

Executive Committee Agenda

March 18, 2024 – 4:00 p.m.

PRE-MEETING:

- President McFaddin meets informally with XC members from 3:30pm to 4pm.

[Ex officio members, guest speakers, guests, and Senate secretary should plan to join the meeting at 4pm for the REGULARLY scheduled meeting.]

CALL TO ORDER

APPROVAL OF MINUTES

- February 19, 2024

REPORT FROM PROVOST

GUEST SPEAKERS

- *(if any)*

UNFINISHED BUSINESS:

- *(if any)*

NEW BUSINESS:

- **Policy Updates** – Lauren Keeler
 - *(No report - Visit policies.eku.edu to learn what policies and regulations are currently being revised or created.)*
- **Discussion Items:**
 - Training Session Ideas for Senators
 - 2024-25 XC Meetings – In Person, Zoom, or Combination?
 - List of 2024-25 Senate and Committee Vacancies
 - Revisions from Rules Committee
 - Internal Procedures for all standing committees
 - Organization of the Faculty *(old Part 7 of Faculty Handbook)*
 - Faculty Handbook
- **Announcements:**
 - ***Guest Speakers for April Senate meeting (if approved by XC):***
 - **Camden Ritchie**– SGA Update *(tentative)*
 - ***Reminder: Nominations for Senate chair will occur at the April meeting.***

SENATE STANDING COMMITTEES - Liaison Reports

- Academic Quality: Senator Blair
- Budget: Senator Lauk
- Elections & University Nominations: Senator Spira
- Faculty Welfare: Senator Jones
- Information Technology: Senator McGuffin
- Rules: Senator Grabeel
- Rights and Responsibilities: Senator Couvillon

UNIVERSITY COMMITTEES - *(reports to XC only if there are issues)*

- Residency Appeals: Senator Jones
- General Education: Senator Blair

OTHER:

- Report from the Senate Chair: Senator Kay
- Report from the Faculty Regent: Senator Marion

ADJOURNMENT

**Executive Committee Minutes
Faculty Senate
February 19, 2024**

The Faculty Senate Executive Committee met remotely on Monday, February 19, 2024 at approximately 4pm via Zoom.

PRESENT: J. Blair, T. Couvillon, L. Jones, L. Kay, R. Lauk, J. Marion, G. Spira, and S. Zeigler

ABSENT: V. Grabeel, S. McGuffin

APPROVAL OF MINUTES:

Senator Lauk moved approval of the January 22, 2024 minutes as written, seconded by Senator Couvillon. **Motion carried unanimously.**

REPORT FROM THE PROVOST: Sara Zeigler

Please be sure to read the Weekly Newsletter from the Faculty Center for Teaching and Learning which contains lots of information about pedagogical support, opportunities to recognize yourself or your colleagues through faculty awards, as well as key activities that are happening in the studio and in the FCT&L.

April 9 is the application deadline to apply for the Provost Internship Program. Associate professors and above may apply.

There will be a listening session tomorrow from 1-3 p.m. in the Faculty Center for Teaching and Learning and via Zoom regarding legislative activity and what's been going on in session. Amy Scarborough will be joining via Zoom. Please come and go as schedules permit.

There will also be a legislative update at the Provost Leadership Institute on Friday. Amy Scarborough will speak at 1015 a.m. over in the Mule Barn.

The curriculum regulation drafting team is hard at work. Their recommendations should be available by May. John Bowes is chairing that with support from Lauren Keeler in Counsel's office.

The program review process is undergoing some revisions in order to streamline the process and limit some of the work that faculty have to do to compile those reports. Unlike many institutions, we do a full review of every program that's up for review. We are looking at using some enrollment retention and graduation metrics to allow some programs to have an expedited review if everything is going well. Jennifer Wies will be releasing a little more information on that soon. There are also parts of the proposal that would add layers of reviews. In certain cases the Academic Quality Committee of Faculty Senate would be a reviewer in that process. In addition, representation on the university committee would change to include a representative from Senate and a representative from the Chairs Council.

We are still trying to work on how exactly to solicit nominations for faculty vacancies on university-level committees. For now, you can volunteer either through the chair of the committee or by communicating directly with Ryan Wilson.

NEW BUSINESS:*Discussion Items*

- *Honoring Dr. Martha Mullins*

Chair Kay was contacted by Bonnie Gray who asked the Senate to consider writing a resolution for Dr. Mullins who recently passed away. Dr. Mullins was a long time faculty member and coach who contributed a lot of documents to the library, and also did a lot of work with Title IX. There will be an event on April 9th to honor Dr. Mullins. As the Senate has never done this type of request, Chair Kay suggested instead that she could send an announcement to faculty to encourage their participation in the upcoming event.

- *Senate Schedule for 2024-2025*

As the Senate showed interest in hybrid meetings at the last meeting, Provost Zeigler shared that the Grise and Ferrell rooms in the Combs Building are being renovated and will be outfitted for hybrid meetings for larger groups. This will be funded through the Assets Preservation Funds. The project is expected to be completed by the fall semester.

The Executive Committee determined that as there may be delays in the completion of the Grise and Ferrell rooms, the meetings for next year will be half in-person and half via Zoom as was voted on at the last Senate meeting. In addition, the committee approved the following dates for in-person meetings: September 9, November 4, March 3, and May 5. The scheduling of hybrid meetings can be addressed the following year after completion of the renovations.

- *Revised Internal Procedures for Chair, Vice Chair, and Executive Committee*

The Executive Committee reviewed the updates proposed by Chair Kay. Senator Jones moved to approve the revisions, seconded by Senator Couvillon. **Motion carried.**

- *Faculty Handbook*

Chair Kay announced that the updates for the faculty handbook will not be ready for review until the April Executive Committee meeting.

Announcements

- *Guest Speakers for Senate*

- The following were approved as guest speakers for the March Senate meeting.
 - Camden Ritchie – SGA Update
 - Bryan Makinen, Jessica Miesmer, Jill Price – New Space Utilization Initiative on Campus
 - Ryan Baggett, Rusty Carpenter – New Faculty-Compensated (Re)Development

REPORTS:

- *Academic Quality Committee – Senator Blair*

The meeting earlier today was cancelled.

Senator Stevenson is partnering with Dr. Michelle Smith in Statistics to work on the data available on DFW rates. A group of students in Dr. Smith's class will run different analyses and tables on the data set in order to provide a better understanding.

Also, Senator Buck is working on a memo to request that students who are parents be added to the list of special groups who can register sooner for classes in an effort to help alleviate issues with child care as well as other concerns.

- *Budget Committee – Senator Lauk*

An email received through the Virtual Suggestion Box raised a concern about coaches and individuals with performance bonuses of one type or another. As a follow up to that email, Senator Lauk made an open records request to get the complete list of every employee who receives some type of performance bonuses.

The next meeting is set for Monday, February 26 with VP Barry Poynter.

- *Elections & University Nominations Committee – Senator Spira*

The committee reviewed our internal procedures and the revisions have been forwarded on to Senator Bishop-Ross on the Rules Committee

The committee has started the preliminary work on the adjunct faculty election. A letter was drafted to the department chairs asking for nominations and Chair Kay has already sent that out. So far only three chairs have responded.

Chair Kay suggested that she could also send a memo to the adjunct faculty list to see who else might be interested in being on the ballot. A list could then be created for those who respond to be shared with the chairs to make sure those folks are actually eligible to participate.

- *Faculty Welfare – Senator Jones*

The next meeting is scheduled for this Thursday.

- *Rights and Responsibilities Committee – Senator Couvillon*

The new co-chairs are Senator Ginn and Senator Slijepcevic.

The meetings for the semester are scheduled for 1pm via Zoom on February 20, March 21, April 18, and May 2.

University Committees

- *University General Education Committee – Vice Chair Blair*

The General Education Committee met and reviewed proposals from CLASS and STEM. Both of those were voted on and approved.

The committee also revised competencies and criteria as well as skill updates.

There was also discussion about the differences between our general education program and other programs. We currently offer 36 hours of general education credits whereas a lot of our like partners in the community colleges only offer 30 hours. Most of our discussion centered on whether we should lower the number of hours in our program.

Matt Winslow is scheduled to give a presentation to the group on Thursday, March 7.

Other Reports

- *Senate Chair Report – Senator Kay*

Dana Fohl has suggested some additional changes to the Grievance regulation. The working group will meet on Thursday, February 22 at 3:30pm to discuss those.

