

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

## **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, Faculty Senate Standing Committees and Faculty Senate Special Purpose 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.

### **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, Senate Standing Committees and the Administration.**

#### **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. The understanding is that a written, authoritative administrative response will then be forthcoming within a reasonable period of time, affirming Senate's recommendations; rejecting them; or sending them back for further consideration. Once a recommendation has been affirmed, it becomes University policy and will be published in the appropriate University publications within a reasonable period of time.

## **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 nineteen Senators. Three Senators shall be elected from and by each of the four Schools within the University, one Senator shall be elected from and by Faculty in the Library, 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. Upon receipt of the Administration's formal written response to Senate or Faculty recommendations, the President of the Senate shall communicate those responses to the Senate and 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; and
  - ii. 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;

- iii. Track the publication of policies recommended by the Senate and authorized by the Administration the appropriate University publications; and
- iv. 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 Senate documents, including the approved minutes of the Senate; Senate policy recommendations and formal written Administrative responses; and the approved minutes and/or reports from Senate standing committees;
- iii. Maintain a complete, accurate, and public listing of Faculty;
- iv. Serve as the Designated Senator on the Membership and Elections Committee; and
- v. Make Changes/Corrections approved by the president of the Senate.

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 among 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 thirteen Senators.

### **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, and the faculty in the Library shall elect one Senator from the Library, 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. Should a School or the Library fail to elect a senator for any term, a member of the Faculty shall be elected at-large for one year, after which the school or library shall have the opportunity to elect a replacement for the remainder of the term.

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

The Faculty in each School shall elect those members of committees who represent that school. Should a School fail to elect a member of a committee for any term, a member of the Faculty shall be elected at-large for that term. 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/or the Library, and members of committees from a School and/or the Library, may be recalled at any time by a majority vote of the entire Faculty within that constituency. 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 or the Library within the University shall be determined by the Membership and Elections Committee.

## **Article VI. Eligibility for Election, Limit of Election to Faculty Senate Committees, Designated Senators on Senate Standing Committees, Titles of Ex Officio, Non-Voting Members of 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 no more than one Special Purpose Committee of the Senate. Members of the Faculty elected to the Senate shall be elected as a voting member to no more than one Standing Committee of the Senate and no more than one Special Purpose 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.



## **Section 6. Titles of ex officio, non-voting members of Committees:**

The Faculty Senate may make minor, editorial modifications to a committee described in Article VII of these Bylaws as appropriate in order to account for administrative restructuring, changes of title, and reassignment of duties, provided:

- A. These modifications affect only ex officio, non-voting members of the committee;
- B. These modifications do not materially change the nature, charge, or functioning of the committee;
- C. The proposed modifications are distributed to the entire faculty at least two weeks prior to the Senate taking action on them; and
- D. The Senate approves such editorial modifications by no less than a two-thirds vote of the entire Senate.

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

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

The purposes of the committee shall be to:

- A. Assist the Webmaster 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 Representatives 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;
- F. By whatever policies are approved by the Senate: remove inactive members from committees in accordance with Article V Section 8; and
- 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 consist of five voting members: The Webmaster of the Senate who shall be the Designated Senator on this committee, and four members of the Faculty, serving three- year terms, elected from and by their respective schools. The Committee shall elect its chairperson annually.

## **Section 2. Undergraduate 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 undergraduate curriculum.

The committee shall have eight voting members: seven Faculty serving three-year terms, two retiring every two years, three retiring every third year, four elected from and by their respective schools, three elected at-large (excluding librarians); and one student serving a one-year term selected annually in a manner determined by the Student Government Association. The Provost or designee, the Registrar or designee, the Dean of the Library or designee, Office of Admissions designee, and Catalog Editors 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 nine voting members: six faculty members serving three-year terms, with two retiring annually, four elected from and by their respective schools, two elected at-large; the Dean of Students, or his/her designee; and two students (one graduate and one undergraduate) serving one-year terms. The undergraduate student shall be selected annually in a manner determined by the Student Government Association in consultation with the Dean of Students; and the graduate student shall be selected annually by the Graduate Student Council in consultation with the Dean of Graduate Studies. The Provost or his/her designee shall be a non-voting, ex officio member, as shall the Registrar or her/his designee, as well as the Dean of Graduate Studies and Research or his/her designee. 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 seven voting members: five members of the Faculty (one elected from each school and one elected from the library) serving 3-year staggered terms; and the two principal student officers of the organization composed of participants in the Honors Program. The Director and Associate Director of the Honors Program shall be non-voting ex officio 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 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 six voting members, six members of the Faculty serving three year terms: four elected from and by their respective schools and two elected at-large; two retiring in each of two years. Each department shall designate a member to communicate to the committee matters which the Faculty consider relevant to current education. The Manager of Instructional Design & Delivery or his/her designee shall be an ex officio non-voting member. 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 tenured members of the faculty (excluding librarians), four elected by and from their respective schools and two elected at large, serving three-year terms, two retiring annually. In addition, faculty members serving on this committee shall not apply for sabbaticals 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 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. Long Range Academic Planning Committee:**

