

3359-10-02 The university of Akron bylaws of the faculty senate.

- (A) Name. The name of this body is the faculty senate of the university of Akron.
- (B) Duties. As delegated by the board of trustees of the university, the faculty senate is the legislative body of the faculty regarding its academic mission and is empowered to:
 - (1) Formulate suitable rules, requirements, and procedures for the admission, government, management, and control of the students, courses of study, granting of degrees and certificates, and other internal affairs of the institution necessary to meet the objectives of the university, subject to the approval of the board of trustees, in accordance with the established policies of the board.
 - (2) Review and offer recommendations concerning proposals for the creation, abolition, or rearrangement of colleges, departments,

(b)

shall be no limit on the number of terms a person may serve.

- (d) The representative, if not already a member of the senate, shall become an ex-officio, non-voting member.

(C) Officers and executive committee.

- (1) Officers. The faculty senate shall elect a chair, vice chair, and secretary biennially from among the membership of the faculty senate. The election shall be by majority vote using a secret ballot. Except for the ex-chair serving pursuant to paragraph (C)(2) of these bylaws, members of the executive committee shall serve for two years.
- (2) Duties of the chair. The chair of the senate presides over regular meetings of the senate, calls special meetings of the faculty senate, acts as or designates the official spokesperson for the faculty senate in all of its external communications, serves on the Ohio faculty council, administers the budget of the senate, serves as chairperson of the executive committee of the senate, forwards to the president all legislation and recommendations passed by the senate, supervises (jointly with the secretary) the clerical staff of the senate, and undertakes such tasks as are directed by the senate. Upon the expiration of the chair's term of office, the ex-chair shall for one year be a voting member ex officio of the senate if he or she otherwise would not be a member. During that period, the ex-chair shall also be a voting member ex officio of the executive committee.
- (3) Duties of the vice chair. Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the senate.
- (4) Duties of the secretary. The secretary of the senate records, transcribes, and distributes the proceedings of the senate to all departments and interested members of the university, assists the chair in such ways as the latter may request, has custody (jointly with the chair) of the books, records, physical facilities, and tangible property of the senate, supervises (jointly with the chair) the clerical staff of the senate, and arranges for the orderly conduct

faculty members who have taught at least four semesters at the university of Akron and who have been nominated by the part-time faculty members of that college and who have subsequently confirmed to the college dean their willingness to serve.

- (d) Any persons in an administrative position, including interim positions, at or above the decanal rank (deans, associate deans, and persons of similar rank) are ineligible to serve on the committee. Members shall serve overlapping three-year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex-officio, non-voting member.
 - (2) Graduate council. The faculty senate delegates to the graduate council operational responsibility over all matters concerning graduate education, but reserves to itself the right to take up any matters it deems necessary. All action taken by graduate council shall be reported to the senate for final approval. Graduate council shall be composed of two members of the faculty senate who have category two graduate faculty status and the elected members of the graduate council.
- (F) Permanent committees.
- (1) Permanent committees of the senate shall be academic policies; curriculum review; athletics; university libraries; reference; research; student affairs; computing and communication technologies; accessibility; and part-time faculty.
 - (2) Members of the executive committee shall, in May, and after considering preferences of senate members and then non-senate members, appoint all permanent and ad hoc committees of the

committee, which shall be chaired by the senior vice president and provost or said person's designee.

- (3) The following permanent committees shall have ex-officio members as indicated: athletics, the athletic director or said person's designee and the "NCAA" faculty athletics representative (appointed by the president); university libraries, the dean of university libraries or said person's designee; research, the vice president for research or said person's designee; student affairs, the associated vice president and dean of student life or said person's designee and the associate vice president of enrollment services or said person's designee; computer and communications technologies, the vice president and chief information officer or said person's designee; and curriculum review, the senior vice president and provost or said person's designee; and accessibility, the vice president for student engagement and success or said person's designee. If not already a member of the senate, the chair of each permanent committee shall become an ex-officio, non-voting member for reporting purposes only. Ex-officio members shall be non-voting unless they are members of the senate.
- (4) Academic policies committee.
 - (a) Recommends and interprets academic policy on university-wide matters such as admission, retention, graduation, and dismissal requirements.
 - (b) Recommends changes for the improvement of the academic program of the university.
- (5) Athletics committee.
 - (a) Advises faculty senate on all university activities relating to intercollegiate athletics including, but not limited to, conference affiliations and the national collegiate athletic association.
 - (b) Coordinates with other faculty senate committees matters of joint concern relating to intercollegiate athletics.

- (12) Accessibility committee.
- (a) Reviews and recommends policies regarding disability and accessibility issues that relate to the academic function of the university, including academic policies which apply to faculty or students, and reports these to the senate for action.
 - (b) At the request of the curriculum review committee of the faculty senate, considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions, as they may relate to accessibility/disability issues, and reports such to the curriculum review committee for action.
 - (c) At the request of the curriculum review committee or the faculty senate, reviews proposals for new courses, course changes, and new programs as they may relate to accessibility/disability issues, recommends such proposals for inclusion in the general bulletin, and reports such to the curriculum review committee for action.
- (13) Part-time faculty committee.
- (a) Gathers information about matters of concern to part-time faculty.
 - (b) Proposes policies concerning part-time faculty.
 - (c) Advises the senior vice president and provost on matters related to part-time faculty.
- (14) Subcommittees. Each committee may establish subcommittees as it sees fit and having established a subcommittee, may abolish it. No person who is not a member of a standing (permanent) committee may serve as a member of its subcommittees except by appointment of the executive committee. It is each committee chair's responsibility to maintain minutes and pass them on to the incoming chair.

