Call to Order

Provost Jacquelyn Fetrow called the meeting to order at 4:02PM in the Alice Haynes Room in Tyler Haynes Commons.

Announcements

Provost Fetrow began the meeting by giving a sense of her philosophy of faculty meetings. She also reminded the faculty that President Ayers’ State of the University presentation has been changed to Monday, October 27 at 2pm in Camp Concert Hall.

Consent Agenda

1. Approval of the minutes of the May 12, 2014 meeting

Faculty members moved and seconded that the Consent Agenda be approved. The faculty passed the motion without discussion or dissent.

Reports from Faculty Committees

1. First Year Seminar Committee (Sydney Watts, Chair)

Chair Sydney Watts provided background for the motion to approve three proposals for FYS courses (three proposals for FYS courses). There being no discussion, the faculty passed the committee motion without dissent.

2. University Faculty Council (Crystal Hoyt, Chair)

Chair Crystal Hoyt handed out a proposal for the Revision Process of the Senate Charter Proposal. See Appendix A. She then described the steps in the process. She invited questions. The questions included issues of room size for the upcoming faculty forum on the Senate Charter draft proposal, if the final vote was simply up or down, if the process of approving the Senate Charter proposal was an example of the proposed governance process, and if the online draft was the most current version of the proposal.

Next, the University Faculty took up the motion from University Faculty Council that there be an electronic voting process for the university faculty vote on the Senate Charter Proposal. After one question inquiring how that is actually done, the faculty passed the motion without dissent.
Finally, the University Faculty discussed issues related to the Senate Charter Proposal. See Appendix B for the draft that was current on October 9. One faculty member raised a point of order and inquired if the faculty needed to vote on the process. Chair Hoyt responded by saying that the handout was not a proposal for the University Faculty Meeting but an informational item from University Faculty Council. Next, many faculty members made suggestions, asked questions, and responded to their colleagues' suggestions and questions. This discussion included the following issues: including Human Resources as a source of reports, how to choose A&S replacements if Senate members could not complete a term or were on sabbatical, the distribution of votes in the Senate and the concern that A&S members could pass proposals without other schools, if other group representation requirements were also wise, the possibility of more than a simple up or down vote, the definitions of committee types, and if the use of the phrase “university faculty” was misleading in the document at times.

**Administrative Reports**

There were no administrative reports.

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 4:59PM.

Respectfully submitted,

Erik Craft, University Faculty Secretary
APPENDIX A

Proposal for the
Revision Process of the Senate Charter Proposal

University Faculty Council
October 9, 2014

The UFC Subcommittee on Faculty Governance proposes the following process for revising the Senate Charter proposal based on the faculty’s feedback:

Recommendations for revision are to be submitted by the faculty in writing to UFC Secretary Tze Loo (tloo@richmond.edu).

Recommendations should propose new language, explain the precise place in the proposal for the change, and the recommender’s rationale for the revision.

The UFC Subcommittee on Faculty Governance will review the recommendations and provide the UFC a report offering commentary on each recommendation and any collateral effects of adopting the recommendation. (The Subcommittee believes that because the document is long and complicated, it is necessary to explain the overall effect of any change).

The Subcommittee will present all of the recommendations and its report to the UFC for discussion. The Subcommittee will then revise the Charter based on the UFC’s discussion.

Key Dates:

**October 9:** Proposal of revision process to UFC

**October 9:** Proposal of electronic ballot to UFC

**October 9:** Announcement of UFC revision process at University Faculty Meeting; UFM vote on electronic ballot; UFM discussion of proposal

**October 23:** Full faculty forum for discussion of proposal

**October 24:** Recommendations for revision due to UFC Secretary Tze Loo

**November 3:** UFC discussion of revision recommendations

**November 10:** Promulgation of final proposal draft

**November 17-21:** Electronic voting period
APPENDIX B
Proposal for a
University Faculty Senate Charter

University Faculty Council
September 8, 2014

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Questions and suggestions for revision can be emailed to ufc@richmond.edu.
In order to improve communication in the university community and better discharge the faculty’s role in shared governance, this proposal replaces the University Faculty Council with the University Faculty Senate.

BACKGROUND:

The University Faculty Council (UFC) was formed in 1984 as a successor to the Faculty Advisory Panel with a charge to “provide information and advice to the President and the Provost regarding faculty interests and concerns as they bear upon the life and operation of the institution.” The UFC’s birth represented a significant recognition of the principle of shared governance at the University of Richmond by providing the faculty with an institutionalized method of communication with senior administrators. The UFC became a key partner in revising and implementing the Guide to Faculty Governance and The Faculty Handbook. It has also become the primary forum through which the provost and president seek the counsel of faculty regarding policy decisions. The UFC’s current charge, slightly expanded since 1984, can be found in Chapter III, part A, section 2 of the Guide to Faculty Governance. It states:

The purpose of the University Faculty Council (UFC) shall be to provide information and advice to the President and Provost regarding faculty interests and concerns as they bear upon the life and operation of the institution, to communicate to the faculty the results of its deliberations, and to carry out such further functions as may be assigned to it by the faculty, in keeping with the By-Laws of the University.