The Long-Range Academic Planning Committee exists to represent all academic and faculty perspectives pertinent to the strategic planning processes of Salisbury University.

The purposes of the Committee shall be to:

- A. Study trends in higher education in order to appraise the programs of Salisbury University;
- B. Assess the resources of the University to meet the needs identified;
- C. Regularly seek input from various academic and administrative units, departments, stakeholders, and opinion leaders on campus to inform its deliberations;
- D. Provide input for the mission of the University in terms of the constituency it serves, particularly from the standpoint of curricular offerings, both undergraduate and graduate; and
- E. Provide input for 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) and five representatives elected from the Faculty: one from each of the four Schools and one at-large serving two-year staggered terms. 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 a chairperson for the academic year at its first meeting convened by the outgoing chairperson.

## **Section 11. International Education Committee:**

The IEC exists to prepare, discuss, and monitor the implementation of the International Education Strategic Plan for the University. These duties and responsibilities include, but are not limited, to the following:

- 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 and student exchange programs;
- D. serve as a resource for international opportunities for faculty;
- E. review and advise the administration on the budget that is intended to support the International Education Strategic Plan;
- 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 consist of nine voting members: two faculty representatives elected from each school serving two-year, staggered terms; one member of the student body appointed by the SGA for a one year term and the Director of the Center for International Education or a designated representative (ex officio, non-voting). Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee as an ex officio member. The Committee shall elect a chair annually.

## **Section 12. Learning With 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 face-to-face and online 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 seven voting members: seven members of the Faculty serving three-year terms, four elected from and by their respective schools, one elected from the library faculty, two elected at-large, two to three 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.

## **Section 13. Faculty Awards & Recognition Committee:**

The purposes of the committee shall be to:

- A. Receive from faculty, students, and administrators nominations for distinctions, including the Distinguished Faculty Award, presented to eligible SU faculty by non-student organizations, including USM, regional, national, and international committees, bodies, and organizations;
- B. Develop procedures to evaluate nominations for such distinctions;

- C. Review and submit recommendations to the Provost and President of faculty to be nominated for these distinctions;
- D. Receive nominations, review and make recommendations, following USM guidelines, to the Provost and President, of candidates for honorary degrees to be granted by Salisbury University; and
- E. Explore and advertise additional means of recognition afforded by both on-campus and off-campus sources.

The Committee shall have five voting members, all tenured professors, one elected to serve on an at-large basis and four elected by and representing each school of the university. Members shall serve three-year terms, two retiring in each of two years, and the one retiring every third. In addition, faculty members serving on the committee shall not be eligible for any recognition under the committee's review for the duration of their service. Should an elected 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. Admissions & Readmissions Committee:**

The purposes of the committee shall be to:

- A. Review and recommend policies and procedures regarding admission, readmission, and retention issues;
- B. Adjudicate student appeals for exceptions to the university's policies governing admission, readmission and academic standards in a manner that ensures the confidentiality of individual cases; and
- C. Provide appropriate representation on the university Enrollment Management Committee(s). These representatives should be voting members of the committee(s).

The committee will have six voting members to include six faculty serving three-year terms, two retiring each year, four elected from and by their respective schools and two elected at-large. The Provost, the Director of Admissions, the Vice President of Student Affairs, the Registrar, the Director of Counseling or their designees 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 15. Faculty Financial Affairs Committee:**

The purposes of this committee shall be to:

- A. Identify priorities and specific goals for each budget year, including but not limited to: classroom and teaching resources, research resources, library resources, travel funds, departmental budgets, and compensation for administrative and service responsibilities; and
- B. Work with appropriate committees and administrators to identify ways and means for participating actively and effectively in the budget-making process in order to advocate and advance faculty fiscal concerns.

