

UCF Faculty Constitution

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PREAMBLE

Within the legal structure of the University of Central Florida and in cognizance of the reality that the university can only function properly when goodwill is nurtured and maintained by the president, administrators, and faculty, this constitution establishes the means for faculty participation in the governance of the University of Central Florida.

**CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA**

ARTICLE I. General Faculty.....	4
ARTICLE II. Faculty Senate	5
ARTICLE III. Jurisdiction	6
ARTICLE IV. Committees and Councils	7
ARTICLE V. Meetings.....	11
ARTICLE VI. Governance in Academic Units	11
ARTICLE VII. Amendments.....	11
ARTICLE VIII. Compliance	12

**BYLAWS TO THE CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA**

SECTION I. Definition of Faculty.....	13
SECTION II. Senate Membership	14
SECTION III. Officers of the Faculty Senate.....	15
SECTION IV. Meetings of the Senate.....	16
SECTION V. Attendance.....	18
SECTION VI. Senate Operational Committees.....	19
SECTION VII. Senate Curricular Committees.....	25
SECTION VIII. Joint Committees and Councils.....	31
SECTION IX. Governance in Academic Units	42
SECTION X. Amendments	43

**CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA**

ARTICLE I.
General Faculty

A. Faculty Participation in University Governance

Faculty participation in the governance of the University of Central Florida shall be provided for by a constituent body, the general faculty, and its representative body, the Faculty Senate. The general faculty is an advisory body to the president of the University of Central Florida.

B. Membership

Membership in the general faculty of the University of Central Florida shall consist of full-time faculty members as set forth in the Senate *Bylaws, Section I*. Department chairs are considered to be members of the general faculty.

C. Meetings

An assembly of the general faculty of the University of Central Florida shall meet at least annually in the fall semester of each academic year. At this annual meeting, the president of the university shall present a general message to the faculty on the state of the university. The general faculty may meet at other times upon the call of the president or the chair of the Faculty Senate or upon written request to the president by fifteen percent of the general faculty.

The following shall be invited as non-voting guests: the president, provost, vice presidents, vice provosts, deans of colleges, the director of Libraries, and the university registrar.

The presiding officer of the general faculty shall be the president of the University of Central Florida or in his/her absence the provost and vice president for Academic Affairs. In the absence of both, the president shall designate the presiding officer. The president shall appoint members of the general faculty to serve as parliamentarian and secretary.

Fifteen percent of the members of the general faculty shall constitute a quorum.

The method of voting to be used shall be at the discretion of the presiding officer. However, at the request of twenty-five members, a vote by secret ballot shall be mandatory.

Meetings shall be conducted according to *Robert's Rules of Order* (latest edition). Summaries of actions taken by an assembly of the general faculty shall be distributed electronically to the membership within one week following each meeting. Special committees of the general faculty may be appointed by the president or may be elected by an assembly of the general faculty. The president shall be an ex officio member of all committees of the general faculty.

For any meeting at which an appeal of a Faculty Senate action is to be considered, the proposal to be considered shall be the first order of business.

ARTICLE II. Faculty Senate

The Faculty Senate shall be the legislative body of the university thereby providing a forum for mutual exchange of ideas between senior administrators and faculty. In this capacity, the Senate shall take cognizance of, and may legislate with respect to matters which concern colleges, schools or other major academic units, or which are otherwise of general university interest. In exercising its legislative function, the Senate shall make such rules, regulations, and bylaws as it may deem advisable for the fulfillment of its duties.

A. Membership

The membership of the Faculty Senate shall be selected from the general faculty. Eligible members are those persons employed by the University of Central Florida during the regular academic year and whose primary assignment is to carry out the academic mission of the university, namely, teaching, research and academic service. Titles of these persons are set forth in the Senate *Bylaws*, Section I.A.

The Faculty Senate shall be composed of seventy-five elected members. Members are apportioned among and represent the academic units of the University of Central Florida in accordance with the apportionment criteria contained in this *Constitution*, Article II.B. Academic units shall be each college and the University Libraries. In establishing representation, the Faculty Senate may determine that a unit be represented that is not a recognized college.

B. Apportionment

Annually prior to election, the membership of the Faculty Senate shall be apportioned equitably among the academic units based on the number of members of the general faculty in each academic unit. The number of elected members of the Senate will be apportioned among the academic units based on the number of faculty in each unit. Specific restrictions are that each academic unit shall have at least two elected voting members and no academic unit will have a number of voting elected members larger than one-fifth of the total elected voting membership of the Faculty Senate. The specific quotas shall be computed as set forth in the Senate *Bylaws*, Section II.B.

C. Elections

1. Eligibility for election to Senate.

Members of the general faculty eligible to be elected to the Faculty Senate shall be full-time members of the general faculty as specified in the *Bylaws*, Section II.A.

2. Eligibility for participation in elections.

Each member of the general faculty is eligible to vote in the election of the faculty senators from the academic unit of which he or she is a member. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to participate in elections.

3. Terms.

The term of each Senate seat shall be two years, beginning the first Senate meeting following the confirmation of elections results by the office of the Faculty Senate. A person may seek re-election for more than one term.

4. Vacancies and Absences.

If a senator is to be absent or unable to serve, an alternate selected in accordance with the *Bylaws*, Section V.A, shall be appointed on an interim or permanent basis. When a senator is unable to complete his/her term, the alternate will fill the vacated seat for the remainder of the unexpired term. If the senator intends to reassume his/her seat, the Office of the Faculty Senate must be notified in advance of his/her absence. Interims shall only be appointed for absences greater than eight weeks but no longer than one academic year.

5. Time of Election.

An annual election shall be held in the spring term of each year as specified in the bylaws. Results of these elections will be published on the Faculty Senate website.

D. Officers

The Faculty Senate shall have a chair, vice chair, past chair, and secretary. The chair shall appoint a member of the Faculty Senate to serve as the parliamentarian. The duties of the officers are described in the *Bylaws*, Section III.A.

When a Senate chair completes his or her elected term as a senator, he or she shall continue as an ex officio member of the Faculty Senate until his or her successor is replaced by a new Senate chair. Unless he or she is also an elected senator, the past chair shall serve as a non-voting ex officio member. The elected chair of the Faculty Senate shall remain a member until the end of his or her Senate term.

ARTICLE III.

Jurisdiction

A. Responsibilities

The Faculty Senate operates according to the principles of shared governance. The Senate serves as the main channel of communication between faculty members and the central administration of the university. The Senate constitutes the principal advisory body to the president and provost and vice president for Academic Affairs. In this capacity, the Senate has the responsibility to review and make recommendations to them concerning decisions of the university on all matters pertaining to the welfare of the university, focusing particularly on those related to the academic mission. Senators shall report Senate activities regularly to their constituencies.

The Senate may discuss and take a position on any subject of university concern, and may initiate policies on these matters, either directly or through its committees. The Senate appoints faculty members to serve on the Senate committees as well as joint committees and councils; these committees carry out much of the work of the Senate. Faculty members are afforded an opportunity each year to participate in committee service. The Senate has a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

ARTICLE IV.
Committees and Councils

A. Purpose and Classification

Service on university committees and councils is the primary means of direct participation in university governance by faculty. There are three classes of committees and councils staffed by the Faculty Senate: Senate operational committees, Senate curricular committees and councils, and joint committees and councils. The creation, restructuring, or dissolution of Senate and joint committees and councils is proposed on the Senate floor and is recommended to the president of the university by a majority vote of the Senate. The purviews, structures and procedures of Senate operational committees, Senate curricular committees and councils and joint committees and councils are more fully set forth in the Senate bylaws. Ad hoc Senate committees may be established by the Senate or by the Steering Committee.

B. Committee Governance

Rules and policies of the Senate govern the operation of its committees. Senate committees may adopt temporary rules and policies necessary to the operation of committees. These temporary rules must be consonant with the constitution and the bylaws and are reported to the Office of the Faculty Senate as they are adopted. Such changes are subject to subsequent approval by the Senate.

C. Eligibility for Membership on Committees and Councils

Faculty on one-year, non-renewable contracts and visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on committees or councils. A committee member designated as an *ex officio* member is a contributing member who takes part in all discussions and serves as a resource person but is non-voting and cannot serve as the chair of the committee unless specified otherwise.

D. Types of Committees and Councils

1. Senate Operational Committees.

Senate Operational Committees serve to expedite the efficient functioning of the Senate and its affairs and to address matters relating to faculty interests and functions. Committees and membership selection shall be made in accordance with the bylaws.

a. Steering Committee.

