Faculty Senate Charter and Bylaws

CHARTER AND BYLAWS OF THE FACULTY SENATE OF THE UNIVERSITY OF WEST FLORIDA
(APPROVED BY THE FACULTY SENATE: December 10, 2004)

NOTE: Any reference to the Faculty Senate or Senate means the Faculty Senate and all of its committees, unless otherwise explicitly stated. The Senate may determine its own procedures, including the appointment of ad hoc committees drawn from its membership, or from the University at large, to carry out its business. The meetings of this body will be held in accordance with procedures adopted by the Senate, as specified in this document.

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FACULTY SENATE CHARTER AND BYLAWS

I. PURPOSE

The Faculty Senate is the principal governance body of the faculty. It is the forum for discussing, investigating, commenting upon, and making recommendations on topics of concern to the faculty. The Faculty Senate has the right to address all University issues and has specific responsibility for dealing with academic policies, curriculum, governance, and planning. The Faculty Senate is the principal advisory body to the University President and the Provost/Vice President for Academic Affairs (P/VPAA) and is the primary representative of the faculty in consultations with the University's executive officers. The Senate President or other presiding officer acts as the direct liaison between the faculty and the University President and/or the P/VPAA. While it is not intended that the Senate duplicate the functions of other University Standing Committees, it has the right to do so if it deems such actions necessary.

II. MEMBERSHIP

A. Faculty Senate membership represents a substantial responsibility and commitment. Members serve not only on the Senate as a whole, but also on one or more of its committees. Therefore, it is strongly recommended that no elected member of the Faculty Senate be a member of any other University standing committee, except the University Planning Council and/or its associated subcommittees—unless so directed by the Faculty Senate. In any case, Senate business should always take precedence.
B. All faculty eligible to serve on the Faculty Senate must have a minimum of two (2) calendar years of full-time employment with UWF before being elected to the Faculty Senate.

C. Membership shall begin with the next academic year (August), except for those who are ex officio and thus serve for the duration of their office, and shall be as follows:

1. Faculty members, twenty-one (21) elected for staggered three-year terms, voting: Ten (10) from the College of Arts and Sciences, six (6) from the College of Professional Studies, four (4) from the College of Business and one (1) from the library faculty.

   a. In the College of Arts and Sciences, two (2) members shall be elected at-large and two (2) members shall be elected from each of the following broadly defined areas:

      i. Arts and Humanities
      ii. Social Sciences
      iii. Natural and Physical Sciences
      iv. Computational Sciences

   b. In the College of Professional Studies and the College of Business, all members shall be elected at-large.

   c. In the Library, the faculty member shall be elected by the Library Faculty Council.

2. Student member, one (1), for a one-year term, voting, recommended by the Student Government Association President and appointed by the University President.

3. College Council Chairs, three (3), non-voting, ex officio.

4. Library Faculty Council Chair (1), non-voting, ex officio.

5. United Faculty of Florida Representative (1), non-voting, ex officio.

6. University President (1), non-voting, ex officio.

7. Provost/Vice President for Academic Affairs (1), non-voting, ex officio.
D. Members elected in regular elections may succeed themselves for only one additional three-year term.

E. Members who have served for more than one year may succeed themselves for only one additional three-year term.

Members who have served for one or fewer years may succeed themselves for two three-year terms.

F. In the event that the President's term and/or the Vice President's term extends for one or two years beyond the elected Senator term, as allowed in Section III(B) stipulating that the President's term and Vice President's term takes precedence over the Senate term, the individual elected in a regular election to fill the vacancy shall serve only for the remaining two or one year portion of the three year term.

G. Elected members unable to serve for a period of one semester or longer shall have their expected period of absence from the Senate filled by appointment by their College Council. If the College Council fails to appoint a replacement within 45 days of being notified of the senator's absence, then the Senate's Executive Committee shall appoint a replacement.

H. Attending from beginning to end all meetings of the full Senate, and assigned committee/council, is important for the effective operation of the Faculty Senate. Therefore, a member shall be asked to resign from the Senate upon missing in a single academic year, without due cause, all or part of any three consecutive, or a total of any five, regularly scheduled meetings of either the full Senate or assigned Senate committee/council. Two examples of due cause would be sabbaticals and not having a service assignment during the summer.

III. OFFICERS

A. The Faculty Senate shall elect from its elected membership a President who will serve as the presiding officer, a Vice President, and a Secretary. The President and Vice President shall serve a two-year term. The Secretary shall serve a one-year term.

