

# **BYLAWS OF THE SALISBURY UNIVERSITY \* FACULTY SENATE**

May 2002

(Approved by the Faculty May 2002)

## **Role and Objectives of the Faculty Senate**

The Faculty Senate is the representative and deliberative body for conducting the business of the Salisbury University Faculty. In this role the Faculty Senate provides a clear, unified Faculty voice to the administration on academic policies and programs, Faculty affairs, and matters relating to the general academic environment of the institution. In order to fulfill its responsibilities, the Faculty Senate shall:

- Expedite the business of the Faculty in public meetings, allowing input by the entire Faculty at all times;
- Establish *ad hoc* and Faculty Senate Standing Committees as needed;
- Inform the Faculty of changes in policies or procedures that impact academic programs or Faculty affairs; and
- Facilitate communication of concerns between the Faculty and the University's various constituencies; and
- Perform such other duties as the Faculty directs.

## **Article I. Definition of Faculty, Regents, University, Senate, Senators.**

### **Section 1. Faculty:**

The Faculty includes all full-time (including contractual) employees of Salisbury University, half or more of whose duties each academic year include: teaching classes, conducting scholarly research and or similar professional development, or serving as Chair of an academic department which contains Faculty. Individuals who otherwise qualify as Faculty but who are on Faculty sabbatical/professional research leave continue to qualify as Faculty. Release time for Faculty-related activities, such as serving as Chair of the University System of Maryland Faculty Council may be counted as Faculty duties. Release time for administrative duties (other than serving as Chair of an academic department) may not be counted toward qualifying an individual as a member of the Faculty. Individuals who also qualify as Faculty are Librarians I, II, III, and IV, all of whom are considered At-Large members.

### **Section 2. Regents:**

The Board of Regents of the University System of Maryland shall be referred to as the *Regents*.

### **Section 3. University:**

Salisbury University hereinafter shall be referred to as the *University*.

### **Section 4. Senate, Senators:**

The Faculty Senate of the University hereinafter shall be referred to as the *Senate*, and its members as *Senators*.

## **Article II. Relationships among Faculty, Senate, and Senate Standing Committees.**

### **Section 1.**

The Senate shall consult the Faculty as a whole body concerning policies, proposals, and problems of institutional and or professional concern.

### **Section 2.**

The Senate shall meet regularly in public session, conduct business of interest to the Faculty, communicate its actions to the Faculty, and represent the Faculty when the Faculty so authorizes.

### **Section 3.**

The President of the Senate shall convene and preside at meetings of the Faculty and at meetings of the Senate.

### **Section 4.**

The Senate shall coordinate Faculty participation in University governance and facilitate communication between the Faculty and the other University constituencies.

### **Section 5.**

Decisions of the Senate shall be considered decisions of the Faculty.

### **Section 6.**

Within ten working days of notification of the Faculty of a decision of the Senate, members of the Faculty may petition to convene the Faculty for reconsideration of said decision.

### **Section 7.**

The President of the Senate shall formally and promptly notify in writing the Faculty and the appropriate administrator(s) of Senate and Faculty decisions.

### **Section 8.**

The Senate Standing Committees shall be empowered to make studies, reports, recommendations, and decisions in specific areas within the purview of their delegated responsibilities. Several committees are charged in these Bylaws with exercising appeal, hearing, and judicial responsibilities or otherwise making recommendations concerning Faculty matters directly to the University administration. All other committee decisions shall be communicated to the Senate for approval.

## **Article III. The Faculty Senate and its Officers.**

### **Section 1. The Faculty Senate:**

The Senate shall consist of eighteen Senators. Three Senators shall be elected from and by each of the four Schools within the University, and six Senators shall be elected at-large from the entire Faculty. Should administrative reorganization change either the number of Schools within the University or the distribution of Faculty within the Schools, until such time as the Faculty amend this section of the Bylaws, the Senate shall utilize the Faculty membership in the Schools which existed at the time of the Senate elections immediately prior to the reorganization as the basis for subsequent elections.

### **Section 2. Officers of the Senate:**

The Senate shall elect annually from among the Senators a Vice-President, a Secretary, and a Webmaster. The current Vice-President shall assume the duties of President for the following year. The duties of the

Senate officers are specified below.

A. The President of the Senate shall:

- i. Preside at all meetings of the Faculty and of the Senate;
- ii. With the advice and consent of the Senate appoint Designated Senators to Senate Committees;
- iii. Formally, promptly, and in writing notify the Faculty and appropriate administrators of decisions of the Senate and of the Faculty; and
- iv. Perform such other duties as the Senate shall direct.

B. The Vice President of the Senate shall:

- i. Assume the duties and responsibilities of the President of the Senate whenever the President of the Senate is unavailable to serve;
- ii. Maintain a complete, accurate, and public listing of Faculty;
- iii. Serve as the Designated Senator on the Membership and Elections Committee; and
- iv. Perform such other duties as the Senate shall direct.

C. The Secretary of the Senate shall:

- i. Prepare and distribute to the Faculty agendas and minutes of all meetings of the Faculty and of the Senate;
- ii. Maintain records of all actions of the Faculty and of the Senate; and
- iii. Perform such other duties as the Senate shall direct.

D. The Webmaster of the Senate shall:

- i. Maintain and update the Senate's web page
- ii. Post all the approved minutes of the Senate
- iii. Make Changes/Corrections approved by the president of the Senate
- iv. Post all the approved minutes and/or reports from senate standing committees.