The Steering Committee of the Faculty Senate serves as the “executive committee” of the Faculty Senate. It advises the chair of the Senate and assists the chair in determining the agenda for Senate meetings.

i. Committee on Committees.

A subcommittee of the Steering Committee serves as the Committee on Committees. This committee will be chaired by the Senate vice chair. The membership and responsibilities of the Committee on Committees is as specified in the bylaws.

ii. Nominating Committee.

A subcommittee of the Steering Committee serves as the Nominating Committee. This committee will be chaired by the past chair of the Senate. The membership and responsibilities of the Nominating Committee is as specified in the bylaws.

b. Budget and Administrative Committee.

The Budget and Administrative Committee evaluates and recommends policies and procedures concerning university budget with special emphasis on the academic budget.

c. Information Technology Committee.

The Information Technology Committee evaluates and recommends policy and procedures concerning information technology and resources.

d. Personnel Committee.

The Personnel Committee studies and recommends academic personnel policy and standards, including university-wide promotion and tenure criteria.

e. Research Council.

The Research Council recommends policies with respect to research activities, facilities, personnel, and patents to the vice president for the Office of Research.

2. Senate Curricular Committees and Councils.

Senate Curricular Committees govern college and university curricular and academic policies and procedures in cooperation with the College of Undergraduate Studies and/or the College of Graduate Studies. Committees and membership selection shall be made in accordance with the bylaws.

The Senate Curricular Committees and Councils are:

a. Undergraduate Council.

The Undergraduate Council reports to the Senate on undergraduate policy and curricular matters. The committees of the Undergraduate Council are:

- i. Undergraduate Policy and Curriculum Committee
- ii. Undergraduate Course Review Committee

b. Graduate Council.

The Graduate Council reports to the Senate on graduate policy and curricular matters. The committees of the Graduate Council are:

- i. Graduate Policy Committee
- ii. Graduate Appeals Committee
- iii. Graduate Curriculum Committee
- iv. Graduate Program Review and Awards Committee

3. Joint Committees and Councils.

Faculty involvement is important for the disposition of certain key university issues with academic and administrative implications. In the spirit of shared governance, these issues are dealt with by joint committees. These committees are established and dissolved by the president and the Senate. The faculty are represented by members nominated by the Committee on Committees. Composition of the joint committees and councils varies and is specified in the Senate bylaws. Joint committees, councils, or task forces shall report to the Senate and to the president or the responsible administrators designated in the bylaws. At any time, the president or Senate may evaluate the effectiveness of joint committees in conjunction with the Steering Committee. Through the mechanism established in Article IV of this *Constitution*, such committees may be mutually restructured. The committee responsibilities and membership are defined in the *Bylaws*, Section VIII.

The Joint Committees and Councils are:

a. Academic Calendar Committee.

The Academic Calendar Committee recommends to the provost and vice president for Academic Affairs regarding the academic calendar.

b. Admissions and Standards Committee.

The Admissions and Standards Committee considers appeals of admissions and readmissions of undergraduate students. Additionally, the committee considers appeals of decisions concerning administrative record changes made by the College of Undergraduate Studies for undergraduate students and the College of Graduate Studies for graduate students.

c. Commencements, Convocations, and Recognition Committee.

The Commencement, Convocations, and Recognitions Committee makes recommendations to the president and the provost and vice president for Academic Affairs regarding commencements, convocations, awards, honorary degrees, emeritus status, and other forms of recognition.

d. Faculty Center for Teaching and Learning Advisory Committee.

The Faculty Center for Teaching and Learning Advisory Committee makes recommendations to the Center director on professional improvement and instructional research activities that will enhance teaching and learning excellence and improve assessment and evaluation in all learning environments.

e. Faculty and Staff Benefits Committee.

The Faculty and Staff Benefits Committee recommends to the vice president for Administration and Finance on policies and programs that revise the benefits provided faculty and staff.

f. Library Advisory Committee.

The Library Advisory Committee provides advice to the Libraries concerning materials and services needed by faculty and students in their teaching and research endeavors.

a. Faculty Senate Parking, Transportation and Safety Committee.

The Faculty Senate Parking, Transportation and Safety Committee evaluates and makes recommendations concerning policy or procedures relating to parking, transportation, and safety.

g. Strategic Planning Council.

The Strategic Planning Council recommends to the provost and vice president for Academic Affairs, policies to support the university's strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.

h. Textbook Committee.

The Textbook Committee recommends procedures to the dean of the College of Undergraduate Studies to meet textbook adoption deadlines and reporting requirements and promotes a culture that values textbook affordability.

i. General Undergraduate Requirements Committee.

The General Undergraduate Requirements Committee provides oversight of courses and alternative plans to fulfill the General Education Program, diversity and technology requirements, as well as other program requirements common to all undergraduate students.

j. University Athletics Advisory Committee.

The University Athletics Advisory Committee serves as an advisory and recommending body for intercollegiate athletics on policies and procedures that relate specifically to student-athlete welfare and academic progress.

k. University Honors Committee.

The University Honors Committee recommends to the dean of the Burnett Honors College on policies and plans for the college.

l. University Master Planning Committee.

The University Master Planning Committee recommends to the vice president for Administration and Finance on short- and long-range issues related to land use, facilities planning, and future development of the campus, taking into account the protection and preservation of natural resources on the campus.

m. University Parking and Transportation Committee.

The University Parking and Transportation Committee recommends to the vice president for Administration and Finance concerning regulations governing traffic and parking on the UCF campus.

n. University Promotion and Tenure Committee.

The University Promotion and Tenure Committee reports to the provost and vice president for Academic Affairs its recommendations on all applications for promotion and tenure.

o. University Travel Awards Committee.

The University Travel Awards Committee makes recommendations to the provost and vice president for Academic Affairs regarding special travel awards to faculty.

ARTICLE V.

Meetings

- A. The Faculty Senate shall meet in regular session each month during the fall and spring semesters and as necessary during the summer term or as specified by the bylaws of the Senate.
- B. Special meetings may be held at any time at the call of the Senate chair, the president of the university, the provost and vice president for Academic Affairs, or by written request of one third of the Faculty Senate.
- C. All meetings of the Faculty Senate shall be open to members of the university community. The president of the university, provost and vice president for Academic Affairs, and vice presidents shall be extended privileges of the floor upon request; other non-members may be granted privileges of the floor upon written request or upon the invitation of the chair of the Faculty Senate.
- D. Minutes of the meetings of the Faculty Senate shall be available electronically to all members of the university community at large.
- E. There is no voting by proxy for Senate meetings, elections, or votes.

ARTICLE VI.

Governance in Academic Units

Each academic unit of the university shall provide for non-administrative faculty representation in its governance as set forth in the Senate *Bylaws*, Section IX.

ARTICLE VII.

Amendments

- A. Amendments to the constitution may be considered by the Faculty Senate upon (1) recommendation of the Faculty Senate Steering Committee or (2) written request of fifteen percent of the members of the general faculty. The text of a proposed amendment must be made available electronically to the members of the Faculty Senate at least thirty days prior to the meeting at which it will be considered.

A proposed amendment must receive an affirmative majority vote of the members of the Faculty Senate who are present, after which the text of such amendment shall be made

available electronically to all members of the general faculty for their review and consideration. Members of the general faculty have fourteen days from initial distribution to provide input to the Faculty Senate Steering Committee.

The Faculty Senate Steering Committee shall consider all input from the members of the general faculty for potential revisions to the amendment. The revised text of the proposed amendment shall be made available electronically to all members of the general faculty at least thirty days prior to a meeting of the general faculty. At such meeting, the proposed amendment will be voted upon if a quorum is present. For final adoption, the proposed amendment must receive an affirmative two-thirds vote of those who are present.

If a quorum is not achieved at this meeting of the general faculty, a subsequent called meeting of the Faculty Senate shall consider the proposed amendment for final adoption. At this called meeting of the Faculty Senate, all members of the general faculty shall be invited to attend and participate. For final adoption, a proposed amendment must receive an affirmative two-thirds vote of the members of the Faculty Senate who are present.

- B. Upon final adoption by the Faculty Senate, an amendment shall be transmitted to the provost and vice president for Academic Affairs and the president of the university for action. Within thirty days the president shall either approve the amendment or refer the amendment back to the Faculty Senate for reconsideration. Such a referral should include the reasons for the action. If the latter action is taken and the Faculty Senate again approves the amendment as originally adopted, it will be sent to the president for further consideration. An amendment shall become effective at such time as it receives the president's approval.
- C. If there is a change in the designation of an office, the title of an official, the name of a committee, or the references to the bylaws, the constitution will be automatically adjusted to reflect the change. Such changes will be reported to the Faculty Senate.
- D. This constitution may be amended by the Board of Trustees in accordance with the Florida Board of Governor's Regulation Development Procedure for State University Boards of Trustees.