Lots of things are coming in to the virtual suggestion box and those are being forwarded to the appropriate individuals. As the suggestion box is anonymous, Chair Kay plans to create a google doc to share which lists all the suggestions and responses received so that folks know that their comments are being heard.

The Board of Regents will be evaluating the president next year. As such, the Executive Committee needs to review the faculty questionnaire and decide on the timeline to follow in order to have the faculty survey completed and their report written in time to submit to the Board for review prior to the completion of the Board's evaluation. Chair Kay asked Regent Marion to share the draft of the questionnaire that he recently revised.

Regent Marion plans to invite Chair Eaves to be a guest at the May Senate meeting. He will let us know later if Chair Eaves is available to attend.

Chair Kay would like to recognize Dr. Richard Crosby at the May meeting if he's available to attend. Dr. Crosby will be retiring from the university at the end of June.

- *Faculty Regent Report - Senator Marion*

The next meeting of the Board will be on Wednesday, February 21.

ADJOURNMENT:

The meeting was adjourned at approximately 6pm.

MAY 2024 VACATING SENATORS

<u>SENATOR</u>	<u>DEPARTMENT</u>	<u>TERM EXPIRES</u>
<u>James Blair</u>	MGT, MKT, & International Business	2024
<u>Brian Clark</u>	Parks, Recreation, Exercise & Sport Science (PRESS)	2024
<u>Victoria Collins</u>	School of Justice Studies	(2024)*
<u>Thomas Couvillon</u>	Music	2024
<u>Erin Eliassen</u>	Applied Human Sciences	2024
<u>Sarah Feltus</u>	ACCT, Finance & Information Systems	2024
<u>Kenneth Foltz</u>	Applied Engineering & Technology	(2024)*
<u>Vonia Grabeel</u>	Environmental & Public Health, Admin., & Medical Sci.	2024
<u>Mary Elizabeth Henton</u>	Model	2024
<u>Lisa Jones</u>	School of Nursing	2024
<u>James Keller</u>	English	(2024)*
<u>Adam Lawson</u>	Psychology	2024
<u>Marie Manning</u>	Teaching, Learning & Ed. Leadership	2024
<u>Jana Mayer</u>	Model	2024
<u>Jilliane McCardle</u>	Model	2024
<u>Sheri McGuffin</u>	Part-Time Faculty Rep. (<i>2-year apt.</i>)	(2024)*
<u>Laura Newhart</u>	History, Philosophy & Religious Studies	2024
<u>Kim Parsons</u>	English	2024
<u>Jim Plutt</u>	Military Science	(2024)*
<u>Jessica Price</u>	Environmental & Public Health, Admin., & Medical Sci.	2024
<u>Sara Rico-Godoy</u>	Lang. & Cultural Studies, Anthr. & Sociology	(2024)*
<u>John Settimi</u>	Agriculture	2024
<u>Geela Spira</u>	Occupational Therapy	2024
<u>Erin Stevenson</u>	Social Work	(2024)*
<u>Curtis Streetman</u>	Music	2024

COMMITTEE VACANCIES**Academic Quality Committee** (2 vacancies)

(replace) Jessica Price, Erin Stevenson

(remaining) Alison Buck, Chad Cogdill, Fatima Hasan, Senate Vice Chair

Budget Committee (3 vacancies)

(replace) Thomas Couvillon, Sarah Feltus, Vonia Grabeel

(remaining) Matthew Howell, Raymond Lauk, Provost, Senate Chair, Financial Affairs VP, Dean Representative

Elections & University Nominations Committee (3 vacancies)

(replace) Sarah Feltus, Adam Lawson, Geela Spira

(remaining) Abby Brooks, James Kirby Easterling

Executive Committee (5 vacancies)

(replace) Thomas Couvillon, Vonia Grabeel, Lisa Jones, Sheri McGuffin, Geela Spira

(remaining) Raymond Lauk, Senate Chair, Senate Vice Chair, Provost, Faculty Regent

Faculty Club Board of Governors (2 vacancies)

(replace) Thomas Jarvis, Tricia Kelley

(remaining) Raymond Lauk [*term expires 2025*], Britanni Moberly [*term expires 2025*], Todd Hartch [*term expires 2026*], Vonia Grabeel [*term expires 2026*], university president**Faculty Rights & Responsibilities Committee** (1 vacancy)

(replace) Sara Rico-Godoy

(remaining) Jason Fry, Cassandra Ginn, Jennifer Merrick, Nedim Slijepcevic, AAUP Representative

Faculty Welfare Committee (3 vacancies)

(replace) Lisa Jones, Marie Manning, Curtis Streetman

(remaining) Maria Bane, Katie Moore, HR Representative

Information Technology Committee (1 vacancy)

(replace) Kenneth Foltz

(remaining) Karim Abdelhay, James Kirby Easterling, Jason Fry, Cassandra Ginn

Rules Committee (2 vacancies)

(replace) Marie Manning, Curtis Streetman

(remaining) Rachel Bishop-Ross, Melissa Dieckmann, Laura Rowe

COSFL (1 rep & 2 alternates)

(replace) Sarah Feltus (rep), Chad Cogdill (alt.), Geela Spira (alt.)

FACULTY SENATE INTERNAL PROCEDURES

Updated: March 2024

(submitted by Rules Committee)

PROCEDURES ALL FACULTY SENATORS SHOULD FOLLOW:

All Senators should report Senate activities to their election unit at least semi-annually.

PROCEDURES THAT ALL FACULTY SENATE COMMITTEES MUST FOLLOW:

General internal procedures found at:

<http://facultysenate.eku.edu/internal/all-committees>

<http://facultysenate.eku.edu/rules/standing-rules>

[http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee Checklist_REVISED_02-01-17.pdf](http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee%20Checklist_REVISED_02-01-17.pdf)

All Senate Standing Committees are required to provide the Senate Secretary with written or electronic copies of their reports. Senators may serve on no more than two Senate Standing Committees.

Election of a Chair

The convener should call the committee into session as soon as possible and certainly before the September meeting. As soon as the Committee Chair is elected, he or she should inform the Senate Chair and the Senate Secretary.

Institutional Knowledge

To ensure the continuation of institutional knowledge, the new chair (or designee) should contact the previous chair (or a previous committee member if the previous chair is no longer available) to transfer any relevant materials.

Before Each Executive Committee Meeting

The Committee Chair should notify the Senate Chair and Executive Committee liaison as to whether there will be a committee report.

Circulating Material to the Senate

If the committee wishes to have any material circulated either with the Agenda (which goes to all faculty) or the Agenda materials (which go to senators only) this material must be given to the Executive Committee liaison prior to the Executive Committee meeting. If the committee specifically wants the material to go either with the Agenda or the Agenda materials they must so inform the Executive Committee, prior to the Executive Committee meeting, **in writing**.

Any motions [see below] must be listed on the Agenda and circulated prior to the Senate meeting if they are to be acted upon at the Senate meeting. Motions to be considered at a future meeting may be circulated by having a committee member arrive at least fifteen minutes early to a Senate meeting and put one copy at each place with several extras to the Secretary. This will take about 80 copies. Motions may be distributed electronically.

Giving Committee Reports

Committee reports should be given at Senate meetings whenever the committee has taken action(s) since the previous Senate meeting. A written report should be submitted to the Secretary, even if no conclusions have been reached. Reports should be on the Agenda, but if something suddenly happens, the Committee Chair should tell the Senate Chair prior to the meeting. If Senate action is required immediately and the necessary information has not been circulated, the committee will first have to ask for a suspension of the rules (requiring a two-thirds vote) in order to have any motion acted upon. Such an action should be used only in the case of an emergency.

When Making a Motion for Senate Action: Be extremely specific in the motion made. Ask the following questions about the motion before deciding to bring it forward to the Senate:

1. Does the motion require the Senate to make a direct recommendation to the President regarding a specific action?
2. Does the motion require the Senate to adopt a resolution?
3. Does the motion involve a problem that should be considered by another Senate committee? If so, when are they to report back to the Senate?
4. Does the motion involve a request for a University committee to consider a question?
5. Does the motion require a response from any committee?

Write the motion as short and explicit as possible, and keep the justification separate.

The motion should follow [this form: the form below](#).

To: Faculty Senate

From: The Committee on _____

Date: _____

The Committee on _____ requests that the Faculty Senate adopt the following motion at its meeting on ____(date)____.

MOTION:

A short, explicit statement of what is to be passed by the Senate.

