deliberation, and vote shall be considered determinative of the faculty's recommendation;
4. The University Faculty Senate shall call a meeting of the university faculty at the request of the university president or provost or if called to do so in a petition signed by 15 percent of the university faculty eligible to vote;
5. The university faculty consists of all university employees who hold full-time faculty appointments and others who have been granted faculty status;
6. Full-time faculty who are tenured, on tenure-track, or on continuing term appointments have voice and vote in university faculty meetings and on electronic ballots. Full-time visiting faculty, i.e. those holding temporary, non-continuing appointments, shall have voice but no vote in faculty meetings or on electronic ballots. Full-time voting faculty members on sabbatical leave or leave of absence continue to hold their right to vote. Professional librarians and administrators with faculty status have voice and vote in university faculty meetings and on electronic ballots. A majority of those individuals with voting rights is a quorum for the transaction of business in university faculty meetings. Excluded from the quorum determination and quorum count are faculty on sabbatical leave or other approved leaves of absence;

7. The president of the University Faculty Senate shall call the university faculty meeting, set the agenda in consultation with the Senate Executive Committee, and conduct the meeting. The university president and provost shall be invited to place items on the agenda;
8. All faculty members are expected to attend university faculty meetings as a part of their professional responsibility to the university. Announcements of the meeting time and place shall normally be given five calendar days in advance of the meeting. Every effort will be made to schedule meetings at hours that do not interfere with scheduled classes;
9. Robert's Rules of Order shall govern in all cases in which they are applicable and not in conflict with this Charter and Bylaws;
10. The vice president of the Senate shall record the substance and the outcome of university faculty deliberations in meeting minutes. Minutes must be approved by the Senate Executive Committee and made available to the university community within two weeks of a university faculty meeting.

D. University Faculty Senate Procedures:

1. The president of the Senate shall set the times and locations of Senate meetings and inform the university community of meetings through appropriate and timely notices;
2. The Senate shall meet at least twice each semester during the regular academic session;
3. The president of the Senate shall call a meeting of the Senate within ten calendar days after a request for a meeting is made to him or her by two or more members of the Senate or by the university president or provost;
4. The president of the Senate shall set the meeting agenda in consultation with the Senate Executive Committee. The university president and provost shall be invited to place items on the agenda. The agenda shall normally be made available to the membership and the university community at least five calendar days before a meeting;
5. The president of the Senate shall preside at all meetings of the Senate except when, in his or her absence or at his or her discretion, the vice president of the Senate shall preside;
6. A quorum for a meeting of the Senate shall consist of 11 elected members or designees. An affirmative vote of nine senators or designees, consisting of senators or designees from at least two different schools, shall be required to resolve any question;

7. Robert's Rules of Order shall govern in all cases in which they are applicable and not in conflict with this Charter and Bylaws;
8. The Senate shall discuss in its meetings all questions and suggestions put to it by members of its faculty electorate and may, on due deliberation, convey recommendations to the president and provost of the university;
9. Recommendations presented to the Senate for action shall normally have received prior consideration by the appropriate committee, and the Senate president shall be responsible for insuring that this has occurred;
10. The president of the Senate shall designate time at the beginning of each Senate meeting for public comment by any University of Richmond employee. To ensure appropriate time for all speakers, employees who wish to comment should notify the president within two business days of a meeting;
11. The vice president of the Senate shall record the substance and the outcome of Senate deliberations in meeting minutes. Minutes should be approved by the Senate and made available to the university community within two weeks of a Senate meeting. If the vice president of the Senate presides over a Senate meeting, another elected Senate member shall be selected by the vice president of the Senate to keep the meeting minutes;
12. The meetings of the Senate shall be open to all University of Richmond employees, except when the Senate meets in executive session. Executive session excludes ex-officio members and non-members, except by invitation of the Senate. The president of the Senate may choose to move into executive session at any time. Minutes taken in executive session shall reflect approved motions and recommendations only. Minutes made available to the university community shall reflect when the Senate moved into executive session;
13. The Senate shall maintain a website (or its equivalent) to broadly disseminate announcements, reports, actions, and minutes and to archive its documents in such a way that they are easily available to the University of Richmond community.

E. University Faculty Senate Executive Committee:

1. The Senate Executive Committee shall consist of the elected officers of the Senate (president, vice president, chair of the Committee on Committees) and the immediate past president. Additional members shall be elected by the Senate as needed to ensure that at least one representative from each academic school is on the committee;
2. The Senate Executive Committee shall exist largely for administrative efficiency, such as aiding the president of the Senate in setting the agenda,

meeting with administrators, or handling emergencies. All Senate Executive Committee decisions must be approved by the Senate.