E. The Officers of the Senate acting together shall:

- i. With the advice and consent of the Senate appoint *ad hoc* committees;
- ii. Receive requests for Faculty action from all members of the University community, take appropriate action, and respond to those concerned in a timely manner;
- iii. Refer matters requiring Faculty action to Senate Standing Committees, to *ad hoc* committees, to the Senate, or to the Faculty as they judge to be appropriate;
- iv. Receive reports from Senate Standing Committees, from *ad hoc* committees, and from other groups and organizations and forward these reports to the Senate or to the Faculty for consideration;
- v. Prepare agendas for meetings of the Senate and the Faculty; and
- vi. Coordinate and facilitate communication between the Senate, Senate Standing Committees, *ad hoc* committees, the Faculty, and other groups and organizations.

## **Article IV. Rules, Meetings, Quorums, and Voting.**

### **Section 1. Robert's Rules of Order:**

Unless otherwise specified in these Bylaws, the latest edition of Robert's Rules of Order shall provide parliamentary procedures for conducting the business of the entire Faculty, the Senate, and committees.

### **Section 2. Faculty and Senate Meetings:**

The Senate and/or the entire Faculty shall meet in open plenary session during the academic year at least once each month during September, October, November, December, February, March, April, and May.

These meetings shall be so scheduled that they do not conflict with the meetings of the University Forum and shall be held typically on the second or the fourth Tuesdays of each month. The meeting schedule may be adjusted in order to comply with the academic calendar. Additional meetings of the Senate and/or the entire Faculty shall be held as is necessary to conduct Faculty business. Meetings shall normally be held on Tuesday afternoons between 3:30 PM and 5 PM and shall be announced and open to all Faculty.

### **Section 3. Committee Meetings:**

All committee meetings shall be announced and open to all Faculty except when a committee's business concerns personnel or similar sensitive matters.

### **Section 4. Convening the Faculty:**

The Faculty shall meet as a body to conduct business when convened by the President of the Senate who shall preside. Such meetings of the Faculty shall be announced in advance and publicly convened:

- A. At the discretion of the President of the Senate; or
- B. Upon request of the President of the University; or
- C. Whenever the Senate so directs; or
- D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Faculty.

### **Section 5. Convening the Senate:**

The Senate shall meet to conduct business when convened by the President of the Senate who shall preside. Such meetings of the Senate shall be announced in advance and publicly convened:

- A. At the discretion of the President of the Senate; or
- B. Upon request of the President of the University; or
- C. Whenever the Senate so directs; or
- D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Senate.

### **Section 6. Quorum of the Faculty:**

A quorum of the Faculty shall be one member more than half of the total number of Faculty.

### **Section 7. Quorum of the Senate:**

A quorum of the Senate shall be two-thirds of the entire membership of the Senate.

### **Section 8. Voting:**

Except as specified in Robert's Rules of Order or elsewhere in these Bylaws, motions in meetings of all Faculty groups described in these Bylaws shall be passed by majority vote of those in attendance, provided a quorum is present when the vote is taken.

## **Article V. Elections, Terms of Office, Number of Terms, Recalls, and Vacancies.**

### **Section 1. Conduct of Elections:**

Elections may be conducted in meetings of the Faculty, in meetings of the Schools, in meetings of the Senate, in meetings of the Committees, by written ballot, or by other means as approved by the Senate. The Membership and Elections Committee of the Senate shall conduct all elections for Senators, for members of Senate Standing Committees, and for Faculty Representatives to Other Faculty Organizations.

**Section 2. Election of Senators from Each School:**

The Faculty in each School shall elect the three Senators from that School to terms of office of three years, with each term beginning on the July 1 following the election, and with one Senator's term ending on June 30 on each of the following three years.

**Section 3. Election of Committee Members from Each School:**

The Faculty in each School shall elect those members of committees which represent that school. Each member of a committee shall have a term beginning on July 1 following the election and ending on June 30 of a subsequent year.

**Section 4. Election of At-Large Senators:**

The Faculty as a whole shall elect the six at-large Senators to terms of office of three years, with each term beginning on the July 1 following the election, and with two Senators' terms ending on June 30 on each of the following three years.

**Section 5. Election of At-Large Members of Committees:**

The Faculty shall elect the at-large members of committees to terms as specified in these Bylaws. Each member of a committee shall have a term beginning on July 1 following the election and ending on June 30 of a subsequent year.

**Section 6. Election of Senate Officers:**

The Senate shall elect its officers, with the exception of the President, subsequent to the election of new Senators and new members of committees. Senate officers shall serve one-year terms, beginning on July 1 and ending on June 30 of the following year. The current Vice-President shall serve as President the following year.

**Section 7. Term Limits:**

No individual may serve as an elected member of the Senate or as an elected member of any Senate Standing Committee for more than six out of any seven consecutive calendar years, thus limiting elected members to a maximum of two consecutive terms on the Senate and on most Senate Standing Committees.

**Section 8. Recall:**

At-Large Senators and at-large members of committees may be recalled at any time by a majority vote of the entire Faculty. Senators from a school and members of committees from a school may be recalled at any time by a majority vote of the entire Faculty within that school. Officers of the Senate may be recalled at any time by a majority vote of the entire Senate. In any case not mentioned here, a majority of the entire constituency which elects an individual may vote to recall that individual at any time. A recall is effected by either of the following procedures, and a vacancy exists immediately upon completion of either procedure:

- A. A petition of recall is signed by a majority of the entire constituency which elected the individual, effecting the immediate recall of the individual; or
- B. A petition of recall is signed by at least ten percent of the constituency which elected the individual, a special meeting of the constituency is called, and a majority of the entire constituency votes to recall the individual.