The Committee shall have six voting members: six members of the Faculty four elected by and from their respective schools, one from the library and one elected at large, serving three-year terms, two retiring annually. 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 16. University Academic Assessment Committee (UAAC):**

The UAAC shall serve as both an advisory and an assessment coordination body on all matters related to academic assessment at Salisbury University as a whole. The UAAC shall make recommendations to the Faculty Senate concerning the development and implementation of assessment options relevant to instruction and learning outcomes.

The UAAC shall concern itself with the development, implementation and evolution of a comprehensive academic outcomes assessment plan. Specifically, the committee will have the following duties:

- A. Articulate and update a coherent plan for academic student outcomes assessment;
- B. Articulate and update a coherent plan for ongoing assessment of the general education curriculum;
- C. Identify viable assessment processes and instruments that contribute to the development of meaningful assessment plans for academic departments, programs, and activities;
- D. Assist all academic units in development, implementation, and use of their individual assessment programs to improve student learning;
- E. Review assessment reports;
- F. Promote the scholarship of learning and assessment for faculty; and
- G. Undertake other duties as assigned by the Faculty Senate.

The committee shall have seven voting members: four members elected from and by their respective schools, two elected at-large and one elected representative from and by the Library. The University Provost (or designee) and the Director of University Analysis, Reporting and Assessment (or designee), shall be non-voting ex officio members.

One student selected annually in a manner determined by the Student Government Association shall serve a one year term as a non-voting member. Terms of all elected representatives shall be three (3) years and staggered. 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 17. Honors Convocation Committee:**

The Committee shall, with regard to the awarding of academic honors, have the following responsibilities:

- A. Selection of recipients for the Achievement Key, the Campus Life and Who's Who awards, from a list of nominations made by the faculty at-large;



- B. Sanction the presentations of all awards at the annual Honors Convocation;
- C. Select the speaker for the annual Honors Convocation; and
- D. Serve as an advisory body in matters related to Honor Societies and awards.

The Committee shall consist of six faculty members elected to three-year terms, two retiring each year. This committee replaces the eliminated Forum committee by the same name.

## **Article VIII. Senate Special Purpose Committees**

### **Section 1. 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) appointed through an agreement between the Faculty Senate, the Administration, and the Faculty Member. Should an appointed faculty member not be the Designated Senator, a non-voting Designated Senator shall also be appointed to the committee.

### **Section 2. 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 by special election. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee.

### **Section 3. 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 elected by their chairperson peers from departments not already represented by Faculty designated above and the chairperson cannot be from program(s) or department(s) being recommended for retrenchment; and a Designated Senator (voting) from a department not already represented above. The President of the University shall be the chairperson.

#### **Section 4. 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 by special election, with no two members from the same department, and no fewer than three of whom are tenured. Members cannot be from the program(s) or department(s) appealing retrenchment. Should an elected faculty member not be the Designated Senator, a non-voting Designated Senator shall also serve on the committee.

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

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

The Faculty shall elect an appropriate number of representatives to CUSF. CUSF consists of faculty representatives elected by the faculties of the constituent institutions of the University System of Maryland, with the number of each institution's CUSF representatives determined by its number of full-time faculty members. CUSF advises and makes recommendations to the Chancellor and also reports regularly to the Board of Regents on matters of System-wide professional and educational concern to the faculty and on matters to which faculty bring special expertise. Additional information is available on the System website: <http://www.usmd.edu/>.

#### **Section 2. Maryland Higher Education Commission (MHEC) Faculty Advisory Council (FAC):**

The Faculty shall elect an appropriate representative to MHEC FAC. MHEC FAC consists of delegates elected from among and representing full-time and adjunct faculty in all segments of higher education in Maryland: public and independent colleges and universities, for-profit institutions, and proprietary schools and colleges. MHEC FAC advises the Secretary of Higher Education and the MHEC on policies affecting higher education in Maryland, particularly those of concern to faculty. Additional information is available on the MHEC website: <http://www.mhec.state.md.us/higherEd/acadAff/advisory.asp>.

### **Article X. Approving or Amending Bylaws.**

#### **Section 1. Changing Titles of ex officio, non-voting members of Committees:**

Amendments which are minor, editorial modifications resulting from administrative restructuring, changes of title, and reassignment of duties may be adopted in accordance with Article VI, Section 6

## **Section 2. 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 3. 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 4. 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 5. 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 6. 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 7. 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.