JUSTIFICATION OF THE MOTION:

As long as necessary.

CHAIR AND VICE CHAIR ROLES IN THE SENATE

During the May Organizational Meeting of the New Senate

By tradition, the new Chair may preside over the following Organizational Meeting of the Senate.

Elections will be held to fill all vacancies in the Standing Senate Committees.

Nominations and elections of the COSFL representative and two alternates for COSFL are also required. These nominations must be made from members of the Faculty Senate. (There are three other COSFL representatives from Eastern Kentucky University: the Senate Chair, the Faculty Regent, and the AAUP President.)

After the May Senate Meetings

Meet with past Faculty Senate Chair and new Vice Chair to review responsibilities.

The new Chair should remind the new COSFL representatives to meet with the former COSFL representatives to determine how names are added to the COSFL Listserv.

The new Chair should notify each of the following that they can find a copy of the Senate Internal Procedures on the Senate website and copy the procedures as necessary for members of their committees:

1. Conveners of all Senate committees.
2. All new members of the Executive Committee.
3. New COSFL representatives. (Notify them of the link to the COSFL website on the Senate website.)
4. ~~The new Senate Chair responsibilities.~~

The President's office will invite the new Senate Chair to carry the Mace at May Graduation.

~~Assist~~~~Work with~~ the outgoing Chair of the Committee on Elections and University Nominations and the Secretary of the Senate ~~into preparing~~~~prepare~~ an updated membership roster as needed.

Send a request to the Provost to ask that the current Adjunct Senator be given the ability to email adjunct faculty.

~~Other committees on which~~ the Senate Chair (and/or Vice Chair) will serve as an ex officio member on the following committees:

- Senate Executive Committee (Senate Chair and Vice Chair; Senate Chair will also chair this committee)
- Senate Committee on the Budget (Senate Chair)
- Council on Academic Affairs (~~or~~ Vice Chair ~~may serve~~)

- ~~University Budget Committee (if called)~~
- Provost's Council ~~(if called)~~
- University Strategic Planning Committee ~~(if called)~~
- General Education Committee (Vice Chair)
- Academic Quality Committee (Vice Chair serves as noted in Bylaws)

The Senate Chair will work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ~~reassigned time ratio of course releases~~ given to both people. The Chair has ~~six hours of reassigned time~~ ~~two releases~~, the Vice Chair ~~three hours~~ ~~one~~, so the arrangement should give about one-third of the burden to the Vice Chair.

During the Summer

The ~~Senate Secretary~~ ~~outgoing Chair~~ should have prepared a listing of dates of the Senate and Executive Committee meetings for the upcoming year ~~and shared the dates with the Executive Committee for approval~~. If this has not been done, the new Senate Chair will have to prepare a list.

In either case, the new Senate Chair will choose where the Executive Committee will meet. Circulate a copy of all dates and places to the members of the Executive Committee (or delegate to the Senate Secretary). Request that the Secretary post the dates on the Senate website and attach a copy to the September Agenda.

The Secretary will work with the Elections & University Nominations Committee to make an updated copy of the membership, and in late August, the Elections & University Nominations Committee will email it to each of the academic deans for verification of the names of any senators who will not be serving in the fall semester. Each of the departments involved should elect a replacement as soon as possible during the fall semester and submit the name to the Senate Chair; these changes should be forwarded to the Secretary as soon as they are known.

When the amended roster is compiled, clearly indicate ~~whether if~~ replacements are temporary or permanent. If permanent, replace the names. Have as complete a copy as possible ready for the September Agenda and post it on the Senate website.

If any Senate committee members have been replaced, then there must be an election at the September meeting to fill ~~any~~ ~~the~~ open positions on the committees. ~~Contact the Elections and University Nominations Committee to inform senators and ask for nominations of people who are able to serve~~. Send notice of elections with the Agenda materials if pressed for time. The nominations can be placed on the Senate Agenda as unfinished business. Note, however, that when a one-semester committee vacancy occurs, such as in the case of a senator's sabbatical, the person replacing the senator for the semester on the Senate shall fill the senator's position on the committee.

Contact the President and Provost to schedule dates and times for meetings; begin meeting regularly as needed. Meetings with the President may be with the entire Executive Committee, as a vetting group for issues. Meetings with the Provost are as needed.

The Secretary will distribute the list of senators and Senate committee members with the Agenda material for the September meeting.

CHAIR AND VICE CHAIR INTERNAL PROCEDURES

The Chair must appoint someone to serve as Parliamentarian. In concert with the Executive Committee, the Chair will interview prospective candidates. The Parliamentarian is a voluntary position. The Chair and the Executive Committee are responsible for the Administrative Review of the President. It is the responsibility of the Chair to find out if the current academic year is the year in which the President will be evaluated.

Before Each Executive Committee Meeting

The liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports. Prepare background materials and invite interested and knowledgeable faculty to share information related to topics being considered for upcoming Senate meetings. Review Bylaws to identify Standing Committee Chairs that need to report each semester. Remind liaisons to review Bylaws and report effectively.

After Each Executive Committee Meeting

Working with the Senate Secretary, the Chair prepares the Agenda for the next Senate meeting. The Secretary will distribute an email, which contains a link to the Agenda and all pertinent attachments (including the [mMinutes](#) of the previous meeting, any information from the Provost's office, etc.), to each senator prior to the next Senate meeting.

Any material intended for distribution to all faculty must be posted on the Senate website.

Before Each Senate Meeting

The Secretary provides a draft of the minutes from the Executive Committee meeting for the Chair. The Chair prepares a report of the Executive Committee to be delivered at the next Senate meeting with a digital copy to be given to the Secretary.

~~Post Open Meeting notices (or designee—Vice Chair).~~

Work with the IT Committee to make sure that procedures are in place to conduct voting via the current voting method.

Prepare ~~visual~~ agenda and supporting ~~ing~~ materials [as needed for the meeting format](#).

Adjust gallery seating to provide an inclusive atmosphere.

After Each Senate Meeting

Following the Senate meeting, the Chair will send any approved policy or action via memo to the President and Provost. Also, if 10% of faculty petition for a meeting to address any Faculty-at-Large motions, send a memo to the President in June regarding any Senate-approved action(s) which require Faculty-at-Large voting after the August convocation. If documents were included with the Agenda or the Agenda materials, they will not normally be attached to the [mMinutes](#). If the Chair specifically wants something included with the [mMinutes](#), notify the Secretary.

Run voting tally reports (or IT Committee designee) and send to the Secretary for inclusion in the [mMinutes](#). Do not leave the meeting without this task completed.

Report to the Board of Regents

The Faculty Senate Chair will prepare a short report of activities to be presented at the quarterly Board of Regents Regular Meetings. Reports should be written and forwarded to the Secretary of the Board.

During the August Executive Committee Meeting

The Chair appoints an Executive Committee member to act as a liaison to each of the Standing Senate Committees and Senate Ad Hoc Committees. The Vice Chair automatically serves as liaison to the Academic Quality Committee. The Chair (or designee) serves as the liaison to the Senate Budget Committee. Set the Standing Committee charges with the Executive Committee.

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Before the September Executive Committee Meeting

The Senate Secretary should check the list of senators who have been replaced since May and see if any of the outgoing senators were on Senate Committees. If a newly elected senator is replacing an elected committee member, schedule a new election (either temporary or permanent) for the September meeting and include it on the Agenda (see above). If committee members are appointed, have their names ready to announce at the September meeting.

Develop and maintain a membership list for each of the Senate committees. The Secretary should post the lists on the Senate website and circulate them with the Agenda. If any committee chairs have been elected, indicate who they are on the membership lists.

The Chair should ensure that the Committee on Elections and University Nominations and the Secretary agree on the current membership roster. The Chair and Secretary should work together to ensure the roster is kept current and accurate and that the roster is posted on the Senate website.

The Chair should contact returning members of the IT Committee and request that they train the new IT Committee members on how to conduct Senate voting. If all members of the IT Committee are new, arrange for the previous IT Committee Chair (or designee) to train new IT Committee members on how to conduct Senate voting.

Conduct a New Senator Orientation prior to the first Senate meeting to review policy and process used in the Senate.

