

1 **Resolution 2017-2018-5 Faculty Senate Bylaw Change, Governance**
2 **in Academic Units**

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

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

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

10 **SECTION IX.**
11 **Governance in Academic Units**

12 A. Operation and Bylaws

13 Each academic unit, and departments and schools whose leader holds an administrative
14 appointment, must operate according to written bylaws approved by a majority of the unit's general
15 faculty. The unit's general faculty is defined in Faculty Senate Bylaws *Section I. Definition of Faculty*
16 and typically includes the leader of the unit. The unit's bylaws will be approved by the unit faculty,
17 the unit leader, and appropriate Dean (or equivalent). The Dean will have the Office of Faculty
18 Excellence review the bylaws to ensure compliance with university policy. When fully approved, the
19 bylaws will be posted electronically by the Office of Faculty Excellence in a manner accessible and
20 easily navigable by all unit faculty. The unit bylaws will be reapproved and revised (as needed) every
21 five years or whenever requested by a majority of the unit faculty.

22 B. The unit bylaws shall at least include the following topics:

- 23 a. Frequency of Meetings - Meetings of Department/School faculty will be regularly called by
24 and presided over by the leader. Their frequency will depend on the needs and usages of
25 the units. At least one meeting per semester shall be held. Chairs and directors in colleges
26 with multiple units should meet at least monthly with the college dean.
- 27 b. Meeting Rules - Unit meetings should run according to the latest edition of *Robert's Rules of*
28 *Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules
29 therein).
- 30 c. Faculty-called Meetings - The faculty in a Department/School shall be entitled to call a
31 special meeting with a specific agenda upon presentation to the appropriate leader of such
32 a request of one-third of the Department/School faculty. The special faculty meeting shall
33 occur within five business days of the presented request if reasonably possible.
- 34 d. Membership and Voting - All general faculty should attend and participate in unit meetings.
35 The unit bylaws must designate voting rights.
- 36 e. Records - Proposed meeting agendas must be provided to the faculty by the leader in
37 advance of the meetings. Minutes must be circulated to the members before the next
38 meeting and offered for approval at the next meeting. Agendas and approved minutes must
39 be posted electronically in a manner accessible and easily navigable by all unit faculty. A
40 shared drive or unit intranet is the preferred means for information sharing.

- 41 f. Except for records deemed confidential under law or university policy, leaders must not
42 keep unit records confidential from unit faculty. As requested by unit faculty, records must
43 be posted electronically in a manner accessible to all unit faculty.
- 44 g. Unit policies and bylaws; unit budgets; formal plans; unit meeting agendas, minutes, and
45 exhibits; unit committee records (including membership, agendas, minutes, and exhibits); as
46 determined by a majority of the faculty of each unit, must be posted online in a manner
47 accessible and easily navigable by all unit faculty.
- 48 h. Upon the request of unit faculty, other public data relevant to unit members should be
49 posted electronically in a manner accessible and easily navigable by all unit faculty.
- 50 C. Steering Committee
- 51 Each unit is strongly encouraged to have a steering or executive committee of senior faculty to
52 advise the unit leadership.

Approved by the Faculty Senate Steering Committee on October 5, 2017.