In April 2013, some members of the UFC brought forward a proposal to examine faculty governance at the University of Richmond. The UFC agreed to the proposal and voted to form a Subcommittee on Faculty Governance “to examine current governing structures and, if the subcommittee deems it necessary, to recommend the consideration of possible changes.” The UFC intended “to facilitate ongoing discussion within UFC regarding improvement of faculty governance and communication between faculty and central administration.”

In August 2013, the UFC designated faculty, current and former members of the UFC, to serve on the Subcommittee on Faculty Governance. The Subcommittee included representation from each of the five schools: three members from the School of Arts & Sciences and one each from the Robins School of Business, the School of Law, the Jepson School of Leadership Studies, and the School of Professional and Continuing Studies.
Despite the historical importance of the UFC, the Subcommittee determined that the faculty at the University of Richmond could deliberate and express its wishes more effectively with a new representative body. After examining the UFC charge, the university committee structure, and models for faculty representation and shared governance at other colleges and universities, members of the Subcommittee concluded that the UFC is an insufficient and inefficient vehicle for developing partnerships and enacting shared governance across the institution. Shared governance requires forums in which the interests and priorities of the community as a whole can be discussed and aligned, so that all feel vested in the future of the institution. The Subcommittee met monthly during the fall of 2013 and drafted a proposal for a University Faculty Senate, a representative body that would be organized to better accomplish these ends. In December 2013, the UFC voted to recommend that the full faculty consider the Subcommittee’s proposal for the creation of a University Faculty Senate.

While the Subcommittee believes that major changes to the curriculum—e.g., changes to general education or the elimination or creation of academic programs that cross schools—must be brought before the entire university faculty, it has also determined that there is much to be gained from having a University Faculty Senate consider other policy proposals and routine procedural matters at the university level. In considering the advantages of a University Faculty Senate, the Subcommittee focused on three areas of concern in current governance practice:

- **University Faculty Meetings (UFM)**
  - UFM are not well attended, and therefore they are poor venues for deliberation and decision-making regarding matters for which the faculty has primary responsibility. When UFM are well attended, further, the size of the faculty means that such meetings do not always provide a forum in which all perspectives will be adequately heard. There is no other place in which the faculty or its representatives can resolve complex issues in order to express the faculty’s wishes to senior administration and the Board of Trustees.
  - UFM are scheduled and led by the university provost, who also sets the meeting agenda. While provosts have typically exercised this power with care for the wishes of the faculty, the Subcommittee views this arrangement as a significant limitation of faculty self-governance. Faculty should set the agenda of faculty meetings and elected faculty leaders should conduct faculty meetings.
  - The Richmond Promise has knitted the university’s five schools more closely together. Cooperation and meaningful deliberation at the university level are more important than ever, and the UFM, for the reasons given, fails to provide an adequate forum for such work.
• University Committee Work
  o Currently, committee work is conducted in a vacuum, communicated rarely to faculty, and usually overseen only by the provost. A University Faculty Senate could become an oversight body and forum for discussing committee work at the university level. A Senate that is responsible for monitoring and reporting on the work of university committees will establish a clear and effective pathway for communicating to the faculty and senior administrators about university governance and policymaking.

• Governance Responsibility
  o A Senate invested with the expectation of representing faculty could take responsibility for soliciting and expressing viewpoints on issues of great importance to the faculty, most importantly, those areas for which the faculty has primary responsibility. While UFC members have often taken on this responsibility, they have been hamstrung by the need to present even the most routine matters to the faculty at a full UFM.

PROCEDURE:
The Subcommittee on Faculty Governance has worked carefully and deliberately in preparing the University Faculty Senate proposal. The process began with a review of governance procedures at a number of other institutions, in particular American University, Stanford University, the University of Virginia, and Williams College. The Subcommittee focused on these schools because of their robust faculty governance structures and because of their variety in sizes and constitutions (public/private, R1/liberal arts). This review of peer institutions revealed that most ambitious and nationally recognized colleges and universities utilize some type of representative body for faculty governance, most often a faculty senate.*

The Subcommittee also considered the recommendations for effective shared governance provided by the “1966 Statement on Government of Colleges and Universities,” which was

* Yale University voted in January 2014 to establish a Senate, making it the last school in the Ivy League to do so. One AAUP sponsored survey found that three-quarters of universities have a senate. Among private institutions, the number is lower at 57 percent. “Yale Professors Move to Create Faculty Senate” Inside Higher Ed (January 15, 2014), available at: http://www.insidehighered.com/quicktakes/2014/01/15/yale-professors-move-create-faculty-senate; Gabriel E. Kaplan, “Preliminary Results from the 2001 Survey on Faculty Governance,” sponsored by The American Association of University Professors & The American Conference of Academic Deans, available at: http://www.aaup.org/NR/rdonlyres/449D4003-EB51-4B8D-9829-0427751FEFE4/0/01Results.pdf
jointly developed and formally endorsed by the American Association of University Professors (AAUP), the American Council on Education, and the Association of Governing Boards of Universities and Colleges. This document and AAUP guidelines have provided the skeletal structures for much of the proposal. The Subcommittee began by enumerating the powers of the faculty found in the Guide to Faculty Governance and then modified the current charge, procedures, and membership of UFC so that it could more effectively exercise faculty responsibilities.