After the September Senate Meeting

Ask the Secretary for a list of the names of senators who were absent and had not previously notified either the Chair or the Secretary of their intended absence. The Senate Chair or the Chair of the Committee on Elections and University Nominations must check to see if any need to be replaced, either permanently or for the semester. This should be done immediately in case the department needs to complete an election prior to the October meeting. Make sure the Secretary is kept apprised of the names of any new or retiring members. [Remind Senate committee chairs to review committee internal procedures.](#)

Before the November Senate Meeting

Ask the Chair of the Committee on Elections and University Nominations to request that senators who are unable to serve during the spring semester notify the Committee on Elections and University Nominations as soon as possible. The committee must ensure that replacements are elected before the January meeting. If any of the senators are on Senate committees, schedule an election or appointment during the first spring meeting to find either a temporary or permanent replacement. If a senator is unable to serve for one semester due to sabbatical or other reasons and that senator is serving on a committee, the person replacing the senator shall fill the senator's position on the committee. The Senate Chair should forward the names of replacement senators to the Secretary as soon as they have been received.

In December

Contact the Secretary to discuss and confirm respective responsibilities. (This may not be necessary if the present Secretary is continuing in the position.)

In January

The Chair sends an email to the Committee on Elections and University Nominations to remind them to ~~encourage begin circulating questionnaires requesting~~ faculty to self-nominate for University and appropriate Senate committees for the next academic year.

Before the February Executive Committee Meeting

If any senators have not returned for the spring semester, determine whether they are on any Senate committees. If so, there must be a (temporary or permanent) replacement, either by appointment or by an election at the February Senate meeting. In the latter case, include the upcoming election on the February Agenda. See "Before November Senate Meeting" regarding one-semester replacements.

At the February Senate Meeting

Remind the senators that the Senate Chair is elected from all members who have previously served on the Senate. This includes former senators who are not currently serving. If an election is to be held for a new senator, it should be done before the March meeting of the Executive Committee, so ~~they/he/she~~ can be included ~~among them a list (with the April Agenda) of~~ possible persons to be nominated.

Remind the senators that any elections for new senators should be done ~~by mid-April before the March Executive Committee meeting so that the names of those eligible for Chair can be circulated.~~ This includes senators whose terms have expired and any who know they will need a permanent replacement for the next year.

At the March Senate Meeting

Remind the senators that nominations will be taken for Senate Chair at the April meeting.

Ask any continuing senators currently serving on a committee to notify the Chair if they will not be able to serve in the fall semester without delay.

In Early April

Obtain a copy of the official University Calendar for the next year from the Provost's Office, and if possible, set the Senate meeting for the first Monday in each month (September through May) in which the University is in session. Schedule the Executive Committee meetings as near as possible to two weeks before the Senate meetings. Send an email listing these dates to the President, all returning members of the Executive Committee, and the Provost. The Provost's office will add the Senate meeting dates to the University Calendar. Attach a copy to the May Agenda of the new Senate. Send a copy to the new Senate Chair immediately after the May election.

Before Sending the Agenda Materials for the April Meeting

~~The Senate Secretary and Chair should compile a list of all new senators who have previously served on the Senate and include it in the Agenda materials. These people, as well as any returning senators, are eligible to be elected as Senate Chair.~~

Check with the Committee on Elections and determine which Senate committees will have openings in the fall. Add any additional positions from senators who are no longer able to serve. Check to see if any senators informed the Secretary they may not be able to serve. Send out a list of committee vacancies and list the names of continuing members on each committee.

Before the May Executive Committee Meeting

The Senate Secretary should compile a list of returning members on all Senate committees, and the Chair should prepare to appoint one of them as a convener for the next year. If a committee has no returning members, the Chair chooses a convener as soon as the election has been held.

The Secretary should circulate with the May Agenda a list of all positions to be filled by election at the May meeting of the New Senate, including the nominees for new Senate Chair.

Include a list of the new Senate membership with the May Agenda of the new Senate.

Before the May Senate Meeting

Compile a list of all senators whose terms are expiring or who will not return the next year for any other reason. Request that the Secretary print Senate Appreciation Certificates for them. These need to be signed by the Chair and the President before the May Senate meeting.

During the May Senate Meeting

Give out the Senate Appreciation Certificates.

Elect the new Chair [and Vice Chair](#) of the Faculty Senate at the beginning of the organizational meeting which will convene immediately after the regularly scheduled meeting.

The outgoing Chair will then turn the gavel over to the newly appointed Chair along with a list of vacancies that still need to be filled.

~~After the May Senate Meeting~~

~~The Senate Chair should work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ratio of course releases~~

given to both people. The Chair has two releases, the Vice Chair one, so the arrangement should give about one third of the burden to the Vice Chair.

EXECUTIVE COMMITTEE INTERNAL PROCEDURES

The Executive Committee (XC) of the Faculty Senate consists of the Chair of the Senate (who serves as Chair of the Executive Committee), the Vice President for Academic Affairs/Provost, the Faculty Regent, and six members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's term.

The Executive Committee meets typically 1-2 weeks prior to each Faculty Senate meeting. The Executive Committee also meets with the President on a monthly basis. Should the need arise, the group may meet other times than the regularly scheduled monthly meeting in order to advise the President.

Members of the Executive Committee will be assigned liaison functions per Faculty Senate Bylaws. Liaisons are expected to share pertinent information about the committee work. If necessary, they will notify the Faculty Senate Chair of the need to invite Committee Chairs to Executive Committee meetings.

The Executive Committee serves as a leadership group that assists with informing faculty of pertinent issues. The group vets policy and assists with determining first reading of Agenda items prior to action.

The Executive Committee is the group that implements the evaluation of the President (Policy 4.8.1P).

Before Each Executive Committee Meeting

Liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports and/or action items.

ACADEMIC QUALITY COMMITTEE INTERNAL PROCEDURES

The Academic Quality Committee has primary responsibility for fundamental areas such as curriculum, subject matter, methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. One member of the committee is selected to serve on the Council of Academic Affairs (CAA). Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Academic Quality Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

BUDGET COMMITTEE INTERNAL PROCEDURES

The purpose of the Budget Committee shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget. The committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process and will meet with the President at least once each semester to receive information about budgetary matters. The Chair of the Budget Committee serves as a member of the Budgetary Advisory Committee.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. ~~The Chair also serves on the President's Administrative Council.~~ Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Budget Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

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Comment [1]: This is the committee that replaced the "President's Administrative Council." This statement was also moved from the August procedures to overall procedures.

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ELECTIONS AND UNIVERSITY NOMINATIONS COMMITTEE INTERNAL PROCEDURES

At the first meeting of the academic year, the committee should do the following:

1. Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary.
2. Set monthly meeting day, time, venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.
3. Review the primary duties of the committee as stated in [Organization of the Faculty of Eastern Kentucky University Part VII.E.2 Faculty Handbook, Section Seven VII E 2](#) as well as,
 - <http://facultysenate.eku.edu/internal/elections-committee>
 - <http://facultysenate.eku.edu/internal/all-committees>
 - <http://facultysenate.eku.edu/rules/standing-rules>
 - <http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee Checklist REVISED 02-01-17.pdf>
4. Work to complete the charges of the committee as received from the Faculty Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders regarding faculty elections.
5. Conduct nominations/elections for:
 - a. Faculty Senate Membership
 - b. Faculty Senate Committees
 - c. Adjunct Senator
 - d. Faculty Senate Chair/Vice
 - e. Faculty Regent

This committee has an Appendix that includes the following:

- Sample Letter to Department Chairs
- Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election
- Sample Email to Department Chairs Soliciting Adjunct Names
- Sample Email to Eligible Adjunct Candidates

Check Faculty Senate Membership

In mid-March, the Committee Chair, the Senate Chair and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. After the committee has the updated membership list, an email must be sent to all the departments who need a replacement for the fall semester reminding them to hold an election as soon as possible.

Remind them to also elect an alternate or alternates to serve in case the elected senator is unable to attend any meetings. In addition, be sure to ask if any of their elected senators will be out on sabbatical or other leave in the fall and/or spring and if the elected replacement(s) will be temporary or permanent. Each department should review their number of full-time faculty to see if they have the right number of representatives on the Faculty Senate. Include the table below in your correspondence.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

FYI: Regular Senate terms are for 3 years and faculty can serve 3 consecutive terms. After that they have to sit out one year before they can be re-elected to serve again. (NOTE: The dean's term and the adjunct faculty term are for two years only)

(See the **E&UN Internal Procedures Appendix** for a sample letter to send out to departments on getting updates for outgoing senators.)

Check Faculty Senate Committees

Review the monthly Faculty Senate agenda to see if there will be any elections at the Senate meeting for vacancies on Senate Committees. Correspond with the Chair of Information Technology Committee (IT) to set up electronic voting for the election. Ensure that all incoming senators have the latest information available on the voting process. Voting is facilitated by the Senate Chair.