ARTICLE VIII. Compliance

The provisions of this *Constitution* shall not be construed in any manner so as to conflict with the laws of the State of Florida, the policies of the Board of Governors, or policies of the Board of Trustees or contractual agreements between the Board of Trustees and bargaining agents.

BYLAWS TO THE CONSTITUTION OF THE FACULTY
OF THE UNIVERSITY OF CENTRAL FLORIDA

SECTION I.
Definition of Faculty

A. Titles

Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:

1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).
2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws*, Section I.A.1).
3. Senior Lecturer, Associate Lecturer, or Lecturer.
4. Senior Instructor, Associate Instructor, Instructor, or Instructor Librarian.

University employees who hold these academic titles are considered members of the general faculty unless their appointing academic unit certifies their primary assignment to be in administrative support areas of the university instead of in direct pursuit of teaching, research and academic service missions of the university. In advance of Senate elections, the Office of the Faculty Senate will verify with each academic unit the list of faculty who are to be counted toward Senate apportionment.

B. Faculty Characteristics

The following principles shall be considered by the Senate in resolving ambiguous cases for university employees within an academic unit whose titles do not appear in the *Bylaws*, Section I.A:

1. They are hired through nationally competitive processes.
2. They are retained and promoted using national, peer-reviewed criteria.
3. They participate, to some degree, in teaching, research, and service.
4. They are eligible for tenure or they are full-time faculty with multi-year appointments.
5. Their primary employer is the University of Central Florida.
6. They hold terminal degrees in their fields.
7. They are hired by their faculty peers.

SECTION II. Senate Membership

A. General Eligibility

Those defined as members of the general faculty in *Bylaws*, Section 1.A shall be eligible to be elected to the Faculty Senate. Visiting faculty, regardless of their rank or duration of appointment, are not eligible to serve on the Faculty Senate.

B. Apportionment

The Faculty Senate shall be composed of seventy-five elected members equitably apportioned among and representing the academic units of the University of Central Florida in accordance with the following apportionment criteria.

Apportionment will be made only once each year, based on the number of individuals who are members of the general faculty and are listed as faculty on official records of the university on the first day of the spring semester of that year.

Each academic unit will have a minimum of two representatives, and no academic unit may have more than 1/5 of the total number of members in the Senate. The number of elected members of the Faculty Senate will be apportioned among the academic units as follows:

$$\text{Number of senators} = 75 \times \left(\frac{\text{Number of general faculty in an academic unit}}{\text{Number of general faculty in the university}} \right)$$

The number of senators representing an academic unit will be determined by rounding the above calculated value to the nearest whole number. Librarians who are not part of the University Libraries unit are counted as part of their colleges' faculty.

C. Nomination and Election of Senators

Senators representing an academic unit shall be elected by a vote of the general faculty of that academic unit. Each academic unit shall decide on a mechanism for conducting elections (e.g., college assembly, paper or electronic ballot) as guided by *Robert's Rules of Order* (latest edition). Visiting faculty, regardless of their rank or duration of appointment, are not eligible to vote.

Each academic unit shall, by majority vote of its faculty, decide on a system of internal allocation of Senate representation; e.g., at academic unit level, by department, by proportion to department size, by a combination of department and academic unit representation, etc. Each academic unit shall annually inform the chair of the Faculty Senate of the details of such allocation and any subsequent changes in it.

No later than the fourth week of the spring semester, the Office of the Faculty Senate will provide each academic unit with a list of faculty eligible for election to the Faculty Senate and the number of seats to be filled. On receiving this information, the academic unit will conduct an election.

An open call for nomination, including self-nomination, is expected.

Each academic unit will report election results to the Office of the Faculty Senate no later than March 1. In order to provide a current list of alternate members of the Senate, each academic unit will also forward the number of votes cast for each candidate for any election.

If an alternate is needed, the alternate with the highest number of votes from the most recent election shall serve. If no alternate is provided, or no alternate can serve, a special election must be held. The chair of the Faculty Senate will certify all Senate elections.

SECTION III.
Officers of the Faculty Senate

A. Officers

Officers of the Senate as specified in the *Constitution* shall be the chair, the vice chair, the past chair, and the secretary.

1. Chair. The duties and functions of the chair are:
 - a. To preside at Faculty Senate meetings;
 - b. To serve as chair of the Senate Steering Committee;
 - c. To represent the Faculty Senate on any matter within the Senate's jurisdiction or as requested by the provost and vice president for Academic Affairs, president, or Board of Trustees;
 - d. To serve as a voting member of the Advisory Council of Faculty Senates;
 - e. To serve as a voting member of the Board of Trustees;
 - f. To oversee the Office of the Faculty Senate;
 - g. To appoint a parliamentarian.
 - h. To perform such other duties as may be directed by the Senate.
2. Vice Chair. The duties and functions of the vice chair are:
 - a. To act as chair in the event the chair is absent or otherwise unable to act;
 - b. To serve as chair of the Committee on Committees;
 - c. To serve on the Senate Steering Committee;
 - d. To perform such other duties as may be directed by the Senate.
3. Past Chair. The duties and functions of the past chair are:
 - a. To act as chair in the event both the chair and vice chair are absent or otherwise unable to act;
 - b. To serve as chair of the Nominations Committee;
 - c. To serve on the Senate Steering Committee;
 - d. To serve as a voting member of the Advisory Council of Faculty Senates;
 - e. To perform such other duties as may be directed by the Senate.
4. Secretary. The duties and functions of the secretary are:
 - a. To oversee
 - i. the record of the minutes of the meetings of the Faculty Senate,
 - ii. the transmission of all notices required under constitution and bylaws of the Senate;

- b. To serve on the Senate Steering Committee;
- c. To perform such other duties as may be directed by the Senate.

B. Election of Officers

As the first order of business at the first meeting of the new Senate in April, the Senate shall elect from its voting membership by majority vote a chair, vice chair and secretary to perform the duties and functions as described in Section A. Each of the officers has a one-year term, beginning immediately following the annual election.

No later than April 1, the Office of the Faculty Senate shall make public a list of all Faculty Senate members for the coming year and issue a call to the general faculty for nominations for Faculty Senate officers from this list. In the eleventh week of the spring semester, the Nominating Committee shall select up to four willing candidates for each office from among the candidates nominated by the faculty. In addition, the Nominating Committee may add additional nominees for each office not previously put forward by the faculty.

At least one week prior to the first meeting of the new Faculty Senate, the Office of the Faculty Senate shall distribute the names and biographical statements of nominees to all members of the Faculty Senate. Additional nominations for each office shall also be accepted from the floor of the Faculty Senate.

Voting for officers will be conducted by secret ballot. Election of officers will be by majority of those senators present and voting. There shall be no voting by proxy.

Should the chair of the Faculty Senate resign that office, the vice chair shall assume the office of chair, and the Steering Committee shall appoint a vice chair for the remainder of the term. Should the vice chair or secretary resign, the Steering Committee shall appoint replacements to those positions.

SECTION IV. Meetings of the Senate

A. Rule of Order

Meetings shall be conducted according to *Robert's Rules of Order* (latest edition).

B. Senate Agenda

The agenda for regular meetings of the Faculty Senate shall be as follows:

Call to Order

Roll Call

Minutes

Recognition of Guests

Announcements

Report of the Senate Chair

Report of the President

Report of the Provost

Old Business
New Business
Committee Reports
Campus Climate Report
Other Business
Adjournment

C. First Meeting

The newly elected Faculty Senate will hold its first meeting during or before the last week of the spring semester.

The first order of business at the first meeting of the new Senate will be the election of Faculty Senate officers for the coming year. (For nomination and election procedures, see *Bylaws*, Section II.C.)

The second order of business at the first meeting of the new Faculty Senate will be the establishment of the Steering Committee. Each academic unit shall have at least one member of the Steering Committee (elected by the academic units' senators at the first meeting). The number of Steering Committee members to which an academic unit is entitled is proportional to the size of that unit's general faculty, as outlined in *Bylaws*, Section VI.A.

The third order of business at the first meeting of the new Faculty Senate will be the establishment of the Committee on Committees. The senators from each academic unit shall nominate one of their Steering Committee representatives to serve on the Committee on Committees.

D. Regular Meeting

An agenda shall be sent electronically to each senator at least one week prior to the meeting.

E. Special Meetings

As specified in the *Constitution*, Article V, special meetings shall be called only with written notice of the meeting and its agenda sent to members one week prior to the meeting, time permitting.