ARTICLE IV. UNIVERSITY COMMITTEES

- A.** Upon due authorization by the University Faculty Senate, the president of the Senate shall appoint Senate subcommittees to assist the body in the expeditious performance of its work. While the chair and a majority of the membership of any Senate subcommittee shall consist of elected Senate members, other members of the faculty may also be appointed. In making such appointments, the president of the Senate shall see that representation of the schools is taken into account.
- B.** University Faculty Committees: University faculty committees are committees that are chaired by faculty and constituted to deal with matters that relate to two or more schools and for which the Board of Trustees has delegated primary responsibility to the university faculty. All university faculty committees, including executive committees, operate under the oversight of the University Faculty Senate. Chairs of university faculty committees shall deliver reports to the Senate once per semester and all meeting minutes shall be filed with the chair of the Committee on Committees within two weeks of a committee meeting. The University Faculty Senate shall be responsible for reporting all committee work to the faculty at the end of each academic year.
1. Procedures for establishing university faculty committees:
 - a. University faculty committees may be established on a standing or *ad hoc* basis. *Ad hoc* committees must have limited charges and terms;
 - b. The Senate may vote to create a new standing university faculty committee, provided that within one year of its creation, the committee shall be fully established by a subsequent vote by the Senate on a description of its membership structure and functions.
 2. Faculty Executive Committees: Faculty executive committees are standing university faculty committees with the authority to make decisions on behalf of the university faculty within its bounds of authority. A list of faculty executive committees, including committee charges and membership, shall be maintained on the Senate's website.
 3. Faculty Advisory Committees: Faculty advisory committees are university faculty committees that bring recommendations to the Senate for action. Resolutions passed by advisory committees must go to the Senate for approval. The Senate's vote shall be determinative of the faculty's recommendations, except in the cases named in the above Article III, part B. A list of standing

and *ad hoc* advisory committees, including committee charges and membership, shall be maintained on the Senate's website.

- C. University Administrative Committees: University administrative committees are committees, *ad hoc* working groups, task forces, and other similar bodies established by the university administration to deal with major university matters. The Committee on Committees, working with school faculties when appropriate, shall nominate the faculty representatives to those university administrative committees on which faculty representation is appropriate. Appointments and charges of university administrative committees shall be reported to the University Faculty Senate and noted in Senate meeting minutes and reports to the faculty. In the case of *ad hoc* administrative committees, the Senate shall be informed of the committee's specific charges and term of existence before the committee begins its term. The University Faculty Senate shall receive regular reports from administrative committees.

ARTICLE V. GUIDE TO ACADEMIC APPROVALS SUBJECT TO THE UNIVERSITY FACULTY SENATE

- A. General education courses are courses that meet specific general education requirements. As these requirements are shared by multiple schools, the following procedure is used:
1. If a course is new, it must first be approved by the appropriate departmental and/or school procedures;
 2. The General Education Committee reviews all courses proposed for general education credit. It recommends approval to the University Faculty Senate;
 3. If the University Faculty Senate approves the course for general education credit, the Registrar is informed and it is listed appropriately among other courses carrying general education credit.
- B. First-Year Seminars are courses that participate in the First-Year Seminar program and meet the program's goals. The following procedure is used:
1. If a course is new, it must first be approved by the appropriate departmental and/or school procedures. This can occur in parallel with the next step if timeliness is a consideration;
 2. The First-Year Seminar Committee reviews all courses proposed for First-Year Seminar credit. It recommends approval to the University Faculty Senate;
 3. If the University Faculty Senate approves the course for First-Year Seminar credit, the Registrar is informed, and it is listed appropriately among other courses carrying First-Year Seminar credit.

- C. The University Faculty Senate does not supersede the procedures of the University Academic Program Committee (formerly the University Senate).
1. For new programs in a single school, see the procedures of the University Academic Program Committee.
 2. For new programs that are shared among several schools, the approval procedure requires a proposal to the joint faculties involved, typically from a university faculty committee such as the General Education Committee or an ad hoc committee created to study the proposal. If the joint faculties approve the proposal, it goes to the University Academic Program Committee. If the University Academic Program Committee approves the proposal, it goes to the provost for final approval. The University Faculty and the Academic & Enrollment Management Committee of the Board of Trustees are notified of the result.

ARTICLE VI. CHANGES TO THE UNIVERSITY FACULTY SENATE CHARTER

- A. This charter may be amended by recommendation of the majority of the university faculty who vote (on an electronic ballot or in a university faculty meeting, as determined by the Senate) and with the approval of the Board of Trustees.
- B. Amendments to this Charter may be introduced by any member of the university faculty or by the Board of Trustees for the university faculty to consider.
- C. Normally, the Senate Executive Committee and representatives from the Board of Trustees will consult on any changes to this Charter before a vote by the university faculty or a decision by the Board of Trustees.
- D. Amendments shall take effect immediately after Board approval, unless otherwise specified, and shall be footnoted in this charter with dates of amendment.