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Faculty Senate Bylaws : 1999-2000

Northeastern University - Faculty Senate

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The Faculty Senate Bylaws¹ (extracted from the 1999-2000 Faculty Handbook and updated)

1. Definition

The Teaching Faculty as defined in V.B.1 and 2 (of the 1999-2000 Faculty Handbook), is represented by the Faculty Senate which, together with the Administration of the University, has the responsibility of maintaining and improving the academic standards of the University and making the functioning of the University more effective and harmonious. It serves also to coordinate the activities of the various college faculties as well as those that involve both the administration and faculty of the University.

2. Composition

a. The membership of the Faculty Senate will consist of thirty-one faculty members, thirty elected from the College faculties and one full-time tenured or non-tenure track cooperative education faculty member elected by and from full-time tenured and non-tenure track faculty in the Department of Cooperative Education.^{2, 12}

In addition, there will be ten administration members chosen by the President, one of whom will always be the Provost.² Other administrative and/or faculty members may be invited to sit with the Senate, but they would have no vote and will enter into discussion only at the pleasure of the Senate.

b. Officers of the Senate

1) The Chair of the Faculty Senate shall be the Provost. He or she shall normally preside at all meetings of the Senate, although the President of the University may preside at his or her pleasure.

2) The Vice Chair shall be elected annually from among the elected members of the Senate. He or she shall preside at the Senate in the absence of the Chair, and act as Chair of the Faculty Senate Agenda Committee. In either of these capacities, the Vice Chair shall retain his or her right to vote.

3) The Secretary shall be elected annually from among the elected members of the Senate. He or she shall record the business of the Senate, and at the completion of every academic year shall submit a written report of the Senate's activities to the University faculty.

4) The Vice Chair, Secretary, and members of the Agenda Committee shall be elected as follows:

a) Election of the Vice Chair

¹This faculty governance framework was approved by the Board of Trustees on June 19, 1961. Though only Teaching Faculty and administrative appointees serve on the Senate, policies recommended by the Senate and approved by the president govern the whole University.

² By precedent and agreement with the Senate the President has agreed to appoint as members only those who serve on the Academic or Administrative Councils, one of whom will always be the Provost.

Prenominations — Prenominations for the office of Vice Chair shall be made from the floor at the same meeting of the Faculty Senate at which the election is to take place. No second shall be required. The Chair shall query each person so named as to his or her willingness to be a candidate, and the names of those who decline candidacy shall be withdrawn from consideration. Senators not present at the meeting shall not be named as prenominees unless they have signified, in writing, their willingness to be candidates.

Nominating Ballot — Each Senator shall vote by secret ballot for one person on the prenomination list. The two Senators receiving the highest number of votes shall be the nominees. In the event of a tie for second place, all persons so tied shall be nominees.

Introduction of Candidates — Whenever possible, the Chair will introduce nominees for Vice Chair to the Senate, and candidates nominated by the above procedure shall be permitted up to five minutes to introduce themselves and express their views.

The Election Ballot — Each Senator shall vote for one of the nominees by secret ballot. The person receiving the highest number of votes shall be elected.

b) Election of the Secretary

The procedure for the election of the Secretary shall be the same as that for the election of the Vice Chair.

c) Election of Members of the Agenda Committee

Following the election of the Vice Chair and the Secretary, prenominations shall be made from the floor for members of the Agenda Committee. No second shall be required. The consent of those prenominated shall be obtained in the same manner as for the Vice Chair.

On the first nomination ballot, each Senator shall vote by secret ballot for two names from the prenomination list. The four Senators receiving the highest number of votes shall be the nominees. In the event of a tie for fourth place, all persons so tied shall be nominees.

On the first election ballot, each Senator shall vote by secret ballot for two of the nominees. Those two nominees receiving the highest number of votes shall be elected. In the event of a tie for second place, a runoff election shall be held. The nomination and election of the other two members of the Agenda Committee from the remaining names of the prenomination list shall be conducted in the same manner as prescribed above.

c. Only Professors, Associate Professors, and Assistant Professors from the College faculties, who are actively engaged at the University as full-time teaching and research personnel as defined in V.B.2.a and who do not have academic appointments which make them eligible for appointment as administration members, shall be eligible for election from their college to the Faculty Senate and shall have the right to vote in the election. Full-time tenured or non-tenure track Cooperation Education faculty shall be eligible for election from the Department of Cooperative Education to the Faculty Senate and shall have the right to vote in the election¹².