F. Quorum

A quorum for any meeting of the Senate shall consist of a majority of the Faculty Senate membership.

G. Voting Privileges

Any member of the faculty shall have the right to attend meetings of the Senate. Only senators shall be entitled to a vote.

H. Voting Procedures

Except in elections, voting in the Senate shall ordinarily be by voice. At the discretion of the presiding officer or upon the request of any member, a vote shall be taken by show of hands, or at the request of ten members a vote shall be taken by written ballot.

I. Resolutions

As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon any subject of interest to the university and adopt appropriate resolutions. Resolutions addressing those areas of authority legally reserved to the president and Board of Trustees are advisory. Each resolution adopted by the Faculty Senate is forwarded to the provost and vice president for Academic Affairs who shall act upon the recommendation within 60 days. The provost and vice president for Academic Affairs shall have veto power over any resolution by the Senate. The veto or denial with rationale shall be communicated in writing to the Faculty Senate and the chair of the Faculty Senate. The Senate, by a two-thirds majority vote, may appeal to the president any resolution vetoed. A subsequent veto or denial by the president shall be communicated in writing to the Faculty Senate and to the chair of the Faculty Senate within 60 days. The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any action so vetoed. A decision by the Board of Trustees is final.

J. Addressing the Senate

Any member of the general faculty shall have the privilege of addressing the Faculty Senate when recognized. The Faculty Senate, after open debate, may by 2/3 vote of those senators present, place limitations on this right at any Faculty Senate meeting.

Representatives of the Student Government Association, administrators, any member of the general faculty, or other interested parties may attend the Faculty Senate meetings as nonparticipating observers. Prior to the spring term meeting of the newly elected Faculty Senate, one student (designated by the president of the Student Government Association) shall have the privilege of participating in debate.

Persons who by their training and experience are qualified to contribute to the discussion of particular items of business may be invited by the chair of the Faculty Senate or the provost and vice president for Academic Affairs.

K. Conduct of Senate Business

1. In the conduct of its business, the Senate shall be guided by the customary rules of parliamentary procedure, insofar as these are not modified by the provisions of this *Constitution* or its bylaws. In cases of dispute recourse shall be to *Robert's Rules of Order* (latest edition).
2. Decisions in the Senate shall be taken by majority vote of the members present and voting, except as provided by the constitution and bylaws.

SECTION V. Attendance

A. Vacancies

If a senator resigns his or her seat, this seat shall be declared vacant by the chair of the Faculty Senate, and shall be filled by a faculty member from the same academic unit. If a vacating member was elected at the department level, the replacement shall also be elected at the department level. If a vacating member was elected at the academic unit level for an at-large position, the Faculty Senate Chair will select the first alternate member from the most recent list provided by the academic unit.

B. Determination of Attendance

Attendance shall be determined by the signing of an attendance roster at the beginning of each Senate meeting. Correction of the electronic attendance roster shall occur no later than the following Senate meeting by contacting the Office of the Faculty Senate.

C. Excessive Absence

A senator who misses more than half of the regularly scheduled Senate meetings in an academic year for which an alternate has not been assigned is presumed to have resigned from the Faculty Senate. The Senate Secretary shall inform the Senate at the next regular meeting of resignations because of absence. Vacancies shall be filled as per the *Bylaws*, Section V.A.

SECTION VI.

Senate Operational Committees

The Faculty Senate will establish Senate operational committees, which report to the full Faculty Senate at each meeting of the Faculty Senate. Terms of service for all committees are staggered. Committee members continue to serve until their replacements are appointed. The chair of each committee, directed by majority vote of the committee membership, shall bring policy matters to the Faculty Senate Steering Committee for consideration. Even though there is no voting by proxy for Senate meetings, Senate operational committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert’s Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

A. Steering Committee

1. Composition.

The Steering Committee is composed of the chair of the Faculty Senate, the vice chair, the secretary of the Faculty Senate, and the immediate past chair of the Senate. In addition to the current officers and the immediate past chair of the Faculty Senate, the total number of senators on the Steering Committee shall be no greater than one-fifth (15) of the total number of senators (75) and apportioned as provided below. Steering Committee members shall be elected by a majority vote of senators present and voting within each of the academic units. There shall be no voting by proxy.

- a. Each academic unit will have one representative on the Steering Committee.
- b. The apportionment of the remaining seats of the Steering Committee (after the provision in Section VI, A.1.a is implemented) shall be derived as follows:

$$\left(\frac{\text{Number of general faculty from each academic unit with 5 or more senators}}{\text{Total number of general faculty from all academic units with 5 or more senators}} \right) \times \text{remaining number of vacant seats}$$

- c. Vacant seats shall be allocated in descending order of the calculation in *Bylaws*, Section VI.A1.b until all seats are filled.
- d. In the event of a vacancy on the Steering Committee, the senators of that academic unit shall elect a replacement from amongst its membership.

2. Duties and Responsibilities of the Steering Committee.
 - a. To serve as the “executive committee” of the Faculty Senate.
 - b. To act on behalf of the Senate on matters declared by the chair of the Faculty Senate to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported by the chair of the Faculty Senate to the members of the Faculty Senate at or before the next regular meeting. The Senate shall then review such action. The chair of the Faculty Senate will give the members of the Senate advance notice of the emergency meeting of the Steering Committee, if feasible.
 - c. To serve as an advisory body of the chair of the Faculty Senate on any matter which the chair of the Faculty Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Faculty Senate either before or after they occur.
 - d. To monitor Senate elections and maintain election records.
 - e. To develop Faculty Senate agendas. Items may be added to the agenda at any meeting of the Senate under new business by majority vote. Final action on the resolutions not on the agenda cannot be taken prior to the next Senate meeting.
 - f. To consider resolutions forwarded by Senate committees and to forward them to the full Senate or refer them back to the Senate committee.
 - g. To appoint from its membership liaisons to each of the Senate committees who shall serve as non-voting members of these committees. Liaisons shall act as a resource to the committees and report on committee activities at Steering Committee meetings.
 - h. To act as a committee on amendments to the constitution and the bylaws.
 - i. To periodically review Senate operational, curricular, and joint committees and councils. Creation of new committees and changes in any committee's charter, membership, or duties and responsibilities shall be conveyed to the Faculty Senate for consideration as amendments to the bylaws.
 - j. To serve as a faculty advisory body to the president of the university and to the provost and vice president for Academic Affairs when requested.
 - k. To act in executive session when the Faculty Senate is not in session. In this capacity, a majority of the committee shall constitute a quorum. All recommendations made as the Senate's "executive committee" shall be reported to the Senate and be subject to review and approval by the Faculty Senate.
 - l. To request information from any member of the faculty or administration and invite any such person to meet with it for consultation or advice on matters within its jurisdiction.
 - m. To establish ad hoc committees to facilitate its work.

3. Meetings

The Steering Committee will normally meet two weeks prior to the regular Faculty Senate meeting, at the discretion of the chair of the Faculty Senate, who will chair this committee.

4. Quorum

A quorum for meetings of the Steering Committee shall consist of fifty percent of the voting members.

5. Subcommittees of the Steering Committee

a. Committee on Committees.

The senators from each academic unit shall elect their representatives to the Committee on Committees from amongst the unit's Steering Committee members. Members of the Committee on Committees are elected at the first Senate meeting of the year to a one-year term. Should a vacancy occur on the Committee on Committees, the senators from the academic unit in which the vacancy occurs shall designate a replacement. This committee will be chaired by the Senate vice chair. The committee responsibilities are:

- i. To solicit committee preferences from senators for membership on the committees of the Senate, review and recommend committee membership, and to appoint a Senate liaison to provide monthly committee reports to the Senate.
- ii. To consult with the faculty and deans of their academic units to identify nominees for university joint committees and councils and to review and recommend committee membership.
 - a. The identification of faculty for service on joint university committees and councils is the result of collaboration between the college Committee on Committees representative and a representative of the college dean. The Vice Chair of the Faculty Senate will notify both parties when a vacancy occurs, who will come to an agreement on the new appointee.
 - b. Based upon the criteria for the committee position, both parties may solicit nominations from the college's faculty or administrators. If the dean's representative and the college Committee on Committees representative cannot agree on the new appointee, both the nominations will be reviewed by the full Committee on Committees, which will make the final determination.
 - c. Once the new appointee has agreed to serve, the Committee on Committees representative shall inform the Office of the Faculty Senate of the appointment.
- iii. To provide the Steering Committee of the Faculty Senate with a list of nominees for all Senate operational and curricular committees and the responsible university administrator with nominations for joint

committees and councils. The Committee on Committees shall take into consideration minority and female representation, and to the extent possible, take into consideration approximate proportionate representation of the academic units to serve on Senate and joint committees.