Additionally, in accordance with policies approved by the Senate, inactive members of committees may be recalled by the following procedure:

- A. The chairperson of a committee submits to the chairperson of the Membership and Elections Committee a signed petition of recall to remove an inactive committee member; and
- B. The Membership and Elections Committee approves the petition of recall and removes the inactive committee member.

### **Section 9. Filling Vacancies:**

Should vacancies of no longer than one semester occur, either for terms of Senators, for terms of members of Senate Standing Committees, or for Faculty representatives to other Faculty organizations, the Membership and Elections Committee shall appoint a temporary replacement. Vacancies of longer than one semester shall be filled by special elections conducted by the Membership and Elections Committee.

### **Section 10. Determining Voting and Membership Eligibility:**

The Vice President of the Senate shall maintain a complete, accurate, current, and public listing of all members of the Faculty, and the listing at the time of elections shall determine eligibility both to vote in the elections and to serve on the Senate. All questions regarding any individual's membership in the Faculty and/or membership in a particular School within the University shall be determined by the Membership and Elections Committee.

## **Article VI. Eligibility for Election, Limit of Election to Two Committees, Designated Senators on Senate Standing Committees.**

### **Section 1. General Eligibility of Faculty:**

All members of the Faculty are eligible to serve as Senators, as members of Senate Standing Committees, and as Faculty Representatives to Other Faculty Organizations, provided they meet the specific requirements for service for these organizations as stated elsewhere in these Bylaws.

### **Section 2. Eligibility to Serve as Senators:**

Senators and Faculty seeking election as Senators must be available to meet on Tuesdays between 3:30 PM and 5:00 PM each week throughout the academic year.

### **Section 3. Voting Members on Committees:**

Members of the Faculty shall be elected as voting members to no more than two Standing Committees of the Senate, and if elected to the Senate shall be elected as a voting member to no more than one Standing Committee of the Senate. Other constituencies of the University shall elect and/or appoint voting members to Standing Committees as these Bylaws shall elsewhere provide.

### **Section 4. Different Disciplines:**

No Senate Standing Committee shall have two elected members from any one academic discipline. The term "academic discipline" shall normally mean "academic department" or "library," although the Senate may determine that a given academic department includes two or more academic disciplines.

### **Section 5. Designated Senators on Committees:**

The President of the Senate, with the advice and consent of the Senate, shall appoint to each Standing Committee a Designated Senator, preferably from among those Senators already elected to the committee. Unless either the Senator was also elected to the committee or the description of the committee states that the Designated Senator shall be a voting member, the Designated Senator shall be a non-voting member. Each Designated Senator has the following responsibilities:

- A. Communicating to the Senate, without breach of confidentiality, the nature and status of issues before the committee; and

B. Convening, at the direction of the Senate, a meeting of the committee in order to elect committee officers and/or to conduct specific business.

## **Article VII. Senate Standing Committees.**

### **Section 1. Membership and Elections Committee:**

The purposes of the committee shall be to:

- A. Assist the Vice President of the Senate to maintain a complete, accurate, current, and public listing of Faculty;
  - B. Maintain a complete, accurate, current, and public listing of these Bylaws and of policies and procedures adopted by the Senate and by the Faculty;
  - C. Maintain a complete, accurate, current, and public listing of the members of the Senate, of all Senate Committees, and of all Representative to other organizations, including their terms of office, their disciplines and departments and schools, their tenure status, and all other information relevant to their qualifications to serve;
  - D. Recommend to the Senate procedures for appointing replacements to fill vacancies, conducting elections, determining terms of office, and deciding other matters related to the committee's responsibilities;
  - E. By whatever procedures are approved by the Senate: actively seek nominations for vacant positions, certify eligibility of candidates, prepare ballots, conduct elections, and certify and announce election results; and
  - F. By whatever policies are approved by the Senate: remove inactive members from committees in accordance with Article V Section 8.
  - G. By whatever procedures are approved by the Senate: Appoint replacement Senators or members of committees to fill vacancies of no longer than one semester, and conduct special elections to replace Senators or members of committees to fill vacancies of longer than one semester.
- The Committee shall have six voting members: six members of the Faculty serving three-year terms: four elected from and by their respective schools, two elected at-large, two retiring annually. The Vice President of the Senate shall be the non-voting (unless elected to the committee) Designated Senator on this committee. The Committee shall elect its chairperson annually.

### **Section 2. University Curriculum Committee:**

The purposes of the committee shall be to:

- A. Make recommendations to and receive suggestions from the Provost and/or the chairs of the several departments for the general coordination and improvement of the University academic program; and
- B. Approve all additions, deletions, and changes in the curriculum.

The committee have nine voting members: seven Faculty serving three-year terms: two retiring in each of two years, three retiring every third year, four elected from and by their respective schools, three elected at-large (excluding librarians); and two students serving one-year terms selected annually in a manner determined by the Student Government Association. The Provost or his/her designee, the Assistant Vice President of Academic Affairs, the Registrar, the dean of the Library and the Dean of Admissions shall be ex officio, non voting members. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

### **Section 3. Academic Policies Committee:**

The purpose of the committee shall be to:

- A. Establish academic policies, including those concerning academic standards and retention, the marking system, and standards for academic probation;

- B. Advise and adjudicate on individual scholastic problems and matters of academic dishonesty; and
- C. Act as a board of appeal on academic matters for students and Faculty.

