

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, schools, or divisions of instruction, proposals from university-wide committees, and such other matters as may be referred to the senate by the president of the university. Such proposals shall be forwarded to the executive committee for inclusion on the agenda of senate meetings.

 - (3) University-wide committees which are created by the senate, shall report to the senate unless otherwise indicated by the senate; other university-wide committees shall report to the parties or body creating them and shall file an information copy of such report with the executive committee, except that the president's advisory committee, the provost's advisory committee, appropriate grievance committee, committees dealing with personnel matters, and other committees where the president of the university determines sensitivity is required shall not file such information reports with the senate. The executive committee will include the report on the agenda of the senate meetings.
 - (a) Motions or resolutions which embody committee recommendations shall be posted on the Senate electronic discussion list at least seven days prior to a scheduled meeting at which a vote is to occur. All messages must

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.
- (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, 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 the clerical staff of the senate, and arranges for the orderly conduct of the business of the senate. In the absence of the chair and the vice chair, the secretary presides over meetings of the senate.

- (5) Executive committee. The chair, vice chair, secretary, and four elected members of the senate will serve as the executive committee of the senate. The executive committee of the senate will have the following responsibilities:
 - (a) Appoint members to appropriate faculty senate committees.
 - (b) Prepare the agenda for each meeting.
 - (c) Serve as an advisory committee to the senior vice president and provost on governance matters affecting the academic mission of the university.
 - (d) Ensure that the business of permanent and ad hoc committees is completed in a timely fashion.
 - (e) Bring matters to the senate or assign matters to committees.
 - (f) Consider any questions and complaints regarding elections of members to the senate and make recommendations concerning these complaints to the senate. The executive committee shall further certify the validity of all senate elections.
- (D) Committee structure.
 - (1) The faculty senate shall create such committees as it deems appropriate to the conduct of its business.
 - (2) The executive committee, at its discretion, may invite non-members of the senate to serve on senate committees.
 - (3) In special cases, the senate may choose to make part or all of the membership on a committee elective rather than appointed by the executive committee.
 - (4) The senate committees shall yearly elect their own chairs, who, if not already members of the faculty senate, shall become ex officio, non-voting members.

- (5) For organizational purposes, the committees of the senate will have either of two forms:
 - (a) University committees, which shall have elected membership from specified constituencies, or
 - (b) Permanent committees, whose membership will be drawn from the elected members of the senate and those invited members the senate deems appropriate.
- (E) University committees.
 - (1) The faculty rights and responsibilities committee ("FRRC").

- (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

(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; and accessibility.
- (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 senate. To provide some continuity of membership for each committee, the executive committee shall appoint committee members so that, if possible, only one-third of the membership of any committee is terminated each year and members serve a three-year term. At the first meeting of each committee, the committee shall elect its chair, with the exception of the curriculum review committee, which shall be chaired by the senior vice president and provost or said 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 and the associate vice president of enrollment services or said person's designee; financial aid, the director of student financial aid; 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; and accessibility, the vice president for ~~student engagement and success~~ student affairs or said person's designee. If not already a member of the senate, the chair 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. Additional non-voting members may be appointed to any permanent committee by committee approval.

- (6) University libraries committee.
 - (a) Serves as an advisory group to the dean of university libraries to express the faculty will in the growth and development of the academic support which the libraries supply.
 - (b) Provides the dean of university libraries with guidelines and advice on acquisitions, budget, policy, and other matters affecting academic areas.
- (7) Reference committee.

Reviews legislation referred to it by faculty senate to ascertain if it is drafted properly and does not conflict with existing rules and regulations or practices.
- (8) Research committee (faculty projects).
 - (a) Reviews research proposals submitted by faculty members.
 - (b) Recommends the budgeting of sums of the university's support of faculty research proposals to be funded by this committee.
 - (c) Establishes policies for funding proposals and guidelines for expenditures of those funded.
- (9) Student affairs committee.
 - (a) Recommends policy, subject to approval of faculty senate, regarding the granting of scholarships, awards, grants, and loans to university students.
 - (b) Proposes regulations concerning all extracurricular activities (except athletics) to faculty senate.
- (10) Computer and communications technologies committee.
 - (a) Provides recommendations to the senate on policy matters concerning utilization of information technology and

resources related to academic systems, computing data, and voice communication.

- (b) Provides advice and counsel to the vice president and chief information officer concerning guidelines on electronic information acquisition, budget, processing, policies, and other matters affecting academic areas.

(11)

- (6) A petition of ten members of the senate may force an item on the agenda of the senate.
 - (7) For purposes of conducting business, a quorum of the senate shall be defined as thirty senators present and voting.
 - (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 presiding officer, or by the executive committee, or upon petition by any seven senate members who present their request to the chair of the executive committee in writing.
 - (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 with faculty rank; from the part-time faculty; from students; and from retired faculty.
 - (2) Apportionment.
 - (a) The regular faculty of the individual degree-granting colleges and the university libraries shall elect representatives from their membership, excluding deans and other primarily administrative officers with faculty rank, apportioned on the basis of the number of regular faculty within the electorate and appointed to the units during the semester of the election; one senator for each fifteen regular faculty members or fraction thereof. For

purposes of these bylaws the terms full-time faculty includes all full-time distinguished professors, professors, associate professors, assistant professors, instructors and college lecturers.

- (b) The part-time faculty shall elect two representatives from their membership.
 - (c) There shall be three student representatives as follows:
 - (i) The president of the undergraduate student government;
 - (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 of any senate committee on which they sit.
- (3) Diversity. To insure the representation of diverse views, all reasonable efforts should be made by the various electing units to elect women and minorities to the senate. The senate may appoint up to three additional members from regular faculty to increase diversity.
- (4) Electorate.
- (a) The eligible electorate, for the full-

officers holding regular faculty rank will be considered part of the electorate.

- (b) The eligible electorate for the part-time faculty membership on the faculty senate consists of all part-time faculty of the university of Akron.
- (c) The eligible electorate for the graduate/professional student membership on the faculty senate consists of all graduate

- (c) Conduct of nominations and elections to the senate from the part-time faculty will be the responsibility of the continuing part-time faculty senator, the faculty senate office, and the office of the senior vice president and provost.
 - (d) Conduct of nominations and elections to the senate from the graduate/professional students will be the responsibility of the graduate student council and the law student council.
- (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 thirty 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 parliamentary authority for the faculty senate shall be "Robert's Rules of Order." In any conflict between the faculty senate bylaws and "Robert's Rules of Order," the senate bylaws take priority. A