- iv. To determine the interest of faculty (by survey or other appropriate means) in serving on the various Senate and joint committees and to obtain names from department chairs, deans, and others of faculty members whom they believe have the requisite interest and experience to serve on specific committees.

b. Nominating Committee.

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. Prior to the first meeting of the new Senate, the Nominating Committee recommends to the Steering Committee a list of up to four willing candidates for each of the Senate offices. (For nomination procedures, see *Bylaws*, Section III.B.)

B. Budget and Administrative Committee

1. Duties and Responsibilities.

- a. To evaluate and recommend policies and procedures concerning university budget with special emphasis on the academic budget.
- b. To make recommendations on any administrative procedure that affects faculty members in the performance of their work.
- c. To participate in the academic planning process as appropriate.
- d. To make recommendations to the Steering Committee of the Faculty Senate.

2. Membership.

The committee shall consist of at least fourteen members of the general faculty, at least eight of whom are current members of the Faculty Senate; the provost and vice president for Academic Affairs or his/her designee (*ex officio*); and the Chief Financial Officer or his/her designee (*ex officio*). Committee members shall be selected by the Committee on Committees, in consultation with the provost and vice president for Academic Affairs. It is expected that each academic unit shall have one representative. The remaining members are unrestricted with regard to academic unit affiliation. Terms of service are two years, staggered. The committee chair and vice shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.

C. Information Technology Committee

1. Duties and Responsibilities.

- a. To assist in the determination and evaluation of faculty information technology needs and to review general policies in this area.

- b. To review changes to educational media and communications recommended by the vice president for Information Technologies and Resources.
 - c. To advise the vice president for Information Technologies and Resources on university and faculty needs and interests in developing information technology resources to enhance the campus environment for teaching, learning, research, other scholarly activities, and service.
 - d. To make recommendations to the Steering Committee of the Faculty Senate.
2. Membership.

The committee shall consist of an Instructional Designer from the Center for Distributed Learning; a Librarian from the UCF Libraries; faculty whose work in the areas listed here requires high IT resource or support levels and who are engaged in teaching (two members, one teaching primarily online and one teaching primarily in the classroom), physical or non-human biological research (four members, including mathematical and information sciences), research on humans or human populations (four members, including commerce, social sciences, health, politics, and communication), other research and scholarship (one member, including arts, music, letters and other humanities); an undergraduate student; a graduate student engaged in research requiring high IT resource or support levels; two faculty whose use of and expertise in IT is not above the norm; the Vice President for Information Technology or designee (ex officio); the Vice Provost for Digital Learning or designee (ex officio); the Vice President for Research or designee (ex officio); the Dean of the Libraries or designee (ex officio). At least two of the faculty representatives must work primarily on campuses other than the Main Campus. Student representatives will be selected by the Student Government Association. Faculty will be selected by the Committee on Committees, which will attempt to achieve broad representation among colleges and departments, within the constraints of expertise, above. The committee chair and vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered.

D. Personnel Committee

- 1. Duties and Responsibilities.
 - a. To study and recommend academic personnel policy and standards, including promotion and tenure criteria.
 - b. To be responsible for procedures to evaluate administrators and department chairs and oversee such evaluations.
 - c. To consider other matters related to the professional well-being of the faculty, including academic freedom.
 - d. To make recommendations to the Steering Committee of the Faculty Senate.
- 2. Membership.

The committee shall consist of at least one faculty member from each academic unit and the provost and vice president for Academic Affairs or his/her designee (ex officio). All committee members must be faculty holding the rank of associate

professor or professor, associate or senior instructor, associate or senior lecturer, or associate or university librarian. Committee members shall be selected by the Committee on Committees, in consultation with the provost and vice president for Academic Affairs. Terms of service are two years, staggered. The committee chair and vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.

F. Research Council

1. Duties and Responsibilities.

- a. To recommend policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents to the vice president for the Office of Research.
- b. To consult with and advise the vice president for the Office of Research on the stimulation of and support for research activities, including policies for allocation of monies to be invested in UCF research endeavors.
- c. To assist in the evaluation of research programs within the university and advise on new research centers and institutes and the evaluation of performance of existing centers and institutes.
- d. To recommend policies that will foster a strong, mutually productive relationship between research centers and institutes and departments.
- e. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the university.
- f. To review the activities of the committees that deal with the use of human subjects or animals in research.
- g. To review the activities of the committee that deals with copyrights and patents.
- h. To review and make recommendations to the vice president for the Office of Research on internal research grants and awards.
- i. To work with the vice president for the Office of Research in establishing guidelines for submissions and review of research proposals.
- j. To recommend policies to promote the responsible conduct of research by UCF faculty, staff, and students.
- k. To make recommendations to the Steering Committee of the Faculty Senate.

2. Membership.

The committee shall consist of eighteen faculty members with at least one representative from each of the academic units selected by the Committee on Committees and two additional faculty members from the institutes and/or centers will be designated by the vice president for the Office of Research. Academic unit faculty membership shall proportionally represent the number of faculty of the colleges. Only faculty members holding the rank of associate professor or professor or professional librarians of comparable rank shall be eligible for membership. The vice president for the Office of Research (or designee) shall serve as an ex officio

member. Terms of service shall be three years, staggered. The chair and vice chair of the council shall be elected annually by its membership.

SECTION VII. Senate Curricular Committees

Certain committees shall be designated as Senate curricular committees. Even though there is no voting by proxy for Senate meetings, Senate curricular committees may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting.

As the elected representatives of the faculty, the Faculty Senate is responsible for all university curricular committees and councils.

Senate Curricular Committees and Councils are:

A. Undergraduate Council

a. Duties and Responsibilities.

- i. To report to the Senate on undergraduate policy and curriculum matters. Business is conducted by the two committees of the council, which examine and formulate policies and procedures and review undergraduate course action requests and requests for new programs, among other matters.
- ii. To review all matters referred by committees of the Undergraduate Council.
- iii. To transmit its recommendations to the dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs. The council may also make recommendations to the Steering Committee of the Faculty Senate.

b. Membership.

The council shall consist of all of the members of the committees of the Undergraduate Council and the dean of the College of Undergraduate Studies (ex officio). All faculty members must be full-time general faculty. The Committee on Committees shall select the faculty members for all committees of the Undergraduate Council and shall solicit nominees from the deans of the respective academic units as well as from the dean of the College of Undergraduate Studies, among others. The council chair and the vice chair are elected annually by the membership of the council at the first meeting after the new Senate is elected, normally early in the fall term. The elected chair of the council will serve as the chair of the Undergraduate Policy and Curriculum Committee. The vice chair will serve as the chair of the Undergraduate Course Review Committee.

1. Undergraduate Policy and Curriculum Committee

- a. Duties and Responsibilities.
 - i. To study, review, and provide recommendations on undergraduate academic policies.
 - ii. To study, review, and provide recommendations on university-wide undergraduate degree requirements, including the General Education Program (GEP), foreign language requirements or proficiency, admission standards, and baccalaureate academic honors.
 - iii. To study and review recommendations from the University Common Program Oversight Committee on changes to the General Education Program and to transmit recommendations to the dean of the College of Undergraduate Studies for approval.
 - iv. To review and make recommendations on all proposals for planning or implementation of new undergraduate degree programs, minors, and elimination of existing programs that will be submitted by the committee to the Office of Academic Affairs prior to submission to the Board of Trustees for final approval.
 - v. To review and make recommendations on all proposals for revisions to existing degree programs and certificates.
 - vi. To review and make recommendations on the allocation of the Equipment Fee to the dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.
 - vii. To transmit its recommendations to the dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs. The committee may also make recommendations to the Steering Committee of the Faculty Senate.
- b. Membership.

The Undergraduate Policy and Curriculum Committee shall consist of the chair of the Undergraduate Council, an elected vice chair, and fifteen faculty members, with at least one representative from each of the academic units. Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees. Terms of service are two years, staggered. The ex officio members include the dean of the College of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges.

2. Undergraduate Course Review Committee

- a. Duties and Responsibilities.
 - i. To review all undergraduate course additions, revisions or deletions, and special topics course requests and transmit its recommendations to

the dean of the College of Undergraduate Studies (or designee) for approval. The dean of the College of Undergraduate Studies will inform the Undergraduate Policy and Curriculum Committee of any related mandated curricular changes.

- ii. To review recommendations from the Undergraduate Common Program Oversight Committee regarding course proposals related to the General Education Program.
- iii. To make recommendations on the allocation of the Material and Supplies Fee to the dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs.

b. Membership.