The committee shall have seven voting members: four Faculty elected at-large, serving two-year terms, with two retiring annually; two students serving one-year terms: one Junior and one Senior, selected annually in a manner determined by the Student Government Association; and the Vice President of Student Affairs, ex officio, or his/her designee. The Provost or his/her designee shall be a non-voting, ex officio member. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 4. Honors Program Committee:**

The purposes of the committee shall be to:

- A. Oversee all phases of the University Honors Program; and
- B. Serve in an advisory capacity to the Director of the University Honors Program, including:
  - i. Elaborating and reviewing the requirements for admission to the Honors Program;
  - ii. Formulating the Honors Program Curriculum;
  - iii. Developing standards of achievement for continuance in the Honors Program; and
  - iv. Formulating the fiscal budget for the Honors Program.

The committee shall have six voting members: four members of the Faculty elected at-large serving two-year terms with two retiring annually; and the two principal student officers of the organization composed of participants in the Honors Program. The Director of the Honors Program shall be a non-voting, ex officio member. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 5. Library Committee:**

The purposes of the committee shall be to:

- A. Confer with and make recommendations to the Director of the Library concerning library policy, role, and growth; and
- B. Serve as a liaison between the Faculty and the library.

The committee shall have five voting members: five members of the Faculty elected from and by their respective schools and the library, serving three-year terms, with two members retiring in each of two years and one member retiring every third year. The Dean of the Library shall serve as a non-voting, ex officio member. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 6. Faculty Development Committee:**

The purposes of the committee shall be to:

- A. Foster the intellectual development of the Faculty; and
- B. Promote teaching excellence by sponsoring lectures, symposia, debates, seminars, and other activities the members deem appropriate.

The committee shall have seven voting members: five members of the Faculty elected at-large serving terms of three years, two retiring at the end of one year and three at the end of the next; and two student members serving two-year terms, selected in a manner determined by the Student Government Association. Each department shall designate a member to communicate to the committee matters which the Faculty consider relevant to current education. The committee can expect annual funding from the University. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 7. Committee on Promotions:**

The purposes of this committee shall be to:



- A. Develop and recommend to the Faculty policies and procedures for the evaluation by the committee of candidates for promotion and Emeritus status;
  - B. Review and recommend candidates for promotion and Emeritus status to the Provost;
  - C. Advise the President of the University concerning University-wide procedures and criteria for promotion and Emeritus status;
  - D. Recommend a list of candidates for promotion and Emeritus status to the Provost, following the evaluation procedures; and
  - E. Meet with the Provost to formally discuss the merits of each candidate. Upon completion of this meeting, the Provost shall forward to the President of the University his/her recommendations for promotion and Emeritus status along with a copy of the recommendations of this committee.
- The committee shall have seven voting members: seven tenured Faculty serving three-year terms: four elected from and by their respective schools, three elected at-large (excluding librarians) , two retiring in each of two years, three retiring every third year. Provision shall be made to elect a first and second alternate to fill committee vacancies as they may occur. Department chairpersons are precluded from membership on this committee. In addition, Faculty members serving on this committee shall not be eligible for promotion during the period of their service on the committee. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 8. Faculty Welfare Committee:**

The purposes of this committee shall be to:

- A. Study and make policy and procedural recommendations concerning salary schedules, contracts, insurance, retirement, sabbaticals, merit pay increases, and related matters;
  - B. Receive applications for Faculty sabbatical leaves and certify their validity to the administration;
  - C. Receive and study individual problems related to Faculty welfare, and then offer its recommendations to appropriate agencies; and
  - D. In accordance with the University Grievance Policy, hear all Formal Faculty Grievances except for those dealing with Academic Freedom and Tenure or with Retrenchment Appeals.
- The committee shall have six voting members: six members of the Faculty (excluding librarians) elected at-large serving three-year terms: two retiring annually, no fewer than two of whom are tenured. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 9. Committee on Academic Freedom and Tenure:**

The purposes of this committee shall be to:

- A. Review those appeals and problems concerning academic freedom and tenure which are referred to it; and
  - B. Initiate studies and offer recommendations to the administration or to other appropriate agencies.
- The committee shall have five voting members: five tenured members of the Faculty elected at-large serving three-year terms, two retiring one year and three the next. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 10. Faculty Mediation Committee:**

The purposes of this committee shall be to:

- A. Informally inquire into situations in which the administration wishes to dismiss a tenured Faculty member , a tenure-track Faculty member, or Librarian I-IV; and
- B. Attempt to effect an adjustment, if possible, or to determine whether in its view formal proceedings to consider the member's dismissal shall be instituted.

The committee shall have five voting members: five tenured members of the Faculty or Permanent Status Librarians (Librarians II-IV) elected at-large serving three-year terms, two retiring one year and three the next. Members of the Faculty Hearing Committee, Faculty Retrenchment Committee, and the Retrenchment Appeals Committee may not serve on this committee. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 11. Faculty Hearing Committee:**

The purpose of this committee shall be to conduct formal hearings, in those cases where mediation has failed, when the administration wishes to dismiss a tenured Faculty member, a tenure-track Faculty member, or Librarian I-IV.

The committee shall have five voting members: five tenured members of the Faculty or Permanent Status Librarians (Librarians II-IV) elected at-large serving three-year terms, two retiring one year and three the next. Members of the Faculty Mediation Committee, Faculty Retrenchment Committee, and the Retrenchment Appeals Committee may not serve on this committee. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

#### **Section 12. Faculty Retrenchment Committee:**

The purposes of this committee shall be to:

A. Determine the need for retrenchment of Faculty, provided retrenchment has not already been mandated by the Regents; and

B. Prepare an institutional retrenchment plan once the need for retrenchment has been established.

All of the committee's meetings shall be publicized and open, and the committee shall follow the following guidelines and procedures:

**Determining the need for retrenchment:** The President of the University, aided by the Director of Institutional Research and by such other administrators and/or Faculty as he/she may deem appropriate, shall continually review all programs of the University. Should this review suggest the likelihood of retrenchment of Faculty, the President shall convene this committee and shall present the review to the committee for its consideration. The committee may determine the need for retrenchment of Faculty and such determination shall be reported to the President for transmission to the Executive Director of the Regents.