B. The President and Vice President may succeed themselves for one additional two-year term. The President's and Vice President's term shall take precedence over their Senate term.
C. The Secretary may succeed himself/herself for one additional one-year term, but this shall not take precedence over his/her Senate term.

D. Election Procedures for Officers:

1. Faculty members who are serving their last Senate year shall comprise the Nominating Committee for the President, Vice President, and Secretary. The Committee membership shall be announced by the current Senate President at or before the December Senate Meeting, and the Committee shall select a chairperson from among its membership.

2. Prior approval of a nominee must be obtained before a name is placed for nomination to any office.

3. The Nominating Committee shall present, from the elected membership, a slate of candidates for the presidency of the Faculty Senate at the January meeting prior to the academic year in which the President would take office. Additional names may be submitted by the Senate members when the slate is presented to the full Senate.

4. The President-Elect shall be selected by a majority vote of the Faculty Senate members present at the February meeting. If the President-Elect is not serving on the Executive Committee, he/she shall become a voting member effective immediately. He/She will begin, along with the current President representing the Senate at the meetings of the State University System (SUS) Advisory Council of Faculty Senates.

In the event that a Vice President is elected as President, the Faculty Senate elects a member to serve the remaining year on the Vice President's term.

5. The Nominating Committee shall present, from the elected membership, a slate of candidates for the office of Vice President at the March meeting prior to the academic year in which the Vice President would take office. Additional names may be submitted by the Senate members when the slate is presented to the full Senate. The Vice President shall be selected by a majority vote of the Faculty Senate members present during the April meeting of the Senate.
6. The Nominating Committee shall present, from the elected membership, a slate of candidates for the office of Secretary at the March meeting prior to the academic year in which the Secretary would take office. Additional names may be submitted by the Senate members when the slate is presented to the full Senate. The Secretary shall be selected by a majority vote of the Faculty Senate members present during the April meeting of the Senate.

7. Newly-elected Faculty Senate officers assume their responsibilities at the beginning of the academic year (August) and shall continue to carry out their duties until the end of the academic year of their last year of office, with the exception of the President-Elect. The President-Elect shall assume responsibilities at the end of the July meeting, when the gavel will be turned over, and shall continue until the end of the July meeting of the last year of office.

The incoming President will make the committee assignments for the new Senate, including appointment of chairpersons (in consultation with committee members), and will develop the agenda for the September meeting with the assistance of the outgoing and/or new Executive Committee members (note: there is no regularly scheduled meeting of the Senate in August – See V.A.).

E. Responsibilities of Officers:

1. The President shall preside over meetings of the Senate and its Executive Committee, assign members to the other committees and council of the Senate, and appoint the chairs in consultation with its members.

The President may appoint a parliamentarian, who is not a Senator, to assist at meetings.

The President represents the Senate at, e.g., the meetings of the State University System (SUS) Advisory Council of Faculty Senates, Extended Dean’s Council, University Foundation, and as the Senate member of the University Planning Council. In addition, the Senate President is the faculty representative on the UWF Board of Trustees.

The President of the Faculty Senate shall prioritize, return for additional information, or directly route matters/issues that are clearly related to academic policies, academic planning,
undergraduate and graduate programs, governance, and budgets to the corresponding Faculty Senate committees or council. All other matters shall be handled by the Faculty Senate Executive Committee in accordance with the Faculty Senate Bylaws.

The President shall also serve on the Planning and Special Issues Committee of the Senate.

2. The Vice President shall fulfill the duties and obligations of the President at the request of the President, or in the event of the President's absence. The Vice President shall also serve on the Governance Committee of the Senate.

3. The Secretary shall be responsible for the preparation of the minutes and for such other communications as required. In addition, the Secretary shall serve as the Chairperson of the Faculty Merit Scholarship Program and as Faculty Senate Liaison to the Faculty Merit Scholarship Committee. The Secretary shall also serve on the Academic council of the Senate.

IV. STANDING COMMITTEES AND COUNCIL OF THE FACULTY SENATE

So that the Senate and its committees and council have no major disruption of their service to the faculty, the current year's President, or if applicable, incoming President of the Senate, shall make committee assignments promptly after new membership of the Senate is elected. These assignments shall be made in a way that considers each member's assignment requests for service, and that maintains some continuity of service on the Standing Committees and the proportional representation of the colleges as specified below. The Library faculty member shall choose, in consultation with the Faculty Senate President, to serve on the Academic Council, the Governance Committee, or the Planning and Special Issues Committee.