Election for Faculty Senate Chair/Vice

The Elections and University Nominations Committee of the Faculty Senate will oversee the annual nomination and election of Faculty Senate Chair and Vice Chair. Nominations are taken at the April Faculty Senate meeting. Elections are held at the organizational meeting of the new senate in May.

Solicitation for Volunteers for Policy/Regulation Drafting Teams and Unexpected Vacancies on University Committees

Faculty are limited to serving on a maximum of two University standing committees during the academic year.

Throughout the year, it is possible that the Senate Chair will ask the Committee to solicit volunteers, who may or may not be serving on the Faculty Senate, to serve on policy/regulation drafting teams or to fill unexpectedly vacant faculty positions on university standing committees. Ask the Associate Provost and the Senate Chair for recommendations. If that yields no one, advertise the opening on EKU Today. For vacancies designated for representatives of specific colleges, the Committee must ask the dean of the college or the chair of the given committee for nominations. For certain committees, membership is identified in accordance with a specific policy provision.

Election for Adjunct Faculty Senator

The Elections and University Nominations Committee of the Faculty Senate will oversee the nomination and election of the adjunct faculty representative on Faculty Senate. The adjunct faculty representative shall serve a two-year term that is contingent upon the adjunct representative's being contracted by the University to teach again.

If the adjunct faculty representative is unable to complete the full two-year term, the first runner-up in the election process will be offered the opportunity to fulfill the remainder of the term. If the first-runner up is not available, the second runner-up will be offered the opportunity to fulfill the remainder of the term.

In February: Establish a timeline for the election process and contact chairs of each department (or request that the Faculty Senate Chair initiate contact) requesting names of eligible adjunct faculty to serve as the adjunct faculty representative on Faculty Senate.

(See **E&UN Appendix** for sample timeline email and sample email to department chairs.)

In March: Contact the candidates requesting a short bio that includes their reason for wanting to serve on Faculty Senate.

(See **E&UN Appendix** for sample email to candidates.)

In April: Correspond with the Office of Institutional Research for dissemination of an election ballot listing the nominees and their bios. Forward the results to the Faculty Senate chair and Secretary.

Election of Faculty Regent

Term of Office

The Faculty Regent shall serve a three-year term, which begins on April 1 of the academic year in which the election is held and ends on March 31. The Faculty Regent shall serve for a term of three years and until a successor is elected and qualified. The Faculty Regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a

member of the teaching or research faculty staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.

Eligibility to Vote for Faculty Regent

All full-time faculty members, clinical faculty, and university librarians holding comparable rank are eligible to vote for the Faculty Regent. However, faculty with administrative assignments at or above the level of department chair are not eligible to vote in the Faculty Regent election.

Eligibility to Serve as Faculty Regent

In order to serve as the faculty member on the Board of Regents the faculty member must:

- 1. Hold the rank of Assistant Professor or higher;
- 2. Be a full-time member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research. (KRS statute 164.321).

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Nomination of Faculty Regent

- 1. A faculty member is nominated by the submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who have signed no other petition for nomination in the current election.
- 2. The Committee on Elections and University Nominations shall certify the validity of the nominating petitions prior to making up the ballot for the election.
- 3. Each eligible voter may vote for one of the persons nominated.
- 4. If no person receives a simple majority of the votes (50% + 1) cast on the first ballot, the Committee on Elections and University Nominations shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election. The candidate receiving a simple majority of votes (50% + 1) shall be elected to the position.
- 5. The Committee on Elections and University Nominations shall certify the results of the election and deliver the results to the Chair of the Senate.
- 6. The Chair of the Senate shall certify the results of the election and deliver the results to the Secretary of the Board of Regents.

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FACULTY REGENT NOMINATION PETITION

for the term April 1, 20____

through March 31, 20____

(Change dates as appropriate)

We, the undersigned, are eligible to sign a petition of nomination for candidates for the position of Faculty Regent, support the nomination of the below named faculty member, and certify that we have signed no other nomination for a candidate for the cited term of office.

Nominee's Name Academic Rank Department

Petitioners

Signature Printed Name Rank Unit

Provide as many lines as you can on the page, but space them far enough apart to be easily read.

A brief (100 word) biographical sketch including educational background and professional experience should accompany this petition.

Page ____ of ____

(end of Faculty Regent section)

Before the Regular Meeting in May

The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

E&UN Appendix:

Sample Letter to Department Chairs

(Request for replacement Senators before May Organizational meeting – Share revised letter when available with Senate Chair who will distribute the letter via listserv.)

DEPARTMENT CHAIRS

At the time you elect a senate replacement, please be sure to elect an alternate (or alternates) who can attend meetings if your elected representative cannot attend. Remember, elected alternates have the same voting rights as your elected representative. (Substitutes, who attend for the representative but have not been elected as an alternate, may speak on issues but are not eligible to vote on actions.) Please forward the names of your elected representative and alternate(s) to

Chair (insert chair name) (chair email address) and Secretary (insert secretary name) (secretary email address).

All chairs, inform the Senate Chair and Secretary if you have a senator whose term is still current but will be unable to serve for the 2022-2023 (adjust years as needed) academic year (examples: sabbatical, medical leave, etc.) and identify who will be filling in for them for the fall and/or spring semester or completing the rest of the elected term.

All chairs should review their total number of full time faculty to see if their number of elected representatives has changed. This is especially important if areas or departments have combined as this may affect the total number of representatives for your area. Be sure to let us know of any changes that will affect the number of representatives your area is entitled to serve on Faculty Senate. Also, please let us know if your area or department name has changed and/or college location so we can update our records.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election

The Elections Committee is in the process of filling the Adjunct Faculty Senator seat. We will solicit names from the department chairs through February (insert date). On March (insert date), we will ask for short biographies from the candidates to create the ballot. We will then have the election beginning on April (insert date) in order to have an elected Adjunct Senator in place for the May organizational meeting.

The first step in the process is to send the message below to the department chairs. In the past, the Senate Chair initiates this contact. Would you please send the message below to the department chairs?

Thank you,

E&UN Committee

Sample Email to Department Chairs Soliciting Adjunct Names

(Send to the Senate Chair, who will distribute the letter via listserv.)

Dear Chairs,

The Elections & University Nominations Committee of Faculty Senate is looking for an adjunct faculty member to serve as Adjunct Faculty Senator. Moving forward, we need a list of eligible adjunct faculty members in your department. In order to be eligible, the faculty member must be currently contracted by the University to teach.

Please submit a list at your earliest convenience or before February (INSERT DATE) to (INSERT NAME OF COMMITTEE CHAIR) (INSERT EMAIL ADDRESS).

Thank you very much for your participation in the shared governance of EKU.

Sample Email to Eligible Adjunct Candidates

(Committee Chair sends memo to candidates)

Hello,

My name is (INSERT NAME), and I am the Chair of the Faculty Senate Elections & University Nominations Committee. Your name was provided by your department chair as someone eligible for, and perhaps interested in, the vacant Adjunct Faculty Representative position on Faculty Senate. If you are not interested in this position, you may delete this email. If you are interested and are indeed an adjunct faculty member, please respond with a short bio that includes your reasons for wanting to serve on Faculty Senate before (INSERT DATE).

The next step in the process will be the actual election to fill the vacant seat.

Thank you very much for your time!

RIGHTS AND RESPONSIBILITIES COMMITTEE INTERNAL PROCEDURES

The Faculty Rights and Responsibilities Committee shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Schedule monthly meetings by September 1 for the fall semester. Forward days, times, and venues of meetings to the Faculty Senate Chair and Secretary for posting on the Faculty Senate website. Elect committee Chair/Co-chairs and inform the Faculty Senate Chair and Secretary. Receive charges from the Senate Chair.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Rights and Responsibilities Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

FACULTY WELFARE COMMITTEE INTERNAL PROCEDURES

The primary function of the Faculty Welfare Committee is to sit on the University Benefits Advisory Committee, raise appropriate questions, and become knowledgeable about all benefit programs and communicate (explain) that information to the Senate in a timely manner.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage. Invite a member of the Staff Council to attend meetings as a non-voting member. Contact the President and Provost to set the advisory meeting schedule for the year. The first advisory meeting should take place before September 15th.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Faculty Welfare Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The Committee Chair shall submit a written annual report to the Faculty Senate at the May meeting. The committee must meet briefly after the May organizational meeting to select a committee member to meet with a representative from HR over the summer.