**Establishing the need for retrenchment:** On the date when the President of the University receives from the Executive Director written approval for retrenchment, the need for Faculty retrenchment shall have been established. Alternatively, should the Regents mandate retrenchment at the University, the executive Director shall so notify the President of the University in writing. Upon receipt by the President of such a written directive to retrench Faculty, the need for retrenchment shall have been established.

**Preparing an institutional retrenchment plan:** Once the need for Faculty retrenchment has been established, and within three months of the determination of the need for retrenchment the committee shall develop the retrenchment plan in accordance with the retrenchment policy of the Regents. Additional Faculty and legal counsel for the University shall be consulted by the committee as appropriate. The specific retrenchment plan shall be recommended to the Regents by the chairperson of the committee, and simultaneously circulated to the Faculty, administration and the student body.

**Submitting the institutional retrenchment plan to the Regents:** This institutional retrenchment plan, which shall include all options and alternative actions which have been or can be pursued as well as the

fiscal and programmatic impact of such actions, shall be submitted to the Regents for review and approval at least three months prior to any implementation action by the University.

**Required materials in retrenchment plans:** Recommendations to reduce or discontinue a program or department shall consider, among other factors, the University mission, the role of the program/department within the University, student credit hour production within the program/department for at least a two-year period, student-Faculty ratios, and the projection of student enrollment. These data shall be included as a part of the retrenchment plan submitted to the Regents. The affected program(s)/department(s) shall be clearly identified and the reasons for reduction or discontinuance of the program/department shall be included in the plan submitted to the Regents.

The committee shall consist of ten voting members: Six ex officio members: the President of the University, the Provost or his/her designee, the chairperson of the Faculty Welfare Committee, the chairperson of the Academic Policies Committee, and the two Faculty representatives to the State Faculty Council; three department chairpersons serving three-year terms with one retiring annually, elected by their chairperson peers from departments not already represented by Faculty designated above; and a Designated Senator (voting) from a department not already represented above. The President of the University shall be the chairperson. Should a committee member's program or department be recommended for retrenchment, the President of the University shall so notify the Membership and Elections Committee who in turn shall remove the Faculty member from the committee and designate a replacement. Members of the Faculty Mediation Committee, Faculty Hearing Committee, and the Retrenchment Appeals Committee may not serve on this committee.

### **Section 13. Retrenchment Appeals Committee:**

The purpose of this committee shall be, in accordance with procedures and guidelines for retrenchment as published by the Regents, to hear appeals from Faculty whose employment at the University is terminated under said guidelines.

The committee shall have five voting members: five members of the Faculty elected at-large serving three-year terms, no two from the same department, no fewer than three of whom are tenured, with two retiring in each of two years and one the next. Members of the Faculty Mediation Committee, Faculty Hearing Committee, and the Faculty Retrenchment Committee may not serve on this committee. The Membership and Elections Committee shall appoint a temporary replacement for a committee member should a member of his/her department or program be appealing retrenchment. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

### **Section 14. Long Range Academic Planning Committee**

The purposes of the Committee shall be to:

- A. Study trends in higher education in order to appraise the programs of Salisbury University.
- B. Define the mission of the University in terms of the constituency it serves, particularly from the standpoint of curricular offerings, both undergraduate and graduate.
- C. Assess the resources of the University to meet the needs identified.
- D. Recommend programmatic changes consistent with changing enrollment patterns and/or the educational mission of the institution.

The Committee shall consist of the Provost, or his/her designee (ex officio and non-voting), the Chairperson of the University Curriculum Committee, the Director of Institutional Research, the Director of Career Services, one student appointed by the Student Government Association, (all ex officio and

voting), and five representatives elected from the Faculty: one from each of the four Schools and one at-large, serving two-year staggered terms. The Provost or his/her designee shall serve as Chairperson.

### **Section 15. International Program Committee**

The duties and responsibilities of the International Program Committee shall be to:

- A. Develop and evaluate procedures for the establishment of new international education programs and links;
- B. Develop, clarify, and evaluate procedures for sending University students abroad;
- C. Establish standard procedures for study abroad/University travel courses, working with the School and University Curriculum Committees.
- D. Serve as a resource for international opportunities for faculty;
- E. Advise the Director of International Education on financial disbursements to support faculty and student activities abroad;
- F. Facilitate dialogue regarding the internationalization of the curriculum;
- G. Advocate for international student services; and,
- H. Advocate for international student recruitment.

The committee shall have thirteen voting members: eight faculty members serving two-year terms, with two elected from and by each of their respective schools with one retiring each year; the Director of International Education (ex-officio); one representative from the Admission's Office; one International Students' Services Coordinator; one international student and one study abroad student, both appointed by the Director of International Education for one-year terms. One representative from the Development office shall serve as a non-voting member. Schools which house international programs may elect a voting, non-faculty director of an international program in place of one of the school's two faculty representatives. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The Director of International Education shall chair the committee.

### **Section 16. Learning Technology Committee**

The purposes of the committee shall be to:

- A. Review and make recommendations to the University administration concerning the use of technology in teaching and learning, including but not limited to planning and policies;
- B. Serve as a liaison between the Faculty and Information Technology Services regarding learning technology issues; and
- C. Serve in an advisory capacity to the Director of the Teaching and Learning Network about issues regarding technology and learning.