Standing Committee and Council Chairs shall be appointed each academic year by the Senate President, in consultation with the committee/council members. In the event that a Chair is unable to fulfill his/her duties, the President of the Faculty Senate shall appoint a new chair from the remaining Committee or Council membership.

A. Executive Committee (EC)
1. Acting as the coordinating Committee for the Faculty Senate, the Executive Committee shall be responsible for:
   
a. Review of recommended agenda items and the development of the agenda for Faculty Senate meetings. This review may also result in the referral of items to standing committees or council, or to ad hoc committees, or in deferred action, subject to the stipulations in Section V-B
   
b. Appointment of ad hoc committees, task forces, and investigative groups

   c. Preparation and distribution of information given formally to persons or groups outside the Senate

   d. Regular communication with the University President and P/VPAA

   e. Consulting with the University President on appointments to University Committees

2. Membership shall consist of:
   
a. President, voting

   b. Vice President, voting

   c. Secretary, voting

   d. President-Elect, voting

   e. Chair of the Academic Council, voting

   f. Chair of the Governance Committee, voting

   g. Chair of the Planning and Special Issues Committee, voting

   h. UFF Representative, ex-officio, non-voting

B. Governance Committee (GC)

1. As the principal forum for all matters of university governance, the Governance Committee shall be responsible for:
a. Recommendations to the Faculty Senate on management of the committee structure of the University

b. Annual review of university-level committees and their charters

c. Proposals for new University standing committees

d. Changes in existing committees

e. Annual review of the Faculty Senate Charter and Bylaws

f. Consideration of other issues of faculty governance not expressly delineated in the Collective Bargaining Agreement

2. Membership of the Governance Committee shall include:

   a. Three senators from the College of Arts and Sciences, voting

   b. One senator from the College of Business, voting

   c. One senator from the College of Professional Studies, voting

   d. The Vice President of the Faculty Senate, who will also fulfill one of the membership requirements listed above in sub-paragraphs a-c

C. Academic Council

   1. As the principal forum for all academic policy and curriculum matters, the Academic Council shall be responsible for:

   a. Review of fundamental academic issues and making policy recommendations to the Faculty Senate

   b. Study, determination of feasibility, and recommendations on all significant changes in the University's academic programs and special units or centers having academic linkage and program planning, with the overall purpose of improving and facilitating the academic operation of the departments, the colleges, and the University
c. Formulation and recommendation of policies and programmatic proposals regarding general standards for undergraduate (lower- and upper-division) and graduate programs and courses, admissions criteria, degree requirements, educational outcomes, and all necessary academic procedures and regulations

d. Review and recommendations for policy CCRs

e. Coordinating with persons involved in academic planning and with the University Planning Council

f. Monitoring and overseeing curricular matters

g. Establishment of standards and procedures for the initiation of new undergraduate and graduate programs and courses

h. Review and recommendations regarding the academic merits of proposed new undergraduate and graduate programs and courses

i. Establishment of procedures for the examination of undergraduate and graduate programs and courses with respect to additions, deletions, or other changes

j. Review and recommendations on all matters of program and course additions and changes

k. Development of forms and procedures that shall be used by departments when requesting program and course additions, deletions, or changes

l. Review and recommendations regarding the work of its two subcommittees: the General Studies Committee and the Graduate Committee. The Chair of the Academic Council will serve as an ex officio member on the General Studies Committee

2. Membership of the Academic Council shall include:

a. Five Senators from the College of Arts and Sciences, voting

b. Two Senators from the College of Business, voting
c. Three Senators from the College of Professional Studies, voting
d. The Library Representative, voting
e. The Student Senator, voting
f. The Secretary of the Faculty Senate, who will also fulfill one of the membership requirements listed above in subparagraphs a-d

D. Planning and Special Issues Committee (PSIC)

1. As the principal forum in the Senate for all matters of planning and additional issues that do not relate specifically to the responsibilities of the other standing committees and council, the Planning and Special Issues Committee shall be responsible for:

a. Proactive input as well as review of all planning matters related to the Academic Division, with its recommendations made to the University Planning Council (UPC) through the full faculty Senate
b. Serving with the President of the Faculty Senate as the Senate representatives on the University Planning Council
c. Serving on other University committees relating to academic planning as directed by the Faculty Senate
d. Reviewing and making recommendations on issues that affect faculty and/or impact academic programs which do not relate specifically to matters covered by the Governance Committee or the Academic Council
e. Reviewing and making recommendations on budget matters that affect faculty and/or impact academic programs, based in part on input from the Senate’s Budget Advisory Committee

2. Membership of the Planning and Special Issues Committee shall include:

a. Two senators from the College of Arts and Sciences, voting
b. One senator from the College of Business, voting
c. Two senators from the College of Professional Studies, voting
d. The President of the Faculty Senate, who will also fulfill one of the membership requirements listed above in sub-paragraphs a-c

E. Budget Advisory Committee (BAC)

1. As a liaison between the UWF Faculty and the UWF Administration on matters involving the university budget, the Budget Advisory Committee shall be responsible for:
   a. Becoming educated on the budget process at top administrative levels
   b. Serving as a resource to the Faculty Senate for explaining the budget process including goals, procedures, and limitations
   c. Conveying faculty concerns regarding the budget and the budgeting process to the administration
   d. Monitoring congruence between the budget and the UWF strategic plan

2. Membership of the budget Advisory Committee shall include:
   a. One faculty member from the College of Arts and Sciences, voting, appointed by the Faculty Senate
   b. One faculty member from the College of Business, voting, appointed by the Faculty Senate
   c. One faculty member from the College of Professional Studies, voting, appointed by the Faculty Senate

NOTE: There should be at least one faculty representative from the Faculty Senate, preferably from the PSIC, who will also fulfill one of the membership requirements listed above in sub-paragraphs a-c.
d. One library member, voting, appointed by the Faculty Senate

e. The Associate Vice President for University Planning, non-voting, ex officio

f. The Director for University Budgets, non-voting, ex officio

F. Faculty Merit Scholarship Committee (FMSC)

1. As the committee responsible for assisting the Secretary of the Faculty Senate in the administration of the Faculty Merit Scholarship Program, the FMSC shall be responsible for:

   a. Recommending and reviewing requirements for the award

   b. Determining the number of awards to be given during an academic year

   c. Reviewing the students selected by the departments to ensure all criteria have been met to qualify for the award

   d. Dealing with any exceptions or with the recipient’s ability to receive the award

   e. Coordinating fund-raising for the scholarship fund

2. Membership of the Faculty Merit Scholarship Committee shall include:

   a. Two faculty members from the College of Arts and Sciences (one from Arts and Humanities or Social Sciences; one from Natural and Physical Sciences or Computational Sciences), voting, recommended by the College Council, and appointed by the University President in consultation with the Faculty Senate Executive Committee

   b. One faculty member from the College of Business, voting, recommended by the College Council, and appointed by the University President in consultation with the Faculty Senate Executive Committee
c. One faculty member from the College of Professional Studies, voting, recommended by the College Council, and appointed by the University President in consultation with the Faculty Senate Executive Committee

d. Secretary of the Faculty Senate, non-voting, ex officio, who will serve as Chairperson

V. MEETINGS

A. Regularly scheduled meetings of the Faculty Senate shall take place at least once each month except August. A scheduled meeting may be canceled by the Senate President if no pressing agenda items have been submitted.

Special meetings of the Faculty Senate may be called by the Senate President or shall be called by the President upon written petition by five or more members of the Senate.

General faculty meetings may be called by a two-thirds vote of the voting members of the Senate.

B. Any member of the Faculty Senate may recommend placing an item on the agenda for a regular Faculty Senate meeting by presenting it to the President of the Senate at least ten (10) days prior to that meeting. These items shall be reviewed by the Executive Committee and either placed on the agenda, or referred to a Senate Standing Committee or an ad hoc committee, or returned to the submitter with an explanation for deferred action (e.g., due to the need for additional information, or due to priorities). Actions taken, and the reasons for them, will be included in the minutes of the Executive Committee Meetings.

All items shall be processed by the Executive Committee as soon as possible, and will be either sent forward or returned to the submitter prior to the second Faculty Senate meeting after submission to the Senate President.

The agenda shall be distributed to the members of the Senate and to the general faculty by the Secretary at least three (3) working days before a scheduled meeting.
C. A majority of the elected Senate membership, based on attendance at meetings in person or by general proxy (see F. below), shall constitute a quorum.

D. A person not a member of the Senate may speak only with the recognition of the presiding officer, or by direction of the Senate.

E. Voting shall be by voice or by show of hands, though any member present may demand a roll call on any proposition. A majority of those present may demand a secret vote on any proposition.

F. A written proxy naming another Senator as the limited or general proxy holder must be delivered to the presiding officer before votes are taken and should be done before the meeting begins. NOTE: A general proxy gives the person holding the proxy the right to vote as the holder sees fit on all issues and motions. A limited proxy is a signed proxy in which the signer stipulates the way that the holder is to vote on specific issues.

No more than one proxy, general or limited, can be held by any one senator.

G. The presiding officer is a voting member but may vote only in the case of a tie.

H. Resolutions concerned with matters specifically listed on the published agenda at least five (5) workdays prior to the meeting (with a link to the full statement/document) are passed when approved by a majority of the elected Senate members present.

Note: this requires that committee/council reports, etc. be submitted to the Senate Office one (1) week before a Senate meeting. Practically speaking, this means that materials for committee/council consideration will have to be received at least three (3) weeks before a Senate meeting.

Resolutions concerned with matters not listed on the published agenda at least five (5) workdays prior to the meeting (with a link to the full statement/document) are passed when approved by a two-thirds vote of the elected voting Senate members present. However, motions or votes cannot be made or taken regarding items introduced during Open Forum.
The Faculty Senate shall not vote on any measure without it having been first referred to, reviewed and reported on by one of the standing committees. On a case-by-case basis, the Senate may suspend this provision by unanimous consent, a quorum being present.

All items more than five pages in length presented to the Faculty Senate and its committees/council for consideration must include a summary of no more than one page. The committees/council of the Faculty Senate may have more stringent requirements, including specific informational forms.

I. Telephone, E-Mail or regular mail polling of the voting members by the Senate President is permissible.

J. It shall be the Senate Secretary's duty to communicate resolutions and minority reports, if available, to appropriate persons or groups, subject to the direction of the Senate membership.

K. Robert's Rules of Order in its most current edition will apply to cases not specified in the above procedures.

VI. AMENDMENTS TO THE BYLAWS

The Faculty Senate Charter and Bylaws may be amended by a two-thirds vote of the elected membership of the Senate at any time, provided the proposed amendment has been submitted to the Secretary and distributed to the Senate at least two (2) weeks in advance of the meeting at which the voting is to take place.

VII. RESOURCES OF THE FACULTY SENATE

The Faculty Senate shall be supported with the following resources:

A. One course release for the Senate President during any semester of service: Fall, Spring, and Summer.

B. One course release per academic year for the Chair of the Academic Council.

C. An office, file room, conference space, and office staff sufficient for effective faculty governance shared by the Faculty Senate with University committees.
D. A budget including travel funds, sufficient to meet the needs of the Faculty Senate for effective governance.

E. The President shall report budget expenditures twice per academic year to the Faculty Senate.

VIII. REPORTING AND IMPLEMENTING RECOMMENDATIONS

The Senate shall report to the President of the University on all matters. For academic matters, Faculty Senate resolutions also shall be reported to the P/VPAA, who will then provide recommendations to the University President.

The President and/or the P/VPAA shall report to the Faculty Senate their decisions on Faculty Senate recommendations/resolutions.

The University President and/or P/VPAA shall be responsible for seeing that approved recommendations requiring administrative action are carried out, and for reporting those administrative actions to the Faculty Senate.

IX. REVIEW

The Charter and Bylaws shall be reviewed annually by the Governance Committee, and recommendations for changes submitted to the Faculty Senate.

DATES CHARTER REVISED BY GOVERNANCE COMMITTEE:
April 12, 1994
May 16, 1996
November 20, 1996
November 4, 1999
December 2, 1999
January 26, 2000
February 25, 2000
January 9, 2001

DATES CHARTER APPROVED BY FACULTY SENATE:
DATES BYLAWS REVISED BY THE GOVERNANCE COMMITTEE:
April 28, 1995
September 20, 1995
May 16, 1996
March 4, 1997
October 23, 1998
November 4, 1999
January 26, 2000
February 25, 2000
September 1, 2000
April 8, 2002
October 7, 2003

DATES BYLAWS APPROVED BY FACULTY SENATE:
May 12, 1995
November 17, 1995
June 14, 1996
April 11, 1997
May 8, 1998
July 10, 1998
November 13, 1998
December 10, 1999
March 10, 2000
April 14, 2000
September 8, 2000
October 13, 2000
May 10, 2002
October 10, 2003

Dates Charter and Bylaws Prepared/Modified by the Governance Committee:
April 8, 2004
April 30, 2004
November 10, 2004
December 3, 2004

Dates Charter and Bylaws Approved by the Faculty Senate:
April 9, 2004
May 14, 2004
December 10, 2004

Approved by the Administration

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University President               Date