In Summer The selected member must meet with a representative from Human Resources to preview updates on any changes to benefits packages.

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INFORMATION TECHNOLOGY (IT) COMMITTEE INTERNAL PROCEDURES

The Information Technology Committee performs the following duties:

- Provide a channel of communication among the Faculty Senate, the Faculty-at-Large, the Academic Technology Advisory Committee, and the Administration on faculty perspectives regarding information technology services and policy.
- Be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters.
- Make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
- Conduct voting at the monthly meetings of the Faculty Senate

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

Detailed Schedule of Weekly Duties

1st Week of Each Month

- IT Committee Meeting (Friday before the Monday Faculty Senate meeting each month)
- Faculty Senate Meeting (1st Monday of Month–3:30 PM)

2nd Week of Each Month

- Submit the previous month's meeting notes/minutes that were approved at the previous week's meeting to Faculty Senate Secretary.
- Draft meeting minutes for this month and submit to committee members for comment/feedback.
- Identify and send questions from the IT Committee meeting for the Executive Committee representative to bring to the Executive Committee.

3rd Week of Each Month

- Faculty Senate Executive Committee meeting is held.

4th Week of Each Month

- Prepare and distribute the meeting Agenda for the next week's IT Committee
- Develop the Overview Report (the written report) that the IT Committee will orally present to the Senate during the next month's meeting.
 - Submit this report to the Senate Secretary by end of day on the Wednesday prior to the Monday meeting (possible second mailing late Friday evening).

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the IT Committee). Then monthly accept additional charges as distributed.

In February Begin revisions and development of the Faculty Information Technology Survey. In coordination with ECU Information Technology and the Office of Institutional Research, the Information Technology Committee shall annually distribute a survey to all ECU faculty that allows faculty to provide their perspectives regarding information technology.

In March Distribute Faculty Information Technology Survey via the Office of Institutional Research.

In April Present findings on Information Technology Survey to Faculty Senate.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

RULES COMMITTEE INTERNAL PROCEDURES

The Rules Committee shall review and recommend to the Senate rules of procedure for the Senate. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Rules Committee). Then monthly accept additional charges as distributed. The Committee Chair will email the website link to the current Senate Internal Procedures to the chairs of all Senate committees.

In November The committee chair will email [the](#) other the committee chairs and ask for updates to each committee's internal procedures (available on the Senate website), giving a deadline of January 31st of the next calendar year. A member of the Rules Committee will volunteer to collect updates and make changes to the Internal Procedures.

In March Send updated Internal Procedures to the Senate Chair and Secretary for review. Once reviewed and approved by the Senate Chair, Secretary, and Executive Committee, add updated Internal Procedures to the Agenda to be voted on by the Senate.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

FACULTY SENATE SECRETARY INTERNAL PROCEDURES

The Secretary is responsible for scheduling interpreter services, if needed, for the Senate meetings. Use the online form to submit a request for the next academic year in May or June. (If interpreter services are needed for committees, it is the responsibility of the committee chairs to schedule those.)

Disseminating the Agenda

Although the Senate Chair prepares the Agenda, it is the responsibility of the Secretary to electronically distribute the Agenda and attachments each month the Senate is in session (September through May).

Disseminating Agenda Materials

The agenda, previous month's minutes, and agenda attachments are emailed to the Senators the Wednesday before the Senate meeting.

The Senate Chair should give the Secretary any Agenda materials needed for electronic distribution to the Senators. On occasion, a Senate committee chair may give Agenda materials to the Secretary. Call the Provost's Office at least two weeks before the next Senate meeting and see if there are any materials coming from the Council on Academic Affair. If so, materials should be electronically sent to the Secretary.

Make a list of all senators who call, write, or email that they are unable to attend the meeting and duly note on the roster provided to the Senate Chair. Make sure that the lectern with a microphone and a long extension cord is at the head table where the Chair presides. The custodians set up the lectern the morning of the scheduled meeting.

The Secretary is responsible for recording the Senate meeting. The recording is the official record of the meeting. The Secretary should arrive at the meeting about 30 minutes early to check that the room is set up properly. Put out the name place cards according to the seating chart and set up external microphones and the digital recorder.

Bring extra copies of the Agenda for senators or visitors to pick up if necessary. Bring some ballots (blank sheets of paper) in case they are needed.

Check off senators on the seating chart as they enter. Note any senators who have previously notified that they will not be at the meeting. Pick up name place cards and clean up the room after the meeting is completed.

After Senate Meetings

Before transcribing the Minutes of the meeting, at the Chair's request, send any approved policy or action to the Chair to pass on to the President and others.

Minutes are posted on the Senate website, and links are provided therein to any Agenda materials referenced in the minutes. Usually any materials which are circulated either with the Agenda or with the Agenda materials are not included with the Minutes unless they have been amended; they are just referenced in the text of the Minutes. Amended materials are to be included in their entirety, including the changes noted. If the Senate Chair tells the Secretary that something is to go with the Minutes, even if it has been previously circulated, include it.

All Senate committees are required to provide the Secretary with a written or an electronic copy of their reports, and a link will be provided in the online Minutes to those reports. Usually, the Secretary will reference reports in the text. For example, "Senator Jones gave the report on the Committee of the Budget. See attachment III." If the report is very short, such as, "Senator Jones reported that the Committee on the Budget met on October 7, and he was elected chair of the committee for 1995 to 1996," the Secretary may type it in the online Minutes.

Senators who notified the Secretary or Senate Chair of their absence prior to the Senate meeting are designated by an asterisk (*) in the listing of members absent. Bring to the attention of the Chair any senators who miss successive meetings.

Proofread the Minutes carefully. Allow the Senate Chair to review the entirety of the Minutes so that he/she may make any corrections. Include the completed Minutes along with the Agenda and attachments for the next month's meeting. Once the Minutes are approved by the Senate, place the Minutes on the Senate website.

Keep files for each month including the Agenda, Agenda materials, the Minutes, and any other documentation associated with the meeting. Also, keep files of all committee reports and actions, any correspondence with the University administration, roster of members, seating charts, and committee lists. This may be accomplished through electronic means.

Before the January Meeting

The new Secretary will inherit the previous Secretary's files. It is the new Secretary's responsibility to confer with the Chair for any assignment that may be necessary. Changes to the seating chart, roster of members, and committee lists may be needed. Make any new name place cards.

Before the May Meeting

The Secretary is responsible for seeing that Certificates of Appreciation are completed for any retiring Senate member. (Check with the Chair of the Elections Committee to determine who is retiring at the May meeting or consult the senators list on the Senate website.) The Secretary is also responsible for purchasing a gavel on which is engraved the name of the outgoing Senate Chair, title of position, Eastern Kentucky University, and year(s) as Chair. (The gavel can be purchased online through Crown Trophy in Lexington. Send the bill to the Chair.) Prepare a new roster of Senate members and a seating chart for the organizational meeting, which the newly elected Chair will use.

May Meeting

The Chair will give out the certificates individually at the beginning of the regular meeting. The gavel will be presented to the outgoing chair by either the Parliamentarian or the University President. Make sure all newly elected Senators have name place cards (check with the Chair of the Elections Committee for the names and departments of the new Senators or consult the Senator list on the Senate website). At the organizational meeting which follows the May meeting, the name place cards will be rearranged to remove out-going Senators and insert incoming Senators.

After the May Meeting

As soon as possible, post the new Senate roster and the newly elected committee members for the next academic year on the Senate website.

When the Senate meeting dates for the new academic year are known, contact Conferencing and Events in Perkins to reserve the South Room of the Keen Johnson Building for the eight Senate meetings and post the meeting dates on the Senate website.

In May, provide a list of next year's Senate meeting dates and a table arrangement diagram to the Keen Johnson custodians.

In August

The Secretary is responsible for preparing an up-to-date roster of Senate members, including the name of the Parliamentarian. Make a new alphabetically arranged seating chart (except for the Secretary, Chair, and Parliamentarian [who sit at head table] and the President, Provost, and Regent) for use by the Secretary and Chair.

Check with the President's Office to see if they will cover the cost of refreshments for meetings. If so, provide a schedule of meetings so they can coordinate with catering.

After the September Meeting

Be vigilant for any changes in Senate membership, especially senators who are on sabbatical, leave, or have a conflict which prevents them from attending Senate meetings or committee assignments. Report any changes to the Senate Chair.