The Committee shall have six voting members: six members of the Faculty serving three-year terms: four elected from and by their respective schools, two elected at-large, two retiring annually. The Chief Information Officer or his/her designee and the Director of the Teaching and Learning Network or his/her designee shall be ex officio, non-voting members. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee. The committee shall elect its chairperson annually.

## **Article VIII. Faculty Representatives to Other Faculty Organizations.**

### **Section 1. University System of Maryland (USM) Faculty Council:**

The Faculty shall elect at-large two members of the Faculty to the USM Faculty Council for three-year terms.

**Section 2. Maryland Higher Education Commission (MHEC) Faculty Advisory Committee:**

The Faculty shall elect at-large one member of the Faculty as the representative or alternate to the MHEC Faculty Advisory Committee for a term of two years. Salisbury University and Frostburg State University share the official representative with a term of two years per institution. The alternate, non-voting participant would be elected whenever Frostburg State University has the official representative.

**Article IX. Approving or Amending Bylaws.**

**Section 1. Communicating Proposed Bylaws or Proposed Bylaw Amendments to the Faculty:**

The Senate may submit proposed Bylaws and proposed Bylaw Amendments in writing to the Faculty at any time. Proposed Bylaws and Proposed Bylaw Amendments may also be submitted in writing to the Faculty by any member of the Faculty, provided the proposal carries the endorsing signatures of no fewer than ten percent of the Faculty.

**Section 2. Time Requirement:**

In order for the Faculty to take action on any proposed Bylaws or proposed Bylaw Amendments, the Faculty must have received the proposal no less than one week prior to voting.

**Section 3. Voting Requirements to Approve:**

At least seventy-five faculty members must vote in the election that includes a proposal about amending the Bylaws, and at least two-thirds of those who vote on the amendment must approve proposed Bylaws or proposed Bylaw Amendments in order for them to be adopted.

**Section 4. Method of Voting:**

Voting to approve proposed Bylaws or to approve proposed Bylaw Amendments may be at a meeting of the entire Faculty, by meetings of Schools, by written ballot, or by other means as determined by the Faculty Senate.

**Section 5. Amendments to Proposed Bylaws or to Proposed Bylaw Amendments:**

Proposed Bylaws and proposed Bylaw Amendments may be amended only at a meeting of the entire Faculty.

**Section 6. Date of Effect:**

Unless specified otherwise by the proposed Bylaws or by the proposed Bylaw Amendment, Bylaws and Bylaw Amendments shall take effect immediately upon approval by the Faculty.

**Amendments Made to these ByLaws**

Removal of "State" from Name of University, 1 July 2001

Amendment 1, 8 May 2001

Amendment 2, 26 October 2001

Amendment 3, 26 October 2001

Amendment 4, 26 October 2001

Amendment 5, 14 May 2002

Amendment 6, 14 May 2002

Amendment 7, 14 May 2002

Amendment 8, 14 May 2002

**Amendment 1, adopted 8 May 2001.**

**Article IX Section 3:**

**[Original Text]** At least one person more than one-half of the total number of Faculty must vote, and at least two-thirds of those voting must approve proposed Bylaws or proposed Bylaw Amendments in order for them to be adopted.

**Amendment 2, adopted 26 October 2001.**

**Article VI Section 5:**

**[Original Text] Designated Senators on Committees:**

The President of the Senate, with the advice and consent of the Senate, shall appoint to each Standing Committee a Designated Senator, preferably from a discipline not already represented on the committee, with the following responsibilities:

- A. In addition to serving as a voting member of the Standing Committee, each Designated Senator is responsible for communicating to the Senate, without breach of confidentiality, the nature and status of issues before the committee; and
- B. At the direction of the Senate, the Designated Senator for a Standing Committee may convene a meeting of the committee in order to elect committee officers and/or to conduct specific business.

**Article VII Section 1:**

**[Original Text]** The Committee shall consist of seven voting members: The Vice President of the Senate who shall be the Designated Senator on this committee; and six members of the Faculty serving three-year terms: four elected from and by their respective schools, two elected at-large, two retiring annually. The Committee shall elect its chairperson annually.

**Article VII Section 2, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of fourteen members, including ten voting members: A Designated Senator; seven Faculty serving three-year terms: two retiring in each of two years, three retiring every third year, four elected from and by their respective schools, three elected at-large; and two students serving one-year terms: one Junior and one Senior, selected annually in a manner determined by the Student Government Association, with the Junior have the option of continuing to serve as a Senior. The Provost or his/her designee, the Assistant Vice President of Academic Affairs, the Registrar, and the Dean of Admissions shall be *ex officio*, non voting members. The committee shall elect its chairperson annually.

**Article VII Section 3:**

**[Original Text]** The committee shall consist of nine members, including eight voting members: A Designated Senator; four Faculty elected at-large, serving two-year terms, with two retiring annually; two students serving one-year terms: one Junior and one Senior, selected annually in a manner determined by the Student Government Association, with the Junior having the option of continuing to serve as a Senior; and the Vice President of Student Affairs, *ex officio*, or his/her designee. The Provost or his/her designee shall be a non-voting, *ex officio* member. The committee shall elect its chairperson annually.

**Article VII Section 4:**

**[Original Text]** The committee shall consist of eight members, including seven voting members: A Designated Senator; four members of the Faculty elected at-large serving two-year terms with two retiring annually; and the two principal student officers of the organization composed of participants in the Honors Program. The Director of the Honors Program shall be a non-voting, *ex officio* member. The committee shall elect its chairperson annually.