The Undergraduate Course Review Committee shall consist of the vice chair of the Undergraduate Council, an elected vice chair, and fifteen faculty members, with at least one representative from each of the academic units. Faculty membership shall proportionally represent the number of faculty of the colleges, and every effort shall be made to include members of the college curricular committees. The ex officio members include the dean of the College of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges. Terms of service are two years, staggered.

B. Graduate Council

a. Duties and Responsibilities.

- i. To report to the Senate on graduate policy and curriculum matters. Business is conducted by the four committees of the council, which examine and formulate policies and procedures, hear petitions for variances from graduate program, college, or university requirements, and review graduate course action requests and requests for new programs, among other matters.
- ii. To review all matters referred by committees of the Graduate Council.
- iii. To transmit its recommendations to the dean of the College of Graduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs. The council may also make recommendations to the Steering Committee of the Faculty Senate.
- iv. To review all graduate programs within the university on a periodic basis per Board of Trustees guidelines. The review process will include the university program review reports and recommendations based on the review of the annual college reports on the status of graduate programs.

b. Membership.

The council shall consist of all of the members of the committees of the Graduate Council and the dean of the College of Graduate Studies (ex officio). All members of the Graduate Council must be Graduate Faculty, as specified in the Graduate Catalog. The Committee on Committees shall select the faculty members for all committees of the Graduate Council and shall solicit nominees from the deans of the respective academic units as well as from the dean of the College of Graduate Studies, among others. The council chair and vice chair are elected annually by the membership of the council at the first meeting after the new committee is constituted, normally early in the fall term. The elected chair of the council will serve as the chair of the Graduate Policy Committee. The vice chair of the council will serve as the chair of the Graduate Curriculum Committee.

1. Graduate Policy Committee

a. Duties and Responsibilities.

- i. To examine existing policies and procedures and recommend new policies and procedures with regard to graduate education, including but not limited to policies and procedures affecting admissions, academic progress, and financial support for graduate students.
- ii. To review all matters referred by the dean of the College of Graduate Studies.
- iii. To transmit its recommendations to the dean of the College of Graduate Studies, who submits his/her recommendations to the provost and vice president for Academic Affairs. The committee may also make recommendations to the Steering Committee of the Faculty Senate.

b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council chair will serve as the chair of the Graduate Policy Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

2. Graduate Appeals Committee

a. Duties and Responsibilities.

- i. To hear petitions for variances from established policies governing post-baccalaureate, certificate, or graduate degrees regardless of the

administrative level from which the policy emanated including the graduate program, the college, or the university.

- ii. To hear other cases as referred by the dean of the College of Graduate Studies including but not limited to appeals of adverse admissions decisions, appeals of adverse administrative decisions, and appeals originating in *The Golden Rule* and requiring a decision by the dean of the College of Graduate Studies.
- iii. To hear all requests from graduate program directors for exceptions to graduate policies and procedures.
- iv. To identify graduate program practices that have policy implications and refer them to the dean of the College of Graduate Studies.
- v. To review all matters referred by the Graduate Council.
- vi. All conclusions of deliberations by the Graduate Appeal Committee are considered recommendations to the dean of the College of Graduate Studies who makes the final decision for the university.

b. Membership.

The Graduate Appeals Committee shall consist of at least one graduate faculty member from each academic unit, a graduate student, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will appoint the chair of the Graduate Appeals Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies.

3. Graduate Curriculum Committee

a. Duties and Responsibilities.

- i. To review curricular issues related to graduate education and make recommendations to the dean of the College of Graduate Studies.
- ii. To review changes to existing graduate programs (such as hours, thesis/non-thesis options).
- iii. To review new tracks or options to existing graduate programs and deletions of tracks or options.
- iv. To review new certificate programs and the deletion of existing certificate programs.
- v. To review all requests for additions, revisions, and deletions of graduate and special topic courses.
- vi. To review all matters referred by the dean of the College of Graduate Studies.

b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the dean of the College of Graduate Studies. The ex officio members include the dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

4. Graduate Program Review and Awards Committee

a. Duties and Responsibilities.

- i. To review graduate programs as part of the program review cycle, identify factors that promote quality in graduate programs, and update faculty status for those faculty members participating in the graduate programs. The committee reports findings and recommendations to the dean of the College of Graduate Studies.
- ii. To review proposals of new graduate programs and deletion of existing programs that will be submitted to this committee by the dean of the College of Graduate Studies. The dean of the College of Graduate Studies will forward the resulting recommendations to the provost and vice president for Academic Affairs. Following all necessary reviews and approvals, the recommendations will be submitted to the Board of Trustees for their review and approval.
- iii. To review nominees for the graduate student awards for teaching, thesis, and dissertation given by the College of Graduate Studies and for the Excellence in Graduate Teaching Award. Recommendations are forwarded to the dean of the College of Graduate Studies.

b. Membership.

The Graduate Program Review and Awards Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and the dean of the College of Graduate Studies (ex officio) or her/his designee. The council chair will appoint the chair of the Graduate Program Review and Awards Committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be three years, staggered.

SECTION VIII.
Joint Committees and Councils

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils will hold meetings at least once a semester during the regular academic year. The first meeting of the academic year will be held upon the call of the administrator(s) to whom the committee reports. Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the second month in the semester, the Faculty Senate chair will, upon the request of any member of the committee, arrange for a meeting location and time, and notify members. No action can be taken at committee meetings unless a majority of the voting membership is present.

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term. If a committee member is appointed a member by virtue of the position held which will not change over multiple committee terms, those members may be listed as continuing members. When the continuing member ceases to hold the position that entitles him/her to such membership, membership on the committee ends.

Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. Each committee will submit a brief written annual report of its activities to the chair of the Faculty Senate by the end of the second week of August each year.

A. Academic Calendar Committee

1. Duties and Responsibilities.

- a. To recommend the academic calendar and to ensure compliance with the rules and regulations of the state of Florida and the university Board of Trustees.
- b. To consider the impact of changes in the academic calendar on students and faculty.

2. Membership.

The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees and one student nominated by the president of the Student Government Association. No more than two of the faculty members of the committee shall hold a rank of assistant dean or higher. The vice president for Student Development and Enrollment Services or designee (ex officio) shall identify ex officio members, making every effort to ensure that areas relating to the Academic Calendar are represented. The number of ex officio members shall not exceed the number of faculty members. The chair and vice chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be two

years, staggered, with the exception of the student member, who shall serve for one year.

B. Admissions and Standards Committee

1. Duties and Responsibilities.

- a. To consider all undergraduate student admissions that do not meet the minimum university admissions standards and that are referred to it by the Office of Undergraduate Admissions.
- b. To consider all undergraduate student appeals of readmission decisions or academic standing.
- c. To consider undergraduate student appeals of decisions that have been made by the College of Undergraduate Studies concerning late withdrawals, late drops, late adds, and medical withdrawals.
- d. To consider graduate student appeals of decisions that have been made by the College of Graduate Studies concerning late withdrawals, late drops, late adds, and medical withdrawals.

2. Membership.

The committee shall consist of at least six faculty members (at least three of whom shall be graduate faculty), selected by the Committee on Committees (in consultation with the vice president for Student Development and Enrollment Services), one undergraduate student nominated by the president of the Student Government Association, one graduate student nominated by the president of the Graduate Student Association (in consultation with dean of the College of Graduate Studies), and six members from the professional staff (selected by the vice president for Student Development and Enrollment Services). A representative from the professional advising office for each college may serve as a non-voting resource person to assist the committee members. The vice president for Student Development and Enrollment Services or designee (ex officio) will serve as chair and identify other ex officio members. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. The chair will make every effort to ensure that areas relating to Admissions and Standards are represented. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

C. Commencements, Convocations, and Recognition Committee

1. Duties and Responsibilities.

- a. To examine and review commencement and convocation procedures and to make recommendations for future commencements and convocations, taking into account budgetary implications.
- b. To make recommendations to the president regarding speakers for commencements and convocations.
- c. To make recommendations regarding the number and kinds of commencements and convocations.
- d. To review proposals for awards, emeritus status, honorary degrees, awarding posthumous degrees, and any other recognition or honors bestowed by the university and to make recommendations to the president.
- e. To recommend the standards and criteria by which to judge the qualifications for awarding honorary degrees.
- f. To recommend criteria for the selection of those to be honored by the university with the designation distinguished alumnus.
- g. To serve as a selection committee for those to be named distinguished alumni.