In December 2013, the Subcommittee presented a draft proposal for a University Faculty Senate to the UFC. The UFC voted that the Subcommittee should share the proposal with the university community and initiate a conversation about how best to discharge the faculty’s role in shared governance. The Subcommittee then prepared a plan for soliciting feedback on the proposal from the university faculty, administration, and Board of Trustees. In January, it met with the university president, the university provost, and the secretary to the Board of Trustees to discuss the proposal.

In February and March, the Subcommittee continued to clarify ways in which the Senate might participate in university governance by hosting a series of meetings with faculty, both at the school level and at the university level, as well as university vice presidents and school deans. The Subcommittee brought a revised proposal to the University Faculty Meeting on March 20 for discussion. Over the summer of 2014, the Subcommittee continued to revise the proposal based on feedback from the university community, including the faculty, administration, and Board of Trustees.

The revised proposal has changes throughout, reflecting the feedback received from the university community. However, the most dramatic change is based on a request from the Board that the Subcommittee construct a stand-alone Charter. The Board and the Subcommittee agreed that a Senate Charter would be a stronger statement of shared governance at the University of Richmond.

The Subcommittee now brings the proposal back to the university community for its consideration. Over the next several weeks, the university will be invited to discuss the proposal in university and school faculty meetings. Following the consideration of revisions and amendments, the Subcommittee expects to bring the Charter for a full faculty vote in November.
UNIVERSITY FACULTY SENATE

CHARTER

Recommended by vote of the University Faculty on XXXXX
Approved by the Board of Trustees on XXXXX

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.

Recognizing that the Board of Trustees of the University of Richmond has ultimate responsibility for the academic quality of the university, the Board has delegated to the university faculty primary responsibility for determining curriculum and methods of instruction; for conducting research; for ensuring 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 with the administration and the Board of Trustees in overseeing those areas 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 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, in keeping with the by-laws 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 in exceptional circumstances and for reasons 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 [As recommended in the AAUP, ACE, and AGB joint Statement on Government of Colleges and Universities].

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 determining cross-school curricular matters after such programs 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. Providing initial undergraduate admission qualification standards through its representative committee structure;
4. Providing recommendations to the appropriate bodies on student activities policies that affect students in two or more schools;
5. Conduct 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, as the representative body of the university faculty on matters that relate to two or more schools, shall also:

1. Consult regularly with the administration and the Board of Trustees regarding the development of the university’s educational objectives, and the nature, range, and pace of its efforts;

2. Consult with the administration and the Board of Trustees 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 and research program at the university level, such as the weights given to teaching and research in performance and promotion reviews;

4. Consult with the administration and the Board of Trustees 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 and the Board of Trustees 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 from and consulting with the vice president of business and finance and by the ex-officio, non-voting participation of the University Faculty Senate president, or his or her designee, on any committee constituted by the president of the university to advise him or her on university budget planning and/or resource allocation priorities‡;

† At the time of the University Faculty Senate’s establishment (DATE), 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.

‡ At the time of the University Faculty Senate’s establishment (DATE), this committee is the University Planning and Priorities Committee, which is constituted by and exists at the discretion of the university president.
10. Communicate the faculty’s priorities to and receive regular reports 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 the search for university presidents and provosts 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 C and D, have the power:

1. To delegate or to reclaim the exercise of any of its powers to/from standing university faculty committees (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 set by the University Faculty Senate;

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.\(^\text{§}\) There shall be ten members from the School of Arts and Sciences, three from the Robins School of Business, two from the School

\(^\text{§}\) Professional librarians hold faculty status. Certain other positions directly involved in academic programs may hold faculty status by action of the University Faculty Senate following the recommendation of the Committee on Faculty Status and by action of that school’s faculty. Faculty status gives them both voice and vote in University faculty meetings, eligibility to vote for Senators within schools, eligibility to serve on faculty committees, to serve as student advisors, and to participate in P.E.T.E. programs; and it acknowledges that they play an active role in the intellectual activities of the University. 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 a specific school faculty by recommendation of the Committee on Faculty Status and by action of that school’s faculty. Faculty status does not carry with it eligibility for tenure or sabbatical, nor does it automatically carry with it faculty rank (Professor, Associate, Assistant Professor, or Instructor), since faculty rank is in a specific academic department, nor does it carry eligibility for other benefits normally assigned to full-time teaching faculty. Some schools have a number of faculty positions with the title of Director. These are continuing, non-tenure-stream positions with a mixture of teaching and administrative responsibilities. These positions carry faculty status and are associated with an academic department. As members of the school faculty, they are automatically members of the University faculty and eligible to vote for Senators from their respective schools.
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. Faculty who hold the titles of university president or vice president; of provost, associate provost, or assistant 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 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. 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 an administrative position in the offices of the university president, provost, or one of the deans of the schools; 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 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 in any manner that allows the senator to participate in the discussion and deliberations or 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. Normally, officer positions shall rotate among the schools regularly.