**Article VII Section 5, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of six members, including five voting members: A Designated Senator; and four members of the Faculty elected from and by their respective schools, serving three-year terms, with one member retiring in each of two years and two members retiring every third year. The Director of the Library shall serve as a non-voting, *ex officio* member. The committee shall elect its chairperson annually.

**Article VII Section 6:**

**[Original Text]** The committee shall consist of eight voting members: A Designated Senator; five members of the Faculty elected at-large serving terms of three years, two retiring at the end of one year and three at the end of the next; and two student members serving two-year terms, selected in a manner determined by the Student Government Association. Each department shall designate a member to communicate to the committee matters which the Faculty consider relevant to current education. The committee can expect annual funding from the University. The committee shall elect its chairperson annually.

**Article VII Section 7, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of eight voting members: A Designated tenured Senator who shall not be eligible for promotion during his service on the committee; and seven tenured Faculty serving three-year terms: four elected from and by their respective schools, three elected at-large, two retiring in each of two years, three retiring every third year. Provision shall be made to elect a first and second alternate to fill committee vacancies as they may occur. Department chairpersons are

precluded from membership on this committee. In addition, Faculty members serving on this committee shall not be eligible for promotion during the period of their service on the committee. The committee shall elect its chairperson annually.

**Article VII Section 8, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of seven voting members: A Designated Senator; and six members of the Faculty elected at-large serving three-year terms: two retiring annually, no fewer than two of whom are tenured. The committee shall elect its chairperson annually.

**Article VII Section 9:**

**[Original Text]** The committee shall consist of six voting members: A Designated tenured Senator; and five tenured members of the Faculty elected at-large serving three-year terms, two retiring one year and three the next. The committee shall elect its chairperson annually.

**Article VII Section 10, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of six voting members: A Designated tenured Senator; and five tenured members of the Faculty elected at-large serving three-year terms, two retiring one year and three the next. Members of the Faculty Hearing Committee, Faculty Retrenchment Committee, and the Retrenchment Appeals Committee may not serve on this committee. The committee shall elect its chairperson annually.

**Article VII Section 11, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of six voting members: A Designated tenured Senator; and five tenured members of the Faculty elected at-large serving three-year terms, two retiring one year and three the next. Members of the Faculty Mediation Committee, Faculty Retrenchment Committee, and the Retrenchment Appeals Committee may not serve on this committee. The committee shall elect its chairperson annually.

**Article VII Section 12, also amended below in Amendment 3:**

**[Original Text]** The committee shall consist of ten voting members: Six *ex officio* members: the President of the University, the Provost or his/her designee, the chairperson of the Faculty Welfare Committee, the chairperson of the Academic Policies Committee, and the two Faculty representatives to the State Faculty Council; three department chairpersons serving three-year terms with one retiring annually, elected by their chairperson peers from departments not already represented by Faculty designated above; and a Designated Senator from a department not already represented above. The President of the University shall be the chairperson. Should a committee member's program or department be recommended for retrenchment, the President of the University shall so notify the Membership and Elections Committee who in turn shall remove the Faculty member from the committee and designate a replacement. Members of the Faculty Mediation Committee, Faculty Hearing Committee, and the Retrenchment Appeals Committee may not serve on this committee.

**Article VII Section 13:**

**[Original Text]** The committee shall consist of six voting members: A Designated Senator; and five members of the Faculty elected at-large serving three-year terms, no two from the same department, no fewer than three of whom are tenured, with two retiring in each of two years and one the next. Members of the Faculty Mediation Committee, Faculty Hearing Committee, and the Faculty Retrenchment Committee may not serve on this committee. The Membership and Elections Committee shall appoint a temporary replacement for a committee member should a member of his/her department or program be appealing retrenchment. The committee shall elect its chairperson annually.

**Amendment 3, adopted 26 October 2001.**

**Article I Section 1:**

**[Original Text] Faculty:**

The *Faculty* includes all full-time (including contractual) employees of Salisbury University, half or more of whose duties each academic year include: teaching classes, conducting scholarly research and or similar professional development, or serving as Chair of an academic department which contains Faculty. Individuals who otherwise qualify as Faculty but who are on Faculty sabbatical leave continue to qualify as Faculty. Release time for Faculty-related activities, such as serving as Chair of the University System of Maryland Faculty Council, may be counted as Faculty duties. Release time for administrative duties (other than serving as Chair of an academic department) may not be counted toward qualifying an individual as a member of the Faculty.

**Article VI Section 4:**

**[Original Text] Different Disciplines:**

No Senate Standing Committee shall have two elected members from any one academic discipline. The term "academic discipline" shall normally mean "academic department," although the Senate may determine that a given academic department includes two or more academic disciplines.

**Article VII Section 2, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 5, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 7, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 8, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 10, first paragraph:**

**[Original Text] Faculty Mediation Committee:**

The purposes of this committee shall be to: A. Informally inquire into situations in which the administration wishes to dismiss a tenured Faculty member or a tenure-track Faculty member; and

**Article VII Section 10, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 11, first paragraph:**

**[Original Text] Faculty Hearing Committee:**

The purpose of this committee shall be to conduct formal hearings, in those cases where mediation has failed, when the administration wishes to dismiss a tenured Faculty member or a tenure-track Faculty member.

**Article VII Section 11, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Article VII Section 12, second paragraph:**

**[Original Text] Determining the need for retrenchment:**

The President of the University, aided by the Director of Institutional Research and by such other administrators and/or Faculty as he/she may deem appropriate, shall continually review all programs of the University. Should this review suggest the likelihood of retrenchment of teaching Faculty, the President shall convene this committee and shall present the review to the committee for its consideration. The committee may determine the need for retrenchment of Faculty and such determination shall be reported to the President for transmission to the Executive Director of the Regents.

