Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units

Whereas, the *Faculty Senate Constitution* contains Article VII. Governance in Academic Units, specifying that each academic unit of the university shall provide for non-administrative faculty representation in its governance; and

Whereas, the *Bylaws* do not provide details regarding governance in Academic Units; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to include a new Section IX. Governance in Academic Units with the Constitution Article VII automatically updated to reflect, as set forth in Senate Bylaws, Section IX:

SECTION IX.
Governance in Academic Units

A. Operation and Bylaws
Each academic unit, and departments and schools whose leader holds an administrative appointment, must operate according to written bylaws approved by the unit's general faculty as defined in *Bylaws* Section I. Definition of Faculty.

B. Meetings

1. Department/school faculty meetings called by and presided over by the leader should occur at least monthly during the Fall and Spring semesters. Chairs and directors should meet at least monthly with the college dean. Meetings should run according to the latest edition of *Robert's Rules of Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules therein).

2. Membership and Voting.
All general faculty should attend and participate in unit meetings. Unit bylaws will designate voting rights.

3. Records.
Proposed meeting agendas must be posted by the leader in advance of the meetings. Minutes must be circulated to the members before the next meeting and offered for approval at the next meeting. Agendas and approved minutes must be posted online in a manner accessible and easily navigable by all unit faculty.

C. Records

1. Except for records deemed confidential under law or university policy, leaders must have no unit records that are confidential from their own faculty.

2. Unit policies; budgets; formal plans; meeting agendas, minutes, and exhibits; committee records (including membership, agendas, minutes, and exhibits); and other public data relevant to unit members must be posted online in a manner accessible and easily navigable by all unit faculty.

D. Steering Committee
Each unit is strongly encouraged to have a steering or executive committee to advise the unit leadership.

Approved by the Faculty Senate Steering Committee August 11, 2016.