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 at a Senate meeting in the spring semester. That meeting may include current senators and newly elected senators. All are eligible to vote for Senate officers, including those whose terms are ending. Senators may vote 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.

6. The outgoing and incoming presidents of the Senate shall hold an orientation meeting for newly elected senators soon after elections in the spring.

7. The president of the University Faculty Senate shall be an ex-officio, non-voting member of any committee constituted by the president of the University to advise him or her on university budget planning and/or resource allocation priorities.** 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 term of office of 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 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 faculty’s recommendations, except regarding the following matters, which shall require full faculty deliberation and recommendations:

** See footnote to Article I.C.9.
1. Major changes to the general education requirements and elimination or creation of academic cross-school programs;

2. Votes of confidence/no confidence in individual administrators or the Board of Trustees.

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. The University Faculty Senate may vote (six-vote threshold) to call a meeting of the full faculty to discuss and vote on any question. Any faculty vote resulting from such deliberations will be presumed to 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. 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;

4. 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;

5. All faculty members are expected to attend 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;

6. Robert’s Rules of Order shall govern in all cases in which they are applicable and not in conflict with this Charter and Bylaws;

7. The university faculty consists of all university employees who hold full-time faculty appointments and others who have been granted faculty status;

8. Full-time faculty who are tenured, on tenure-track, or on continuing term appointments have voice and vote in university faculty meetings. Full-time visiting faculty, i.e. those holding temporary, non-continuing appointments, shall have voice but no vote in faculty meetings. Full-time voting faculty
members on sabbatical leave or leave of absence continue to hold their right to vote if they attend the meeting. Professional librarians and administrators with faculty status have voice and vote in university faculty meetings. A majority of those individuals with voting rights is a quorum for the transaction of business. Excluded from the quorum determination and quorum count are faculty on sabbatical leave or other approved leaves of absence.

9. 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 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 that, 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 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 Faculty 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 been done;

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. A roll call vote recording senators’ individual votes shall be held if requested by four senators or their designees;

14. 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. 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 at least one representative from each academic school 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 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 by ordinary vote create a new 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 the membership structure and functions of such additional standing committee.

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 university matters. The Committee on Committees, working with school faculties when appropriate, shall nominate the faculty representatives to all university administrative committees that are concerned with university matters. 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. This can occur in parallel with the next step if timeliness is a consideration;
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. Cross-school courses are courses taught by faculty from two or more 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 and by the appropriate university committee.†† It is then forwarded to the University Faculty Senate for approval;

2. If the University Faculty Senate approves the course, the Registrar is informed and it is listed appropriately.

D. 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 for consideration by any member of the university faculty or by the Board of Trustees.

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, unless otherwise specified, and shall be footnoted in this charter with dates of amendment.

†† At the time of the University Faculty Senate’s establishment (DATE), this committee is the Cross-School Curricular Oversight Committee, which reviews all courses proposed for University Seminar credit. It recommends approval to the University Faculty Senate.
PROPOSAL 2

Proposed Plan for the Implementation of the Senate:

I. Election of the First Senate

A. Senators for the initial University Faculty Senate session shall be elected after the Senate is approved by the Board of Trustees and no later than June 15, 2015.

B. The faculty will vote for the entire initial Senate in one election. Elected senators will then be divided into three classes to establish the staggered terms of the Senate. Class A (to serve an initial one-year term) will consist of four (4) senators from A&S and one (1) senator from RSB. Class B (to serve an initial two-year term) will consist of three (3) senators from A&S, one (1) senator from RSB, one (1) senator from the School of Law and one (1) senator from either JSLS or SPCS. Class C (to serve an initial three-year term) will consist of three (3) senators from A&S, one (1) senator from RSB, one (1) senator from the School of Law and one (1) senator from either JSLS or SPCS. The method for determining the Class in which a senator serves will be determined by the Senate as soon as practicable after the initial vote for the entire Senate. The Senate may determine that senators will be placed in classes by lot or by choosing straws.

C. Members of the UFC Subcommittee on Faculty Governance who drafted the proposals for the University Faculty Senate shall not serve as officers of the Senate for three years after the Senate’s inception.

II. Election of initial Senate officers

A. The initial Senate shall vote for its officers no later than June 15, 2015. Terms of Senate officers shall commence on June 15, 2015.

III. Administrative Implementation

A. The University Faculty Council shall make recommendations for administrative implementation in the following areas:
   1. University Faculty Senate Budget;
   2. Administrative Assistance for the University Faculty Senate;
   3. Compensation (e.g., release time) for Senate officers.