**Article VII Section 12, also amended in Amendment 2. [Original Text appears in Amendment 2.]**

**Amendment 4, adopted 26 October 2001.**

**Article V Section 8:**

**[Original Text] Recall:**

At-Large Senators and at-large members of committees may be recalled at any time by a majority vote of the entire Faculty. Senators from a school and members of committees from a school may be recalled at any time by a majority vote of the entire Faculty within that school. Officers of the Senate may be recalled at any time by a majority vote of the entire Senate. In any case not mentioned here, a majority of the entire constituency which elects an individual may vote to recall that individual at any time. A recall is effected by either of the following procedures, and a vacancy exists immediately upon completion of either procedure:

A. A petition of recall is signed by a majority of the entire constituency which elected the individual, effecting the immediate recall of the individual; or

B. A petition of recall is signed by at least ten percent of the constituency which elected the individual, a special meeting of the constituency is called, and a majority of the entire constituency votes to recall the individual.

**Article VII, Section 1, first paragraph:**

**[Original Text] The purposes of the committee shall be to:**

A. Assist the Vice President of the Senate to maintain a complete, accurate, current, and public listing of Faculty;

B. Maintain a complete, accurate, current, and public listing of these Bylaws and of policies and procedures adopted by the Senate and by the Faculty;

C. Maintain a complete, accurate, current, and public listing of the members of the Senate, of all Senate Committees, and of all Representative to other organizations, including their terms of office, their disciplines and departments and schools, their tenure status, and all other information relevant to their qualifications to serve;

D. Recommend to the Senate procedures for appointing replacements to fill vacancies, conducting elections, determining terms of office, and deciding other matters related to the committee's responsibilities;

E. By whatever procedures are approved by the Senate: actively seek nominations for vacant positions, certify eligibility of candidates, prepare ballots, conduct elections, and certify and announce election results; and

F. By whatever procedures are approved by the Senate: Appoint replacement Senators or members of committees to fill vacancies of no longer than one semester, and conduct special elections to replace Senators or members of committees to fill vacancies of longer than one semester.

**Amendment 5, adopted 14 May 2002.**

**Article III Section 2:**

**[Original Text] Officers of the Senate:**

The Senate shall elect annually from among the Senators a President, a Vice-President, and a Secretary whose duties are specified below.

A. The President of the Senate shall:



- i. Preside at all meetings of the Faculty and of the Senate;
  - ii. With the advice and consent of the Senate appoint Designated Senators to Senate Committees;
  - iii. Formally, promptly, and in writing notify the Faculty and appropriate administrators of decisions of the Senate and of the Faculty; and
  - iv. Perform such other duties as the Senate shall direct.
- B. The Vice President of the Senate shall:
- i. Assume the duties and responsibilities of the President of the Senate whenever the President of the Senate is unavailable to serve;
  - ii. Maintain a complete, accurate, and public listing of Faculty;
  - iii. Serve as the Designated Senator on the Membership and Elections Committee; and
  - iv. Perform such other duties as the Senate shall direct.
- C. The Secretary of the Senate shall:
- i. Prepare and distribute to the Faculty agendas and minutes of all meetings of the Faculty and of the Senate;
  - ii. Maintain records of all actions of the Faculty and of the Senate; and
  - iii. Perform such other duties as the Senate shall direct.
- D. The Officers of the Senate acting together shall:
- i. With the advice and consent of the Senate appoint *ad hoc* committees;
  - ii. Receive requests for Faculty action from all members of the University community, take appropriate action, and respond to those concerned in a timely manner;
  - iii. Refer matters requiring Faculty action to Senate Standing Committees, to *ad hoc* committees, to the Senate, or to the Faculty as they judge to be appropriate;
  - iv. Receive reports from Senate Standing Committees, from *ad hoc* committees, and from other groups and organizations and forward these reports to the Senate or to the Faculty for consideration;
  - v. Prepare agendas for meetings of the Senate and the Faculty; and
  - vi. Coordinate and facilitate communication between the Senate, Senate Standing Committees, *ad hoc* committees, the Faculty, and other groups and organizations.

**Article V, Section 6:**

**[Original Text] Election of Senate Officers:**

The Senate shall elect its officers subsequent to the election of new Senators and new members of committees. Senate officers shall serve one-year terms, beginning on July 1 and ending on June 30 of the following year.

**Amendment 6, adopted 14 May 2002.**

Created the Long Range Academic Planning Committee as a Senate Committee

**Amendment 7, adopted 14 May 2002.**

Created the International Program Committee as a Senate Committee

**Amendment 8, adopted 14 May 2002.**

Created the Learning Technology Committee as a Senate Committee

\* **"State" is no longer part of the name of the University.** Effective 1 July 2001, Salisbury State University became Salisbury University by action of the General Assembly of Maryland. These bylaws were changed to comply with the following portion of the legislation: "SECTION 2. AND BE IT FURTHER ENACTED, That in every law, executive order, rule, regulation, policy, or document created by any official, employee, or unit of this State, Salisbury State University is renamed Salisbury University as provided in this Act."

**These Bylaws were approved by the University Forum during Spring 1997, thus creating the Faculty Senate.**

**Thereafter elections were conducted and the Faculty Senate became operational 1 July 1997.**

**The amended Bylaws which appear below are correct as of 14 May 2002, and were prepared by Dave Parker.**