Send all digital audio and data files from the previous year on a disk or CD to the University Archives (Library 126) for preservation.

ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

I. NAME

The organization hereinafter defined shall be the Faculty of Eastern Kentucky University.

II. MEMBERSHIP

The Faculty-at-Large of Eastern Kentucky University shall include the President of the University and all full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer or who are members of the Library Faculty, Clinical Faculty, Visiting Faculty, Adjunct Faculty, or ASL Specialists.

III. RESPONSIBILITIES OF THE FACULTY-AT-LARGE

- A. The Faculty-at-Large shall exercise responsibility, within limits established by the Kentucky Revised Statutes, Regulations of the Board of Regents, and delegation of authority by the Board of Regents, to promote the best interests of Eastern Kentucky University. It shall generally concern itself with the consideration, formulation, review, and recommendation of policies and procedures designed to foster the proper growth and development of Eastern Kentucky University as an institution of higher education. Included is concern with policies relating to the academic program, faculty welfare, and student welfare.
- B. The Faculty-at-Large normally shall exercise these responsibilities through its representative--the Faculty Senate.
- C. The Faculty-at-Large shall have the power to review all actions of the Faculty Senate as provided in Article VII, Section A, Paragraph 3.

IV. ORGANIZATION OF THE FACULTY-AT-LARGE

A. Officers

1. The President of the University shall be the Chair of the Faculty-at-Large.
2. The Provost shall be the Vice Chair of the Faculty-at-Large.
3. The Secretary of the Faculty Senate shall be the Secretary of the Faculty-at-Large.

B. Duties of the Officers of the Faculty-at-Large

1. Chair

- a) The Chair shall preside at all meetings of the Faculty-at-Large that they attend.
- b) The Chair shall call meetings of the Faculty-at-Large when, in the Chair's judgment, such meetings are necessary and/or desirable, or when an appeal of action of the Faculty Senate is requested as provided in Article VII, Section A, Paragraph 3.
- c) Upon petition of 10 percent of the members of the Faculty-at-Large, excluding Adjunct Faculty, the Chair shall call a meeting within 15 days.
- d) The Chair may ask the Chair of the Faculty Senate to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.
 - (1) When the Chair of the Faculty Senate is unavailable, the Vice Chair of the Faculty Senate may be asked to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.

2. Vice Chair

- a) In the absence of the Chair, the Vice Chair shall preside.

3. Secretary

- a) The Secretary shall cause the actions of the Faculty-at-Large to be recorded and preserved in a permanent record.
- b) The Secretary shall post motions approved by the Faculty-at-Large on the Faculty Senate website.
- c) The Secretary shall notify all members of the Faculty-at-Large of a call of a Faculty-at-Large meeting, giving reasonable notice.

V. MEETINGS OF THE FACULTY-AT-LARGE

- A. The Faculty-at-Large shall convene upon call of the Chair.
- B. The majority of the members of the Faculty-at-Large, excluding Adjunct Faculty, shall constitute a quorum for the transaction of business.
- C. The current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Faculty-at-Large except when the Faculty-at-Large shall adopt rules otherwise, and the Chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

VI. COMMITTEES OF THE FACULTY-AT-LARGE

- A. In addition to standing committees of the Faculty-at-Large created by the Board of Regents, the Faculty-at-Large may create other standing committees.
- B. The Chair of the Faculty-at-Large may, from time to time, establish ad hoc committees of the Faculty-at-Large to consider special areas of concern.
- C. All members of the Faculty-at-Large standing committees, other than ex-officio members and nonvoting representatives designated by the Faculty Senate, shall be appointed by the Chair of the Faculty-at-Large. In making these appointments, the Chair shall be advised by the Elections and University Nominations Committee of the Faculty Senate.
- D. All Faculty-at-Large committees and councils which periodically make recommendations relating to academic affairs, faculty affairs, or student affairs shall submit recommendations either directly to the Faculty Senate, to the Council on Academic Affairs, or to the Council on Student Affairs through appropriate organizational channels.

VII. THE FACULTY SENATE

- A. Nature and Function of the Senate
 1. The Faculty Senate shall be the delegate assembly of the Faculty-at-Large through which the Faculty-at-Large shall exercise its responsibilities.
 2. The Faculty Senate shall serve as a means of communication between the Faculty-at-Large and the Administration.
 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty-at-Large when a petition, bearing the signatures of 10 percent of the Faculty-at-Large (excluding Adjunct Faculty) and calling for a general meeting to review an issue, is presented to the Chair of the Faculty-at-Large.
 - a) Petition for such a review must be received by the Chair of the Faculty-at-Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
 - b) The action of the Senate which is the object of the petition shall be presented to the Faculty-at-Large at a meeting called by the Chair of the Faculty-at-Large and, on motion and vote, the Faculty-at-Large may sustain or veto the action of the Senate.
 4. Duties of the Faculty Senate—The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty-at-Large and other constituencies

of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:

- a) Policy Function—The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
 - (1) The Faculty Senate shall recommend academic policy, including, but not limited to, policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
 - (2) The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. The Faculty Senate shall receive, review, and make recommendations concerning faculty welfare and policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
 - (3) The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs. The Faculty Senate shall receive and take appropriate action concerning recommendations of the Student Affairs Committee.
 - (4) The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
 - (5) The Faculty Senate in conjunction with appropriate administrators shall receive, review, and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute, or other academic unit. The Executive Committee of the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.

- b) **Communication Function**—The Faculty Senate shall be responsible for maintaining communication between the Faculty-at-Large and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Faculty-at-Large may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall do the following:
 - (1) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.
 - (2) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
 - (3) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
 - (4) Provide a channel for faculty involvement in the preparation of the University budget.
 - c) **Internal Function**—The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall do the following:
 - (1) Establish rules and procedures for the Faculty Senate and committees of the Senate.
 - (2) Through its Elections and University Nominations Committee, be responsible for supervising the election of Senate members.
- B. Membership of the Senate**
- 1. The membership of the Senate shall consist of administrative faculty members and non-administrative elected faculty members. The non-administrative elected faculty members have full voting rights, while the administrative faculty ~~members~~member are non-voting members. The administrative members shall be the following:
 - a) one Academic Dean to be elected by the Deans of the Academic Colleges, the Dean of Graduate School, and the Dean of Libraries; and
 - b) the Faculty Regent.
 - 2. **Elected Members**
 - a) **Eligibility**—Members of the Faculty-at-Large, excluding those administrators above the level of Dean, shall be eligible for election to the Senate.
 - b) **Election Units**—The election units for the selection of the elected membership of the Senate shall be the following:
 - (1) the academic departments of the colleges of the University;
 - (2) the Library Faculty, who are not included in the faculty of a college;
 - (3) the Deans of the Academic Colleges, Dean of Graduate School, and Dean of Libraries (hereafter referred to as the Deans' Unit); and
 - (4) the Adjunct Faculty.
 - c) All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit to which they belong.
 - d) **Determination of Delegate Representation**
 - (1) The Deans' Unit and the Adjunct Faculty shall be entitled to one delegate each.
 - (2) For all other election units: An election unit with 1-14 full-time faculty members during the fall semester shall be entitled to one delegate for the academic year, an election unit with 15-29 full-time faculty members during the

fall semester shall be entitled to two delegates for the academic year, an election unit with 30-39 full-time faculty members during the fall semester shall be entitled to three delegates for the academic year, an election unit with 40-49 full-time faculty members during the fall semester shall be entitled to four delegates for the academic year, an election unit with 50-59 full-time faculty members during the fall semester shall be entitled to five delegates for the academic year, and so on.

- e) The Elections and University Nominations Committee shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.
 - f) Except for the member elected from the Deans' Unit and the member elected from the Adjunct Faculty, whose terms are two years, elected members shall serve for a term of three years. Elected members shall serve no more than three consecutive full terms; eligible members must then forego membership for one year before being eligible for Senate election again. Years served as Faculty Senate Chair count toward the nine-year maximum. If an elected member ceases to be a full-time member in the election unit from which elected, a vacancy shall be declared. All voting members of the Senate are elected to represent the faculty in their units. In order to ensure consistent and accurate representation, each unit is also required to elect an alternate for a term that matches the length of the term of their regular Senator(s). Departments have the option to elect an alternate for each representative Senator. An alternate may attend for any Senator in their department. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations in which an alternate is unable to attend, a substitute may attend. Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting rights. The Senate Chair and/or Secretary must be notified no later than 10:00 a.m. on the day of the meeting whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.
 - g) The Elections and University Nominations Committee shall notify election units that need to elect a new Senator of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Elections and University Nominations Committee. The Elections and University Nominations Committee shall certify the election of Senate members.
 - h) When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit shall seat an alternate of the same election unit to serve until the end of the semester for which the member is temporarily absent.
3. Adjunct Faculty Representative and Alternates
- a) Adjunct Faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current Adjunct Faculty who normally teach each semester and who are nominated by the departments in which they teach. Each department that employs Adjunct Faculty may nominate one person. Adjunct Faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of the election year so that the elected

representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative. The person receiving the second most votes shall be the first alternate, and the person receiving the third most votes shall be the second alternate.