2. Membership.

The committee shall consist of one tenured faculty member from each academic unit, and one Associate or University Librarian selected by the Committee on Committees (in consultation with the president), two students selected by the president of the Student Government Association (in consultation with the president) and the president and the provost and vice president for Academic Affairs or their designees. The president (or designee) shall identify other ex officio members. The chair is appointed annually by the president from the faculty membership. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

D. Faculty Center for Teaching and Learning Advisory Committee

1. Duties and Responsibilities.

To advise the director of the Faculty Center for Teaching and Learning on matters related to the following:

- a. Supporting and developing faculty professional development in areas of teaching, learning and the scholarship of teaching for all faculty, including full-time, adjunct and graduate teaching assistants.
- b. Coordinating the nomination, review and selection of faculty fellowships and other awards for teaching and learning.
- c. Reviewing an annual assessment of the Faculty Center for Teaching and Learning activities.

- d. Considering and recommending to the Faculty Senate and administration regarding the needs and activities of the Faculty Center for Teaching and Learning.
2. Membership.

The committee consists of a minimum of at least one faculty member from each academic unit and a faculty member representing UCF Connect, who shall be the voting members of the committee. The chair and vice chair of the committee shall be a faculty member elected annually by the membership. The ex officio members of the committee shall be the vice president for Information Technologies and Resources and (or designee), an associate or senior instructional designer, and the directors (or their designees) of offices that impact teaching and learning, who shall be designated by the director of the Faculty Center for Teaching and Learning. Terms of service shall be three years, staggered. Faculty members of the committee are selected by the Committee on Committees in consultation with the director of the Faculty Center for Teaching and Learning and the college deans.

E. Faculty and Staff Benefits Committee

1. Duties and Responsibilities.
 - a. To study fringe benefits and other benefits and services provided to all faculty and staff of the university in relation to those offered in other institutions.
 - b. To examine, analyze, and make recommendations on insurance and other benefit programs offered for consideration and implementation by the university.
 - c. To make recommendations to the president on any proposed changes in benefits provided to the faculty and staff.
 - d. To report the results of fringe benefits and other related faculty and staff benefits studies to the Senate.
 - e. A quorum shall be five or more voting members.
2. Membership.

The committee shall consist of one faculty member from each academic unit, selected by the Committee on Committees, three staff members selected by the USPS Staff Council, three Administrative and Professional employees selected by the associate vice president for Human Resources, and two members from the Retiree Association (one retired faculty and one retired staff) nominated by the president of the UCF Retirement Association. A benefits representative from the Office of Human Resources and the associate vice president for Human Resources (or designee) shall serve as ex officio members. The chair is appointed annually by the associate vice president for Human Resources from the faculty members of the committee. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered.

F. Library Advisory Committee

1. Duties and Responsibilities.

- a. To facilitate communication between the Libraries and its academic clientele.
 - b. To act as advocates of the Libraries in university-wide decision-making groups.
 - c. To act as an advisory council to the Libraries administration.
2. Membership.

The committee shall consist of one faculty member from each academic unit, one college dean, and one department chair, all selected by the Committee on Committees (in consultation with the dean of Libraries). Other members include an associate or senior instructional designer, one undergraduate student (appointed by the president of the Student Government Association) and one graduate student (appointed by the dean of the College of Graduate Studies based on the recommendation of the president of the Graduate Student Association). The dean of the University Libraries shall serve as an ex officio member. The chair and vice chair of the committee shall be a faculty member of the committee elected at the first meeting at the beginning of each academic year. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year.

G. Faculty Senate Parking, Transportation and Safety Committee

1. Duties and Responsibilities.
- a. To evaluate and recommend policies to concerning parking, transportation, and campus safety and security that will foster a mutually beneficial environment for faculty, staff, students, and visitors in the university community.
 - b. To make recommendations to the Steering Committee of the Faculty Senate.
2. Membership.

The committee shall consist of at least one faculty member from each academic unit, the vice president for Administration and Finance or his/her designee (ex officio), and the UCF Police Chief or his/her designee (ex officio). Committee members shall be selected by the Committee on Committees. The committee chair and vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. The chair of the Faculty Senate Parking, Transportation and Safety Committee or designee will serve as an ex officio member on the University Parking and Transportation Committee. Terms of service are two years, staggered.

H. Strategic Planning Council

1. Duties and Responsibilities.
- a. To advise and assist the provost and vice president for Academic Affairs in developing and updating the university's strategic plan.
 - b. To recommend policies to support the university's strategic planning process, including academic planning, institutional effectiveness, accountability, budget planning, and student services.
 - c. To recommend to the provost and vice president for Academic Affairs the university's academic plan and any budget or academic actions necessary to support those recommendations.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the provost and vice president for Academic Affairs); one student (appointed by the president of the Student Government Association); the chair of the Faculty Senate; one staff member (selected by the USPS Staff Council); one department chair (appointed by the provost and vice president for Academic Affairs); one faculty representing UCF Connect (appointed by the vice provost for UCF Connect); one alumnus or alumna (selected by the senior associate vice president of Alumni Engagement and Annual Giving); an associate or senior instructional designer; and the provost and vice president for Academic Affairs. The provost and vice president for Academic Affairs (*ex officio*), in concert with the vice presidents of the administrative and academic divisions, will identify remaining members in an effort to ensure widespread representation across the university. The council chair and shall be appointed by the president from the membership of the council. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service are three years, staggered, with the exception of the student members, who shall serve for one year.

I. Textbook Committee

1. Duties and Responsibilities.

- a. To review and recommend to the dean of the College of Undergraduate Studies procedures to meet textbook adoption deadlines and reporting requirements.
- b. To promote a culture that values textbook affordability.
- c. To respect the faculty member's expertise in choosing appropriate curriculum materials while highlighting the cost-effectiveness for students.
- d. To develop scholarship selection criteria, review applications, and select scholarship recipients each year to receive free course textbooks and other awards for each semester from the university Bookstore.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), one associate or senior instructional designer from the Center for Distributed Learning, one student (nominated by the president of the Student Government Association), one representative from the Faculty Center for Teaching and Learning, one representative from the University Libraries, the bookstore manager, and the dean of the College of Undergraduate Studies (or designee). The dean of the College of Undergraduate Studies (or designee) shall identify *ex officio* members. The chair and vice chair shall be elected annually from its faculty membership. Terms of service shall be two years, staggered, with the exception of the student member, who shall serve for one year.

J. General Undergraduate Requirements Committee

1. Duties and Responsibilities.

- a. To monitor university-wide undergraduate curriculum requirements such as the General Education Program, diversity, Gordon Rule, civic literacy, and to review any changes, additions, or deletions to those curricular requirements.
 - b. To review, monitor, and make recommendations to the dean of the College of Undergraduate Studies on courses and syllabi submitted to fulfill the university diversity requirement to meet the established definition of diversity.
 - c. To make recommendations to the Undergraduate Policy and Curriculum Committee on changes to the General Education Program, diversity, Gordon Rule, civic literacy, and other state-mandated requirements.
 - d. To make recommendations to the Undergraduate Course Review Committee regarding course proposals related to the General Education Program, diversity, Gordon Rule, civic literacy, and other state-mandated requirements.
2. Membership.

The committee shall consist of at least fifteen faculty members, with at least one faculty member from each of the colleges with undergraduate programs and one professional librarian (selected by the Committee on Committees in consultation with the college deans and the dean of the College of Undergraduate Studies). The Committee on Committees shall consider the proportion of general education credit offered between the colleges. If possible, members of the general faculty responsible for general education courses shall serve on the committee. The dean of the College of Undergraduate Studies or designee (ex officio) shall identify other ex officio members, making every effort to ensure that areas relating to Undergraduate Common Program Oversight are represented. The chair and vice chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be two years, staggered.

K. University Athletics Advisory Committee

- 1. Duties and Responsibilities.
 - a. To nurture and foster academic integrity through an oversight of academics matters related to University Athletics.
 - b. To supervise the relationship of the university to the athletic conference in which it holds membership and the National Collegiate Athletic Association and to ensure that university policies and procedures are being followed in order to maintain the integrity of the university with NCAA rules and regulations.
 - c. To ensure that the university's athletic program is in keeping with the educational objectives of the university.
 - d. To review the academic advisement, retention, and admissions of athletes.
 - e. To recommend to the Faculty Senate policies to ensure the academic integrity of the athletic programs.
 - f. To serve as an advisory and recommending body for intercollegiate athletics on policies and procedures that relate specifically to student-athlete welfare and academic progress.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the provost and vice president for Academic Affairs or designee), three students (the president of the Student Government Association, a senator, and a student at large), the NCAA faculty representative, and one staff member (nominated by the USPS Staff Council). The NCAA faculty representative will identify other ex officio members and will make every effort to ensure that areas relating to University Athletics are represented. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year. The committee chair shall be designated annually by the president. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.