d. The term of office for elected Senate members shall be two years, and run from July 1 of the first academic year to June 30 of the second academic year³. Members initially elected shall have terms so adjusted by lot that one-half of the terms will expire the year thereafter. In case of a vacancy during a term, a special election shall be held to select a member for the unexpired portion. A

³ Approved by the Faculty Senate June 9, 1983. Approved by Board of Trustees June 10, 1983.

member may serve two successive full terms. A member who has just completed two successive full terms is eligible for reelection a year later.

e. The thirty faculty members of the Senate from the colleges shall be elected proportionately from the degree-granting colleges and the School of Law. Each of these units shall have at least one Senate representative, but those with larger faculties shall have correspondingly more representatives¹².

1) The specific representation for the year 2001-02 will be as follows: Arts and Sciences 16; Bouvé College of Pharmacy and Health Sciences 4; Business Administration 3; Computer Science 1; Criminal Justice 1; Engineering 4; Law 1.

2) In the spring quarter of every year, prior to the election, the Agenda Committee of the Senate will announce the number of the thirty Senate seats to be given each college for the following year. Its determination shall be based upon the number of full-time Teaching Faculty members in each of the colleges on March 31.

f. Elections to the Faculty Senate shall be conducted by each college and by the Department of Cooperative Education in the fourth week of the spring quarter in accordance with the following procedures and regulations¹²:

1) The nomination and election procedures are to be supervised by an *ad hoc* Committee chosen for the purpose by the Agenda Committee

2) Nomination Procedures

a) The first balloting should be for the purpose of nominating candidates for one-half of the vacancies to be filled. In the event that there is an odd number of vacancies to be filled, these initial nominations will be for one-half of the next higher even number.

b) Each Teaching Faculty member of a college may cast one nominating vote for each Senate vacancy. Each full-time tenured or non-tenure track faculty member of the Department of Cooperative Education may cast one nominating vote for the Coop Senate vacancy¹².

c) Two persons shall be nominated for each vacancy. In accordance with 2) a) above, the persons receiving the highest number of votes on the first ballot will be the nominees.

d) In the event of a tie for last place, all persons so tied will be nominees.

e) Whenever possible, the Chair will introduce nominees to the individual college faculties, and candidates nominated by the above procedure will be permitted up to five minutes to introduce themselves and express their views.

3) Election Procedure

a) Each Teaching Faculty member of a college may vote for one person for each Senate vacancy to be filled. Each full-time tenured or non-tenure track faculty member of the Department of Cooperative Education may vote for one person for the Coop Senate vacancy to be filled¹².

b) In accordance with 2) c) above, the nominees receiving the greatest number of votes are elected to membership. In the event of a tie for the last membership position, a runoff election will be held.

4) General Regulations

- a) Secret ballots will be used for all voting.
 - b) The Deans of the colleges and the Dean of Cooperative Education will provide their respective faculties, one week prior to elections, with a list of those faculty members eligible to vote, indicating those who are not eligible to be elected as defined in A.2.c¹².
 - c) After any necessary corrections have been made, the lists shall be duplicated for use in nominations and ballots. Each eligible voter is to be handed one ballot and is to return it before the next ballot is distributed and collected.
 - d) Interim elections to fill vacancies will follow the same procedures, but the timing thereof should be consistent with the need to fill the vacancy.
 - e) Any faculty member has the right to decline nomination.
- g. Most of the work of the Faculty Senate will be performed by the following standing committees:
- 1) The Faculty Senate Agenda Committee

This Committee will consist of the Vice Chair of the Senate who will act as chair of the Committee; the Secretary of the Senate who will be its secretary; and four additional Senators elected annually by the Senate from among the elected members of the Senate. The election of the Agenda Committee shall take place in the spring quarter preceding the academic year of its incumbency. After the annual Senate elections have been completed, the existing Agenda Committee shall call the Senators-designate to an organizational meeting for the sole purpose of electing the Agenda Committee for the forthcoming academic year. The officers of the existing Senate shall conduct the organizational meeting. The new Agenda Committee and the new Senate shall succeed to their responsibilities on July 1.⁴