IV. Dissolution of the University Faculty Council

A. The University Faculty Council shall cease to exist on June 15, 2015.
### APPENDIX A:
#### Frequently Asked Questions

| 1. Why is this change being proposed? | 1. After studying the governing documents for the University Faculty Council (UFC), the UFC Subcommittee on Faculty Governance determined that the advisory charge of the UFC is too narrow to speak and act effectively on behalf of the full university faculty with respect to the faculty’s responsibilities.  
2. Currently, the University Faculty Meetings, which are poorly attended and unwieldy in deliberative work, are insufficient for decision making by the faculty regarding university policies. The purpose of the University Faculty Senate is to provide a clear collective voice for the faculty, particularly in the areas in which the Board of Trustees has given the faculty primary responsibility. |
| --- | --- |
| 2. Why now? | 1. The university faculty is larger and more interconnected than it has ever been. The Richmond Promise has knitted the faculty together more tightly, and it is now more important that a deliberative body exist for the university faculty to exercise and responsibilities and voice its recommendations.  
2. We have a president and a provost who are supportive of the faculty’s role in shared governance, and there is no major crisis driving the faculty’s or Board of Trustees’ discussions of shared governance.  
3. As UR welcomes our new provost, Jacquelyn Fetrow, this is a logical time to assess, and institute changes based on, the university’s expectations of faculty governance. |
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>3. Why a Charter?</td>
<td>The Board and the Subcommittee agreed that because the Guide to Faculty Governance does not have formal Board approval – and it is unclear if it has had formal university faculty approval – a stand-alone Senate Charter would be a stronger statement of shared governance at the University of Richmond.</td>
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<td>4. Does the Charter replace the Guide to Faculty Governance?</td>
<td>Yes. While the Provost’s office is currently working on a new guide to faculty procedures and policies, the Senate Charter seeks to establish the faculty’s rights and responsibilities within the university structure and with the approval of the faculty, the administration, and the Board of Trustees.</td>
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<td>5. By what authority is the Senate being created?</td>
<td>The Board of Trustees has the authority to create the Senate. The Senate’s establishment renews the Board’s endorsement of the ethic of university shared governance noted in the 1966 AAUP/ACE/AGB statement. This ethic invests in the faculty the right to organize how it exercises its powers in the areas in which it has primary responsibility according to the University Bylaws.</td>
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<td>6. What happens to UFC?</td>
<td>UFC will be dissolved.</td>
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<td>7. How has the Subcommittee worked with senior administrators and the Board of Trustees in crafting the proposal?</td>
<td>After the Subcommittee drafted its proposal and discussed it with UFC in December, it met with Secretary to the Board of Trustees Ann Lloyd Breeden, President Ed Ayers, Provost Steve Allred, Vice Presidents David Hale, Nancy Tessier, Kathy Monday, Steve Bisese, and Tom Gutenberger, and the deans of all five schools to clarify the language of the proposal in preparation for presenting it to the Board of Trustees. In the spring and summer the Subcommittee continued to seek feedback from the faculty, Provost Fetrow, and the Board of Trustees.</td>
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<td>Question</td>
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<td>8. How will I be represented?</td>
<td>Senators shall be nominated and elected by the five faculties from within their schools among their full-time colleagues who are tenured, tenure-track, on continuing annually renewable appointments or who have been granted faculty status.</td>
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<td>9. Will there still be “regular” faculty meetings?</td>
<td>There will be a regular university faculty meeting at the beginning and end of the academic year for annual reports and other business, but there will no longer be monthly university faculty meetings. The agenda for UFM will be set and the meeting will be run by the University Faculty Senate.</td>
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<tr>
<td>10. Could the faculty request a full university faculty meeting, and how would this be done?</td>
<td>Yes, faculty can call a meeting of the full faculty to discuss and vote on a question. Faculty seeking a meeting and vote could communicate their request to their senator(s). A vote of six or more senators shall call a full faculty meeting. Faculty may also call a full faculty meeting with a petition containing the signatures of 15 percent of the university faculty.</td>
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<tr>
<td>11. Will I lose my right to vote in faculty meetings?</td>
<td>No. Faculty currently with a vote in full university faculty meetings will continue to have that right in full university faculty meetings. Many matters that are currently handled at meetings, however, will be handled, at least initially, by the University Faculty Senate.</td>
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<tr>
<td>12. How is the University Faculty Senate different from UFC as it currently exists?</td>
<td>The University Faculty Senate has the power to make formal faculty recommendations on some matters that are currently handled at university faculty meetings. By contrast, the UFC is an advisory body of elected faculty members that merely provides advice to the provost and president prior to university faculty meetings. It has no power to act on behalf of the faculty.</td>
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<tr>
<td>13. Will I know what is discussed in the University Faculty Senate?</td>
<td>Yes. Senate meeting minutes will be posted on the Senate website. Senate meetings, when not in “executive session,” will be open to all UR employees.</td>
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<td>Question</td>
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<td>14. Put another way, what aspects of the University Faculty Senate will operate confidentially?</td>
<td>The Senate can vote to move into “executive session,” which bars all ex-officio members and non-members, except by invitation. Senate minutes shall reflect that an executive session was held and any actions taken during the session.</td>
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<tr>
<td>15. Are department chairs considered administrators or holding “administrative status” by the Senate?</td>
<td>No.</td>
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<td>16. Can any faculty or staff member attend the meetings of the University Faculty Senate as is possible now with UFC?</td>
<td>Yes.</td>
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<tr>
<td>17. Who is eligible to serve on the University Faculty Senate?</td>
<td>Full-time faculty who are tenured, tenure-track or on continuing annually renewable appointments or who have been granted faculty status are eligible, with the exception of faculty with administrative status. Faculty who hold administrative positions in the offices of the university president, provost, or one of the deans of the schools are regarded by the Senate as faculty with administrative status.</td>
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<tr>
<td>18. Are librarians eligible to serve?</td>
<td>Yes.</td>
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<td>19. Are those with faculty status but not tenured or tenure track eligible to serve?</td>
<td>Yes.</td>
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<tr>
<td>20. Are some members of the faculty eligible to vote for representatives of the University Faculty Senate but not to serve on the University Faculty Senate?</td>
<td>Yes, faculty with administrative status.</td>
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<tr>
<td>21. How are senators elected?</td>
<td>By vote of faculty within schools according to procedures determined by school faculties.</td>
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<tr>
<td>22. Who leads the University Faculty Senate?</td>
<td>The Senate is led by a president and vice president, aided by an Executive Committee. The Executive Committee shall have representation from each academic school. The Senate officers—president, vice president, chair of the Committee on Committees—and the immediate past president are automatic members of the Executive Committee. The remaining members are elected by the Senate and shall come from schools not represented by the Senate officers and immediate past president.</td>
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<td>Question</td>
<td>Answer</td>
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<tr>
<td>23. How will the leadership of the University Faculty Senate be selected?</td>
<td>Near the end of the academic year after Senate elections, by a vote of senators, including newly elected and those whose terms end at the end of the academic year.</td>
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<td>24. How long are the terms?</td>
<td>Senate terms are three years; officer terms are for one year. Terms/elections are staggered over the three-year period.</td>
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<td>25. What happens when a senator takes a leave of absence or is out on sabbatical, research leave, or parental leave?</td>
<td>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 or assumes an administrative position in the offices of the university president, provost, or one of the deans of the schools. In the event that a member anticipates being unable to serve for any part of a year or more, but is not changing his or her employment status, a special election shall be held to fill the position for the years in which he or she cannot serve the full year. Any member temporarily replaced by special election shall resume his or her place on the Senate upon return, if her or his term of office has not ended.</td>
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<tr>
<td>26. What is the composition of the University Faculty Senate?</td>
<td>It is the same as for UFC. Seventeen members: 10 A&amp;S, 3 RSB, 2 Law, 1 Jepson, 1 SPCS. A&amp;S representatives will be divided into those representing tripartite divisions (2 each) and at-large seats (4), as passed on November 7, 2013, by the A&amp;S faculty.</td>
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<td>27. Why are seats in the new Senate apportioned between the schools the same way they were apportioned under UFC?</td>
<td>1. The Subcommittee recognized that representativeness is a complex problem with a number of reasonable solutions. It determined that the proportional model established by the UFC offers a good starting point for installing the Senate as a principle and working structure for faculty governance.</td>
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<td>2. The historical apportionment honors the make up of the university faculty but is not strictly proportional – the A&amp;S representation in the Faculty Senate is slightly less than its portion of the faculty.</td>
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University of Richmond Faculty Senate Proposals, p.23
The goal is to build a structure that balances the need for representativeness with the need for minority voices to be heard and considered in a deliberative setting.