- b) The Adjunct Faculty representative and alternates shall each serve for a two-year term. Continuing to serve as an Adjunct Faculty representative or alternate is contingent upon being contracted by the University to teach again. Election to serve as an Adjunct Faculty representative or alternate in no way may be construed as guarantee of employment.
- c) The Chair of the Faculty Senate shall fill a vacancy in any of these seats for the remainder of the term by appointing an individual from the list of Adjunct Faculty last nominated for Adjunct Faculty representative.

c. Organization of the Senate

1. Chair of the Senate

- a) The Chair of the Senate shall be nominated annually in April and elected annually in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have tenure and at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.
- b) The Chair of the Senate shall preside at meetings of the Senate. In the absence of the Chair of the Senate, the Vice Chair of the Senate shall preside.
- c) The Chair shall meet with the President of the University at least once a month to confer on Senate business.
- d) The Chair shall serve as Chair of the Senate Executive Committee.
- e) The Chair shall maintain an active file for matters submitted to the President and awaiting action.
- f) The Chair of the Faculty Senate should be eligible for a campus-wide ("special") parking permit. It is the responsibility of the Chair to initiate a request for the permit through normal channels.
- g) The Chair of the Senate will receive one-half reassigned time from teaching and other department and college responsibilities. The Chair's home department or unit will receive funds to cover the salary of a faculty replacement for the reduced teaching load of the Chair.
- h) The Chair shall administer the Faculty Senate budget and shall pay the bills of the Senate as approved by the Executive Committee.

2. Vice Chair of the Senate

- a) The Vice Chair of the Senate shall be nominated annually in April and elected in May from elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate
- b) The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c) The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d) The Vice Chair of the Senate will receive one-quarter reassigned time from teaching and other department and college responsibilities. The Vice Chair's home department or unit will receive funds to cover the salary of a faculty replacement for the reduced teaching load of the Vice Chair.

3. Secretary

- a) The Secretary shall be appointed annually by the Chair of the Senate at the regular business meeting in December. The term of the Secretary shall be for one year and shall begin on January 1. The Secretary will be paid on an hourly basis from the Senate budget for all services rendered to the Senate.
 - b) The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
 - c) The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.
 - d) The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
 - e) The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.
- D. Meetings of the Faculty Senate
1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September through May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
 2. Meetings of the Senate shall be open to the public. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
 3. A majority of the membership of the Senate shall constitute a quorum.
 4. The current edition of *Robert's Rules of Order Newly Revised* shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise. The Executive Committee shall seek a parliamentarian from among the faculty or retired faculty. The parliamentarian shall not be at the same time a member of the Senate. If no qualified person is available and willing to serve, or in the absence of that person, the Vice Chair shall serve as parliamentarian until a qualified person is found.
 5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be carried out in a manner that records individual Senators' votes. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.
- E. Committees of the Senate
1. Executive Committee
 - a) The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee; the Vice Chair of the Senate; and six members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term. The Vice President for Academic Affairs and the Faculty Regent shall serve as non-voting members of the Committee.
 - b) The Executive Committee shall be responsible for maintaining communication

- between the Faculty-at-Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
- c) The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the Chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
 - d) The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.
 - e) In the designated years, the Executive Committee shall conduct a systematic review of the President as described in Part III of the Faculty Handbook (see Part III, Section VIII, A).
2. Elections and University Nominations Committee
- a) The Elections and University Nominations Committee shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Elections and University Nominations Committee shall supervise all nominations and elections for Senate membership as provided in this Constitution.
 - d) The Committee shall advise the President concerning formulation of standing committees of the Faculty-at-Large and the selection of appointed members of faculty standing committees.
 - e) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

3. Rules Committee
 - a) The Rules Committee shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Rules Committee shall review, recommend, and codify procedural rules for the Senate.
 - d) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.
4. Budget Committee
 - a) The Budget Committee shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Deans' Unit. Committee membership shall be for the duration of each elected Senator's current term. The Vice President for Financial Affairs shall serve as a non-voting member of the Committee.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Chair of the Budget Committee shall serve as a member of the ~~President's Administrative Council~~ Budgetary Advisory Committee.
 - d) The purpose of the Budget Committee shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
 - e) The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.
 - f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.
5. Faculty Rights and Responsibilities Committee
 - a) The Faculty Rights and Responsibilities Committee shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term. The American Association of University Professors ECU Chapter President, or designee, shall serve as a non-voting member of the Committee.
 - b) The Committee Chair shall be elected annually from among its membership.
 - c) The Faculty Rights and Responsibilities Committee shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
 - d) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the

Executive Committee to review before it is presented to the Faculty Senate.

6. Faculty Welfare Committee

- a) The Faculty Welfare Committee shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of each elected Senator's current term. The Director of Human Resources shall serve as a non-voting member of the Committee. ~~A member of Staff Council shall~~ will be invited to attend Welfare Committee meetings as a non-voting member.
- b) The Committee Chair shall be elected annually by the Committee from among its membership.
- c) The purpose of the Faculty Welfare Committee shall be to do the following:
 - (1) Review and make recommendations to the Senate on matters including, but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
 - (2) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
- d) The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the Faculty-at-Large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation ~~and benefits issues (i.e., merit pay, compression, market rate, salary inequities), benefits (i.e., rate changes, additions), and general morale outcomes.~~
- e) One member of the Faculty Welfare Committee shall serve as a voting member on the University Benefits Committee.
- f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

7. Academic Quality Committee

- a) The Academic Quality Committee shall consist of the Vice Chair of the Faculty Senate and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Academic Quality Committee shall provide a channel of communication among the Faculty Senate, the Faculty-at-Large, and the Administration on academic matters and the formulation of academic policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
 - e) The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
 - f) The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g., may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
 - g) One member of the Academic Quality Committee shall serve on the Council of Academic Affairs.
 - h) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.
8. Information Technology Committee
- a) The Information Technology Committee shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership. The elected chair shall also serve on the University's Academic Technology Advisory Committee as the Faculty Senate Representative to that committee.
 - c) The Information Technology Committee shall provide a channel of communication among the Faculty Senate, the Faculty-at-Large, and the Administration on faculty perspectives regarding information technology services and policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters. The Committee may meet with the President and/or Provost as necessary to share information about faculty perspectives regarding information technology.
 - e) The Committee shall make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
 - f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent

filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

9. Ad Hoc Committees

The Faculty Senate may establish such ad hoc committees as are deemed necessary. When an ad hoc committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

F. Special Rules of Order and Standing Rules

The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

VIII. AMENDMENTS

Amendments to this organization may be proposed by a member of the Faculty Senate or by petition of 10 percent of the Faculty-at-Large, excluding Adjunct Faculty. Proposed amendments shall be presented to the Chair of the Faculty Senate. If a proposed amendment is approved by a two-thirds vote of the Faculty Senate, the proposed amendment and a link to a petition will be distributed electronically by the Faculty Senate Chair to the Faculty-At Large (excluding Adjunct Faculty), who shall have 30 business days to review the proposed amendment. In the event that 10 percent of the members of the Faculty-at-Large (excluding Adjunct Faculty) dissent by electronically signing the petition to initiate a vote by the Faculty-at-Large on the proposed amendment, the Chair of the Faculty-at-Large (President of the University) shall direct that the petition of the proposed amendment be considered at the next regular or specially called meeting of the Faculty-at-Large. In order for the amendment to be enacted, a two-thirds majority of those present at the meeting of the Faculty-at-Large (excluding Adjunct Faculty) must approve the proposed amendment, which shall be submitted to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents. A proposed amendment not petitioned by the Faculty-at-Large must be approved by a two-thirds majority of the Faculty Senate before submission to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents.