

**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%20REVISED%2002-01-17.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](#).

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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.

**Comment [2]:** Removing this line and the line in August to reflect the changes to old Part 7 of the handbook as neither of these groups exist.

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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.

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Nominee's Name    Academic Rank    Department

Petitioners

Signature    Printed Name    Rank    Unit

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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 ECU.

### **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**

#### **1<sup>st</sup> Week of Each Month**

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

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> Week of Each Month**

- Faculty Senate Executive Committee meeting is held.

#### **4<sup>th</sup> 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 31<sup>st</sup> 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.