3. The Subcommittee has sought, through a relatively high quorum and vote threshold, to ensure that the Senate will be fully deliberative and seek consensus in all matters. If the Senate cannot resolve an issue through consensus, six members of the Senate may vote to send the issue to a meeting of the full faculty.

<table>
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<th>28. <em>Why 17 senators?</em></th>
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<td>1. The Subcommittee is concerned that a larger Senate would become unwieldy in deliberation and could also lead to “free rider” problems. For example, the Subcommittee noted that the fact that Jepson has one seat on UFC nearly always ensures that at least one member of its faculty is at a UFC meeting. On the other hand, A&amp;S members frequently assume “the other nine” will be there.</td>
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<td>2. A smaller Senate, while attempting to be representative, assumes that senators will consider the good of the university as a whole as well as “constituent” perspectives and be present, active, and invested.</td>
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<th>29. Does the Charter address the concern that the four smaller schools, individually or as a collective, will be subject to the will and/or rule of A&amp;S representatives?</th>
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</table>
| Yes, as much as possible. Though the Subcommittee felt that the assumption that A&S representatives, which come from divisions within the school, would necessarily vote as the block was not well founded, it certainly appreciated the concerns about representation for the smaller schools. The Subcommittee lowered the bar to turning an issue or question to the entire faculty (6 Senators or 15 percent of the faculty). It raised the quorum to 11 to ensure that no Senate
meeting could be conducted with A&S representatives only, and it raised the vote threshold to 9 to ensure that the bare majority of the quorum (6) would not be enough to pass a faculty recommendation.

The Subcommittee decided not to go beyond a vote threshold of 9 for two main reasons: 1. It was concerned that a higher threshold would place a greater burden on the 7 non-A&S representatives to enjoin A&S representatives in a vote. 2. It wanted to make sure that the vote threshold is not so high that the Senate could be bogged down by a very small contingent.

The Subcommittee’s presumption is that Senate representatives have the obligation to consider the perspectives brought from the various schools but always within the context of the entire university’s goals and needs. Though it considered many proposals for school-based voting or supermajorities, the Subcommittee seeks to remove the schools’ balkanized interests from Senate deliberations as much as possible, which is why it did not include them in Senate recommendations. The breakdown of the 17-member senate largely reflects the apportionment of the faculty. Those 17 members are expected to enact Principle 1 of the Richmond Promise by bringing the perspective of their schools but acting for the good of the university as a whole.

30. What is the relationship between the University Faculty Senate and governance at the school level?

The University Faculty Senate is designed to address questions at the cross-school, university level. The Senate cannot determine or revise policies on matters that are school specific. (See below for clarifications specific to each school.)

30a. How will the University Faculty Senate affect school governance in the School of Arts & Sciences, including

No change from current practice. The proposal determines that intra-school governance does not rest with the university faculty at large (or its
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<th>Question</th>
<th>Answer</th>
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<td>30b. How will the University Faculty Senate affect school governance in</td>
<td>No change from current practice. The proposal determines that intra-school governance does not rest with the university faculty at large (or its representative body) but rather, with the faculty of the school.</td>
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<td>the School of Professional and Continuing Studies, including responsibility for curricular matters that do not involve more than one school?</td>
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<tr>
<td>30c. How will the University Faculty Senate affect school governance in</td>
<td>No change from current practice. The proposal determines that intra-school governance does not rest with the university faculty at large (or its representative body) but rather, with the faculty of the school.</td>
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<td>the Jepson School, including responsibility for curricular matters that do not involve more than one school?</td>
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<tr>
<td>30d. How will the University Faculty Senate affect school governance in</td>
<td>No change from current practice. The proposal determines that intra-school governance does not rest with the university faculty at large (or its representative body) but rather, with the faculty of the school.</td>
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<td>the Law School, including responsibility for curricular matters that do not involve more than one school?</td>
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<tr>
<td>30e. How will the University Faculty Senate affect school governance in</td>
<td>No change from current practice. The proposal determines that intra-school governance does not rest with the university faculty at large (or its representative body) but rather, with the faculty of the school.</td>
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<td>the Robins School, including responsibility for curricular matters that do not involve more than one school?</td>
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<td>30. Is there reassigned time associated with the University Faculty Senate or its leadership?</td>
<td>The Subcommittee discussed this possibility, particularly in terms of reassigned time for the UFS president, but did not make a determination. The proposal does not include any compensation for senators or Senate officers. Service as a senator will count as part of the faculty member’s regular service workload.</td>
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<tr>
<td>31. What will happen to the current faculty committee structure?</td>
<td>The Subcommittee believes that the faculty is hampered in its ability to play an effective role in shared governance because individual faculty members have a difficult time knowing what is happening across the university. By bringing the university faculty committees under the oversight of the Senate, the proposal allows the Senate to function more effectively.</td>
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to serve as a clearinghouse for communicating information to the faculty. It also allows the faculty to know where to seek committee information. The Subcommittee expects that the Senate, the provost, and the faculty will undertake the task of revising the specifics of the current committee structure, but the Subcommittee did not see such revisions as part of its mandate.

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<tr>
<th>32. How does the University Faculty Senate work with the Committee on Committees?</th>
<th>The University Faculty Senate has oversight over the Committee on Committees. The chair of the Committee on Committees will be elected by the Senate from its membership, though the rest of the Committee will come in the usual way through school-level elections.</th>
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<tr>
<td>33. How does the University Faculty Senate work with the existing University Senate?</td>
<td>The existing University Senate will be renamed the University Academic Program Committee and continue its charge currently enumerated in the Guide to Faculty Governance. University Academic Program Committee actions requiring a faculty vote will be voted on by the Senate, except in cases of major changes to the curriculum, which require a determinative vote by the full faculty (e.g., changes in the general education requirements, elimination or creation of academic programs).</td>
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<tr>
<td>34. What happens if a senator cannot make a meeting?</td>
<td>A senator may attend in any manner that allows the senator to participate in the discussion and deliberations or send a designee to Senate meetings in his or her place with the right to speak and vote on the senator’s behalf.</td>
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## APPENDIX B:

### Procedural Comparison Chart

<table>
<thead>
<tr>
<th>1. How do faculty call full faculty meetings?</th>
<th>CURRENT PROCEDURES</th>
<th>UNDER PROPOSED SENATE</th>
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<tr>
<td>The provost calls faculty meetings; there is no provision for faculty or University Faculty Council to call a full faculty meeting</td>
<td></td>
<td>A petition containing signatures of 15 percent of the faculty or by vote of 6 senators of the University Faculty Senate.</td>
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</table>

| 2. Who sets the agenda of faculty meetings? | Provost. | President of the University Faculty Senate, in consultation with the Senate Executive Committee. The provost and president will be invited to place items on the agenda. |

| 3. Who conducts faculty meetings? | Provost. | President of the University Faculty Senate or a designee when appropriate. |

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<tr>
<th>4. How does the faculty determine changes to academic policies?</th>
<th>At University Faculty Meetings, by vote of faculty in attendance or by electronic vote of the faculty.</th>
<th>Changes to academic policies that are specific to individual schools are made within those schools alone. At the university level, the University Faculty Senate is the determinative faculty body, except regarding the following matters which shall require full faculty action:</th>
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<td>1. Major changes to the curriculum (e.g., changes in the general education requirements, elimination or creation of academic programs);</td>
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<td>2. Votes of confidence/no confidence in individual administrators or the Board of Trustees;</td>
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<td>3. Any issue at least 6 members of the University Faculty Senate call for discussion by the faculty.</td>
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<td>4.</td>
<td>Any issue for which the president, provost, or 15 percent of the university faculty call for a meeting of the faculty.</td>
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<td>5.</td>
<td>Who holds final say in university policy?</td>
<td>Board of Trustees.</td>
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<td>6.</td>
<td>Who determines school-level policies?</td>
<td>The faculty and dean of the respective schools.</td>
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<tr>
<td>7.</td>
<td>Who determines tenure and promotion procedures?</td>
<td>The faculty of the respective schools.</td>
</tr>
<tr>
<td>8.</td>
<td>Who grants tenure?</td>
<td>Board of Trustees.</td>
</tr>
<tr>
<td>9.</td>
<td>Who hears faculty grievance cases?</td>
<td>University Grievance Committee. (See Chapter III of the Faculty Handbook.)</td>
</tr>
<tr>
<td>10.</td>
<td>Who organizes elections to university faculty committees?</td>
<td>Committee on Committees, in consultation with school committees.</td>
</tr>
<tr>
<td>11.</td>
<td>How do university committees report on their actions to the university faculty?</td>
<td>Once a year, at the last University Faculty Meeting. The Faculty Senate reports votes on committee proposals in Senate meeting minutes and on its website; the Faculty Senate reports on all committee and Senate actions at the last University Faculty Meeting of the academic year.</td>
</tr>
<tr>
<td>12.</td>
<td>How does the faculty make major changes to the curriculum?</td>
<td>By vote of the entire faculty.</td>
</tr>
<tr>
<td>13.</td>
<td>How does the faculty approve new courses for the Gen Ed curriculum or FYS program?</td>
<td>Proposed by committee; voted on by the entire faculty at University Faculty Meeting. Proposed by committee; voted on by the University Faculty Senate.</td>
</tr>
<tr>
<td>14.</td>
<td>How does the faculty propose minor changes to the Faculty Handbook?</td>
<td>By vote at University Faculty Meetings, with approval of the Board. By vote of the University Faculty Senate, with approval of the Board.</td>
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<tr>
<td>15.</td>
<td>How does the faculty advise the provost and president?</td>
<td>University Faculty Council. University Faculty Senate.</td>
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<tr>
<td>16.</td>
<td>How does the faculty approve new programs?</td>
<td>University Senate. University Academic Program Committee (same body, new name).</td>
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<tr>
<td>Question</td>
<td>Response 1</td>
<td>Response 2</td>
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<tr>
<td>17. How do faculty bring concerns to the attention of the university community?</td>
<td>University Faculty Council.</td>
<td>University Faculty Senate.</td>
</tr>
<tr>
<td>18. How do faculty elect faculty representatives?</td>
<td>Vote at school level; process determined by the schools.</td>
<td>No change.</td>
</tr>
<tr>
<td>19. How are the seats apportioned among the five schools?</td>
<td>17 (10 A&amp;S, 3 RSB, 2 Law, 1 Jepson, 1 SPCS).</td>
<td>No change.</td>
</tr>
<tr>
<td>20. Who reports to faculty on activity of representative body?</td>
<td>Chair of University Faculty Council.</td>
<td>President of University Faculty Senate.</td>
</tr>
<tr>
<td>21. If a representative cannot complete part of a term in the representative body, what happens?</td>
<td>The dean of the school appoints a temporary replacement in cases where the absence is less than a full year.</td>
<td>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 or assumes an administrative position in the offices of the university president, provost, or one of the deans of the schools. In the event that a member anticipates being unable to serve for any part of a year or more, but is not changing his or her employment status, a special election shall be held to fill the position for the years in which he or she cannot serve the full year. Any member temporarily replaced by special election shall resume his or her place on the Senate upon return, if her or his term of office has not ended.</td>
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