- a) This Committee will arrange the agenda for all Senate meetings, submit all assignments to standing committees, and establish *ad hoc* committees for special studies whenever necessary. An item of business may, however, be brought before the Senate for discussion without approval of the Agenda Committee if (i) a motion to do so is made and seconded, in writing, directly to the presiding officer of the Senate, and (ii) a majority of the Senate agrees to the discussion. The item shall then become an item of business at the next succeeding meeting.
- b) All Senate committees will be responsible to the Agenda Committee and must submit their reports to it for review before presentation to the Senate. The Agenda Committee will have the right to return reports to committees if it feels it necessary.
- c) The Agenda Committee will also provide a regular channel for consultation and communication between the faculty and administration in matters of new programs, planning, and University policy by meeting regularly with the President of the University.
- d) The Agenda Committee should be represented by one or more members on the University-level committees or councils on long-range planning, financial priorities, and technology policy.⁵

⁴ Approved by the Faculty Senate June 9, 1983. Approved by Board of Trustees June 10, 1983.

⁵ As of 1999, these bodies were the University Planning Council, Committee on Financial Priorities, and University Technology Council.

e) The Agenda Committee shall meet at least once each year with the Academic Affairs Committee of the Board of Trustees to report on Senate actions and issues coming before the Senate, and to discuss matters of mutual concern. By mutual agreement, the committees may hold more frequent meetings.

f) At each Senate meeting the Agenda Committee shall present an oral or written report briefing the Senate on its activities.

2) The Committee on Academic Policy⁶

This Committee will consist of the Provost and five Teaching Faculty members appointed annually by the Agenda Committee. At least two of its members, preferably including the Chair, shall be members of the Faculty Senate.

a) This Committee shall be concerned with questions of basic academic and research policy on an institutional level. Items to be dealt with should concern teaching loads, research procedures, academic requirements, classroom instruction, and all matters that pertain to classroom and laboratory activities.

b) This Committee shall also consider any academic matter or proposed program brought before the Senate that deals with relationships between the colleges or involves more than one college.

3) The Committee on Enrollment and Admissions Policy^{7,7}

This Committee shall consist of five Teaching Faculty members appointed annually by the Agenda Committee, and an administrator appointed by agreement between the Provost and the Agenda Committee. At least two of the Teaching Faculty members, preferably including the Chair, shall be members of the Faculty Senate.

The Committee will maintain regular communications with University-wide planning committees.

a) This Committee shall deal with questions concerning enrollment management policy, admission goals and standards, and policy regarding recruitment and retention of students.

b) This Committee shall also prepare annual recommendations concerning improvements in admission standards, recruitment practices, enrollment management practices, and related areas.

4) The Committee on Faculty Development⁶

⁶ Resolution to change the composition of this standing committee approved by the Faculty Senate, May 13, 1991. Approved by President Curry, June 11, 1992.

⁷ Made a standing committee by vote of the Faculty Senate, June 6, 1979; approved by faculty referendum, November, 27, 1979, and by the Board of Trustees, December 14, 1979. Renamed and role expanded by vote of the Faculty Senate January 11, 1999; approved by faculty referendum, April 12, 1999 and by the President October 10, 1999.

This Committee will consist of five Teaching Faculty members appointed annually by the Agenda Committee. At least two of its members, preferably including the Chair, shall be members of the Faculty Senate. No members of the University administration may serve on this committee in any capacity.

This Committee shall be concerned with the rights and status of faculty personnel. Matters to be dealt with are standards of tenure, promotion, and advancement for University faculty; and questions of professional development, academic freedom, and economic welfare.

5) The Committee on Financial Affairs^{6,8}

This Committee shall consist of five Teaching Faculty members appointed annually by the Agenda Committee. At least two of its members, preferably including the Chair, shall be members of the Faculty Senate.

a) This Committee shall be concerned with all questions related to financial affairs of the University. This may include surveys, reviews and recommendations on budgeting, and financial policies of the University.

b) This Committee shall also prepare annual recommendations for the improvement of faculty salaries and fringe benefits.