(G) Meetings.

- (1) The number of meetings of the faculty senate shall be determined by the faculty senate as appropriate for the conduct of its business, but at least two general meetings will be held each semester. All reasonable efforts will be made to schedule regular meetings at a standard time and day to permit coordination of senators' teaching schedules with meeting times.
- (2) All meetings of the faculty senate shall be open to members of the university community. Non-members of the senate may make a request to address the senate. Such requests to speak will be granted subject to a vote of the senate.
- (3) All meetings of the senate will be announced at least two weeks prior to the scheduled meeting unless the senate declares itself to be meeting in emergency session.
- (4) All announcements of meetings will contain a detailed agenda. Requests to have items placed on the agenda of the senate must be submitted in writing to the secretary of the senate at least two weeks prior to the scheduled meeting of the senate.
- (5) Items referred to the senate by the president of the university, or the president's designee, for the good of the university, will be automatically placed on the agenda of the senate.
- (6) A petition of ten members of the senate may force an item on the agenda of the senate.
- (7) Thirty members of the senate shall constitute a quorum.
- (8) A roll call vote will be conducted if requested by any senator.
- (9) One permanent item on the agenda shall be presidential remarks.
- (10) Special meetings may be called at any time by the chair, or by the executive committee, or upon petition by any seven senate members who present their request in writing to the chair.

- (11) Senate members are expected to regard attendance at all meetings as a primary obligation to their colleagues and to the university. When conflicting professional duties, imperative personal affairs, or illness make attendance at a given meeting impossible, senate members are expected to notify the secretary in advance of the meetings. Such absence will be separately listed in the minutes as absences with notice.

(H) Membership.

- (1) Eligibility. Members of the faculty senate shall be elected from the members of the full-time faculty of the university of Akron, excluding deans, department chairs, and other primarily administrative officers

- (ii) One student appointed by the president of the undergraduate government whose term shall coincide with the president's term;
 - (iii) One graduate/professional student elected by that constituency.
- (d) The association of the university of Akron retirees shall elect two senators from its dues-paying membership who are retired faculty members. Senators representing the university of Akron retirees association may not be elected to the executive committee nor serve as chair or vice-chair

- (5) Terms of office.
- (a) The terms of office for members of the senate shall be three years.
 - (b) New members shall take office at the first senate meeting of the fall semester.
 - (c) Should any elected member of the senate become an administrative officer on either an acting or a permanent basis during the term for which the member was elected to the senate, the person's seat shall be deemed vacant.
 - (d) Should a member of the senate be unable to discharge the duties of the office, the senate may declare the member's seat vacant.
 - (e) Senators who are on professional, medical, or administrative leave for one semester or less will retain their seats. If the leave extends past one semester, the senate may declare that seat vacant. The senate may declare vacant the seat of any senator who becomes unable to regularly attend meetings.
 - (f) The senate may expel any senator who is absent without notice from more than three meetings during an academic year. In such event, the Senator's seat shall be deemed vacant.
 - (g) Should a vacancy occur, the senate shall notify the appropriate unit to conduct a special election to fill the vacant seat.
- (6) Elections.
- (a) Elections to the senate shall be subject to the following requirements and to the bylaws and rules of the electing unit except to the extent that they are inconsistent with these requirements:

- (i) General elections in the individual units shall be completed by March 15 of each year.
- (ii) All nominations and elections shall be by secret mail or electronic ballot.
- (iii) In elections with only one seat at stake, each winning candidate must secure a majority of the votes cast. In the event no candidate receives a majority, there shall be a run-off election between the two highest vote-getters.
- (iv) In elections with more than one seat at stake, each winning candidate must receive a number of votes exceeding half of the total number of ballots cast. In the event there are seats unfilled and the remaining candidates did not achieve a sufficient number of votes, there shall be a run-off election among the highest vote-getters (two per unfilled seat).
- (v) All run-off elections are subject to the same

- (I) Amendments.
- (1) Proposal. Proposed amendments to this rule may be placed on the agenda of a regular or special meeting of the faculty senate by a member of the senate or by petition of twenty percent of the voting members of the faculty.
 - (2) Procedure. A vote by the senate on a proposed amendment may be taken only after at least twenty-seven days have elapsed from the date on which the proposal was formally presented to the senate.
 - (3) Majority. Prior to submission to the board of trustees, a proposed amendment requires the concurrence of sixty percent of the votes cast by members of the faculty senate.
- (J) Support.
- (1) Material support. The faculty senate shall have suitable office space, a budget for appropriate expenditures, and at least one full-time secretary for support of its activities.
 - (2) Assigned time. The officers of the senate will receive at least one three-credit course equivalent per semester assigned time for support of their service.
 - (3) Schedules. Collegiate deans, department and division chairs, and directors of schools are to use all reasonable efforts to provide members of the senate with course schedules permitting attendance at regular meetings of the senate.
 - (4) Records. All inactive documentary material and related records of the senate will be deposited in and catalogued by the university archives.
- (K) Rules. The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the faculty senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt. A person who is not a member of the faculty senate may be appointed parliamentarian by the chair of the faculty senate.

Effective: ~~May 23, 2013~~

Certification: _____
Ted A. Mallo
Secretary
Board of Trustees

Prom. Under: 111.15

Statutory Auth.: R.C. 3359.01

Rule Amp.: R.C. 3359.01

Prior Effective Dates: 9/28/97, 07/07/99, 02/14/00, 8/6/01, 11/24/01, 05/23/02,
09/20/02, 06/09/03, 09/30/03, 11/21/03, 6/25/07, 3/24/08,
10/3/08, 6/30/11, 10/1/12, 11/15/12, 5/23/13