L. University Honors Committee

1. Duties and Responsibilities.

- a. To consider and recommend fundamental policies and procedures relating to the Burnett Honors College, including the general direction of the college and its programs, requirements, faculty participation, and curricular matters.
- b. To make recommendations to the dean of the Burnett Honors College on matters requiring judgments regarding faculty and student awards, scholarships, and other benefits.
- c. To make recommendations to the dean of the Burnett Honors College as required on disciplinary matters relating to the Burnett Honors College including the removal of a student from the program.

2. Membership.

The committee shall consist of one faculty member from each academic unit, and one representative from each of the UCF Connect campuses with students participating in the Honors Program (selected by the Committee on Committees in consultation with the dean of the Burnett Honors College), and three student representatives (recommended by the dean of the Burnett Honors College). The dean of the Burnett Honors College (ex officio) will chair the committee identify other ex officio members. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

M. University Master Planning Committee

1. Duties and Responsibilities.

- a. To review short-range as well as long-range issues related to land use, facilities planning, and future development of the campus, including protection and preservation of natural resources on the campus.
- b. To make recommendations to the president regarding matters of aesthetics and suitability for minor projects and modifications of the campus landscape, utilities, and building exteriors.
- c. To review signage, site furniture, public art, and some temporary installations.
- d. To serve as a clearinghouse for communication to the campus community.

2. Membership.

The committee shall consist of: one faculty member from each academic unit, two of whom shall be members of the Faculty Senate (selected by the Committee on Committees in consultation with the provost and vice president for Academic Affairs); two additional faculty members from Biology and Environmental Engineering (selected by the vice president for Administration and Finance or designee); one administrator from Academic Affairs (appointed by the provost and vice president for Academic Affairs); and two students (appointed by the president of the Student Government Association). The vice president for Administration and

Finance or designee (ex officio) shall identify other voting and ex officio members, making every effort to ensure that areas relating to University Master Planning are represented. The director of Environmental Health and Safety and the assistant director of Facilities Planning shall function as support staff to the committee. The chair and vice chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year.

N. University Parking and Transportation Committee

1. Duties and Responsibilities.

- a. To recommend to the vice president for Administration and Finance changes to the UCF regulations that govern traffic and parking on the UCF campus.
- b. To review programs or services designed to improve traffic, transportation, or parking services to the UCF community.
- c. To review and approve special parking permits and 24-hour reserved parking spaces.
- d. To review and approve conversion of metered, faculty/staff parking spaces, or drop-off and pick-up services.

2. Membership.

The committee shall consist of two faculty members (selected by the Committee on Committees); the chair of the Faculty Senate Parking, Transportation and Safety committee or designee will serve as an ex officio member; two students (appointed by the president of the Student Government Association); two staff members (appointed by the USPS Staff Council); and one administrative and professional employee (appointed by the vice president for Administration and Finance). The vice president for Administration and Finance or designee (ex officio) will identify other ex officio members. The vice president for Administration and Finance will appoint one additional member to serve as chair. The vice chair shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. Terms of service shall be two years, staggered with the exception of the student member, who shall serve for one year.

O. University Promotion and Tenure Committee

1. Duties and Responsibilities.

- a. To review and evaluate all assigned applications for promotion and tenure and make recommendations to the provost and vice president for Academic Affairs.
- b. To maintain the confidentiality of all personnel records and matters under its jurisdiction.
- c. To function as an advisory committee to the provost and vice president for Academic Affairs.
- d. To submit all policy concerns to the Faculty Senate Steering Committee and the provost and vice president for Academic Affairs.

2. Membership.

- a. Committee membership for review of tenured and tenure-earning faculty for tenure and promotion:

The committee shall consist of one faculty member from each college. Each member shall hold the rank of tenured professor and be an active scholar within his or her particular field. The committee members are elected at large from their respective colleges by tenured and tenure-earning faculty. The chair and vice chair is elected annually by the committee members. No member of the committee may be a member of a college or department/school promotion and tenure committee. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion unless otherwise specified in UCF Regulation 3.0175. Terms of service shall be two years, staggered.

- b. Committee membership for review of non-tenure-earning ranked faculty, clinicians and researchers for promotion:

Whenever a non-tenure-earning faculty member, clinician or researcher, hereafter referred to as non-tenure-earning faculty, is a candidate for promotion, the University Promotion and Tenure committee, as constituted in part P2A, shall be augmented by the addition of non-tenure-earning faculty who hold a rank higher than those faculty who are being reviewed. The role of additional committee members is limited to the review and evaluation of non-tenure-earning promotion candidates. Non-tenure-earning faculty shall not comprise more than one-third of the augmented total University Promotion and Tenure Committee membership. The non-tenure-earning committee members from each college that has non-tenure-earning faculty are to be elected at large by the non-tenure-earning faculty of that college. If there are fewer than ten non-tenure-earning faculty in the college, the tenured and tenure-earning faculty will also vote. Each additional member shall be an active teacher, clinician, or researcher within his/her particular field. No member of the committee may be a member of any college or department/school promotion and tenure committee. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion unless otherwise specified in UCF Regulation 3.0175. Terms of service shall be two years, staggered.

P. University Travel Awards Committee

1. Duties and Responsibilities.

- a. To develop guidelines for travel awards to faculty.
- b. To make announcements to the faculty regarding availability and procedures for application for travel awards.
- c. To solicit applications for travel awards.
- d. To review faculty applications for travel awards and make recommendations to the provost and vice president for Academic Affairs for making these awards.

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), and the provost and vice president for Academic Affairs (ex officio) or designee. The chair and vice chair is elected annually from the faculty membership. Terms of service shall be two years, staggered.

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 a majority of the unit's general faculty. The unit's general faculty is defined in Faculty Senate Bylaws Section I. Definition of Faculty and typically includes the leader of the unit. The unit's bylaws will be approved by the unit faculty, the unit leader, and appropriate Dean (or equivalent). The Dean will have the Office of Faculty Excellence review the bylaws to ensure compliance with university policy. When fully approved, the bylaws will be posted electronically by the Office of Faculty Excellence in a manner accessible and easily navigable by all unit faculty. The unit bylaws will be reapproved and revised (as needed) every five years or whenever requested by a majority of the unit faculty.

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

1. Frequency of Meetings - Meetings of Department/School faculty will be regularly called by and presided over by the leader. Their frequency will depend on the needs and usages of the units. At least one meeting per semester shall be held. Chairs and directors in colleges with multiple units should meet at least monthly with the college dean.
2. Meeting Rules - Unit 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).
3. Faculty-called Meetings - The faculty in a Department/School shall be entitled to call a special meeting with a specific agenda upon presentation to the appropriate leader of such a request of one-third of the Department/School faculty. The special faculty meeting shall occur within five business days of the presented request if reasonably possible.
4. Membership and Voting - All general faculty should attend and participate in unit meetings. The unit bylaws must designate voting rights.
5. Records - Proposed meeting agendas must be provided to the faculty 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 electronically in a manner accessible and easily navigable by all unit faculty. A shared drive or unit intranet is the preferred means for information sharing.
6. Except for records deemed confidential under law or university policy, leaders must not keep unit records confidential from unit faculty. As requested by unit faculty, records must be posted electronically in a manner accessible to all unit faculty.
7. Unit policies and bylaws; unit budgets; formal plans; unit meeting agendas, minutes, and exhibits; unit committee records (including membership, agendas, minutes, and exhibits); as determined by a majority of the faculty of each unit, must be posted online in a manner accessible and easily navigable by all unit faculty.

8. Upon the request of unit faculty, other public data relevant to unit members should be posted electronically in a manner accessible and easily navigable by all unit faculty.

C. Steering Committee

Each unit is strongly encouraged to have a steering or executive committee of senior faculty to advise the unit leadership.

SECTION X.

Amendments

- A. The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum.
 1. A proposed amendment should be included on the agenda of two successive meetings of the Senate.
 2. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate at least thirty days prior to the first meeting.
 3. The proposed amendment is subject to amendment and vote on at the second Senate meeting.
 4. In cases of emergency, established by the Steering Committee, the requirement of requiring two successive meetings can be waived.
- B. If there is a change in the designation of an office, the title of an official, the name of a committee, the references to the bylaws or constitution, or the correction of a minor error that has no substantial effect, the bylaws and the constitution will be automatically adjusted to reflect the change. Such changes will be reported to the Faculty Senate.