6) The Committee on Athletics⁹

This Committee will consist of four Teaching Faculty members, the Vice Provost for Undergraduate Education, and the Registrar's Athletic Certification Officer. The Faculty Representative to the NCAA must be one of the faculty members of the Committee, and will be its chair. Another of the faculty members will be a representative of the Admissions Policy Committee. The Committee members will be appointed annually by the President with the advice of the Senate from persons nominated by the Senate Agenda Committee. The President's appointment of the Faculty Representative to the NCAA shall be with the advice and consent of the Senate Agenda Committee.

a) This Committee shall be concerned with all matters of University policy regarding intercollegiate athletics as they relate to the University's academic mission and the academic progress of student athletes.

b) This Committee shall work with the Vice Provost for Undergraduate Education, Athletic Director, Compliance Officer, and Registrar to assure that proper academic standards are being met, that proper academic advising and support services are being provided, and to recommend policies for academic standards that meet or exceed those set by the NCAA.

c) This Committee shall meet regularly with the President and Athletic Director to assist in determining the University's position regarding matters on which its representatives will vote.

⁸Made a standing committee by vote of the Faculty Senate, June 6, 1979. Approved by faculty referendum, November, 27, 1979, and by the Board of Trustees, December 14, 1979.

⁹Made a standing committee by vote of the Faculty Senate, January 11, 1999; approved by faculty referendum, April 12, 1999, and by the President, October 11, 1999.

h. *Ad hoc* Committees.

These Committees will be established by the Agenda Committee as the need arises. At least two members of each Committee will be elected members of the Senate. Members of the University administration may serve on these Committees, but the Chair must be elected by each *Ad hoc* Committee from among its faculty members.

3. Functions of the Faculty Senate

- a. To act as a coordinating body to establish mutually satisfactory academic goals and standards among the various colleges and divisions;
- b. To be consulted as either a whole body or in appropriate committees on all policies, proposals, and problems of faculty concern, including such matters as the creation of new colleges, new campuses, and new departments;
- c. To initiate consideration and recommendation on any matter of faculty concern;
- d. To undertake such legislative and advisory functions in connection with the work of the University as may be referred to it by the President and Board of Trustees; and
- e. To provide communication between the Administration and general University faculty.

4. Procedural Policy of the Faculty Senate

- a. The Faculty Senate will meet in plenary session once per quarter and more frequently, if necessary, subject to the decision of the presiding officer in conjunction with the Agenda Committee. A simple majority of the total membership shall constitute a quorum.
- b. The Faculty Senate will forward recommendations and reports to the University President with appropriate comments. Certain routine matters, however, may be forwarded at the discretion of the Senate to an appropriate administrative body through the Office of the University President.
- c. The Faculty Senate, at its discretion, may refer matters under consideration to referendum by either the general University faculty or the college faculties. Such referenda shall be binding on the Senate, provided that at least two-thirds of those eligible shall have participated in the voting.
- d. All faculty, students, staff, and administrators may attend non-executive sessions of the Faculty Senate, but will not be permitted to vote. Only Senators and those holding faculty rank may be present when the Senate meets in executive session. The Senate shall meet in executive session when
 - 1) the Agenda Committee designates such a session in advance, and
 - 2) during a meeting a simple majority vote cast in secret ballot orders it. (A motion on the Senate floor to move into executive session shall be nondebatable and always in order during debate.)

At all sessions of the Senate the floor may be yielded to a non-Senator, who is legitimately present, by any member of the Senate unless this procedure is expressly suspended by a simple majority vote cast in secret ballot. Yielding the floor to a non-Senate member shall not be construed as in any way limiting the right of debate of the yielding Senator.

e. The Faculty Senate, through its authorized committees or representatives, shall receive information that it needs for its studies from the staff offices of the University.

f. The rules or procedures in Senate meetings, except as otherwise specified, shall be those presented in Robert's *Rules of Order* (Revised or Newly Revised).

g. The Faculty Senate may adopt rules and regulations for its own operation not inconsistent with the bylaws of the University or the bylaws of the Senate as set forth above.

5. Amendments to the Faculty Senate Bylaws

a. The foregoing Faculty Senate bylaws may be altered, amended, or repealed, in whole or in part, in accordance with the following procedures.¹⁰

1) The Method of Proposing Amendments to the Senate Bylaws

a) Senate Voting Requirement. A two-thirds affirmative vote of all Senators voting 'yea' or 'nay' in a roll-call vote shall be necessary to propose a bylaw amendment to the faculty from whom the Senators are elected.

b) Faculty Notice. At least two successive weeks notice must be given in writing to each Senator, and the announcement of a proposed amendment change and its text must appear on at least two successive Senate agendas circulated to the faculty immediately prior to the beginning of any Senate debate on a proposed amendment.

During the Senate floor debate on an amendment proposal, the usual procedures in Robert's *Rules of Order* (Revised or Newly Revised) for proposing amendments to any main motion shall apply, thus making advanced notice unrequired.

2) The Methods of Ratification of Proposed Senate Bylaw Amendments

Ratification of proposed amendments to the Faculty Senate bylaws shall require the participation of a minimum of 25 percent of the faculty, from whom the Senators are elected, and shall occur by one of the two following methods. The Faculty Senate shall designate which method of ratification shall be used.

a) A two-thirds majority of the Teaching Faculty, from whom the Senators are elected, voting 'yea' or 'nay' at a faculty meeting authorized by a call from either the President or the Senate Agenda Committee shall be necessary to ratify a proposed amendment. The list of faculty entitled to vote shall be compiled by the Senate Agenda Committee in conjunction with the University's chief academic officer. At least one week's written advance notice of the meeting must be given to the faculty, including the text of the proposed amendment(s). Debate must be confined to the merits of the Senate-proposed bylaw amendment(s), and cannot include changes from the floor as they will not derive from the procedures set forth in 5.a.1) above.

b) A two-thirds majority of the Teaching Faculty, from whom the Senators are elected, voting 'yea' or 'nay' by returned secret ballot, shall be necessary to ratify a Senate-proposed bylaw amendment. The list of faculty entitled to vote shall be compiled by the Senate

¹⁰ Recommended by the Faculty Senate, November 15, 1976. Approved by the Board of Trustees, December 10, 1976.

Agenda Committee in conjunction with the University's chief academic officer. Thereafter a ballot prepared by the Agenda Committee, detailing the proposed bylaw amendment(s) and the changes it (they) would effectuate, shall be sent to the listed faculty. The deadline for the return of ballots may not be shorter than ten University working days and must be printed on the face of the ballot itself.

The Faculty Senate Agenda Committee shall be responsible for the integrity of the balloting procedures; shall count the ballots; and shall certify the outcome of the balloting to the Faculty Senate, the President and the Board of Trustees.

3) Operativeness of Amendments

Amendments to the Senate bylaws shall automatically go into effect unless they have been disapproved by the Board of Trustees within 90 days after written notice of faculty ratification has been sent to the President by the Senate Agenda Committee.

b. The foregoing organizational arrangements may be altered, amended, or repealed by the Board of Trustees at any of its regular meetings.

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- 1** This faculty governance framework was approved by the Board of Trustees on June 19, 1961. Though only Teaching Faculty and administrative appointees serve on the Senate, policies recommended by the Senate and approved by the president govern the whole University.
 - 2** For a definition of College faculties, see section V.C.1 of the Faculty Handbook.
 - 3** By precedent and agreement with the Senate the President has agreed to appoint as members only those who serve on the Academic or Administrative Councils, one of whom will always be the Provost.
 - 4** Approved by the Faculty Senate June 9, 1983. Approved by Board of Trustees June 10, 1983.
 - 5** Approved by the Faculty Senate June 9, 1983. Approved by Board of Trustees June 10, 1983.
 - 6** As of 1999, these bodies were the University Planning Council, Committee on Financial Priorities, and University Technology Council.
 - 7** Resolution to change the composition of this standing committee approved by the Faculty Senate, May 13, 1991. Approved by President Curry, June 11, 1992.
 - 8** Made a standing committee by vote of the Faculty Senate, June 6, 1979; approved by faculty referendum, November, 27, 1979, and by the Board of Trustees, December 14, 1979. Renamed and role expanded by vote of the Faculty Senate January 11, 1999; approved by faculty referendum, April 12, 1999 and by the President October 10, 1999.
 - 9** Made a standing committee by vote of the Faculty Senate, June 6, 1979. Approved by faculty referendum, November, 27, 1979, and by the Board of Trustees, December 14, 1979.
 - 10** Made a standing committee by vote of the Faculty Senate, January 11, 1999; approved by faculty referendum, April 12, 1999, and by the President, October 11, 1999.
 - 11** Recommended by the Faculty Senate, November 15, 1976. Approved by the Board of Trustees, December 10, 1976.
 - 12** Approved by Faculty Senate, February 5, 2001. Approved by faculty referendum, March 12, 2001. Approved by the President, May 29, 2001, and by the Board of Trustees, June 8, 2001.