

University of North Dakota Faculty Senate Constitution

The University of North Dakota (UND) is a collaborative institution with faculty, staff, students, and administrators engaged in a collective enterprise in pursuit of common goals. In sharing responsibility for governing our University, we value the following principles: governance based on the inclusive contributions of all members of the university community; the maintenance of civility in debate and dialogue; outcome-focused and transparent processes; diversity throughout our campus community; and innovation, empowerment, and leadership opportunities at all levels. Guided these shared objectives and using our exceptional talents, we serve and contribute to the welfare and future of local, state, national, and global communities.

Therefore, we resolve on the XX date of XX to create a representative body of faculty (the Faculty Senate) consisting of a percentage of delegates elected to speak and vote on behalf of the Faculty as a whole (the Faculty Council), to be constituted as described in the Faculty Senate Bylaws, and to include standing and ad hoc committees that perform functions deemed necessary by the Faculty Senate

Article 1. Authority:

The faculty's legislative powers shall reside in the Faculty Council and its Faculty Senate. The Faculty Council consists of all benefitted faculty of any rank,

Meetings of the Faculty Council may be called by the Faculty Senate President or the President of the University, or as a result of a written petition presented to the Registrar and signed by thirty faculty members. Meetings of the Faculty Council shall be chaired by the Faculty Senate President. The Registrar is the ex officio non-voting secretary for all meetings of the Faculty Council.

The Faculty Senate may exercise all of the legislative powers of the Faculty Council, but subject to whatever limitations or instructions the Faculty Council may from time to time impose on the Faculty Senate in this regard. A quorum of the Faculty Council will be 25% of Council members. Any action of the Faculty Senate taken in the exercise of the Faculty Council's powers may be revoked and declared to be of no force and effect by a majority vote of faculty present at any meeting of the Faculty Council. In the event of conflict between legislation of the Faculty Council and of the Faculty Senate, the legislation of the Faculty Council shall prevail.

The Faculty Senate shall meet regularly once a month during fall and spring semesters. Additional special meetings may be called by the President of the Faculty Senate or on written petition signed by a majority of the Faculty Senate.

Article 2. Mission and Responsibilities:

The mission of the Faculty Senate is to provide representation for faculty of the University of North Dakota in matters that affect the general welfare of the University and its research, teaching, and service missions. Toward that end, the Faculty Senate functions as one of the University's three legislative bodies (the three Senates), collaborating with the Staff Senate and Student Government on matters of common interest.

Section 1: The Faculty Senate has authority to initiate, develop, review and recommend policy of the University of North Dakota, including but not limited to, the following:

1. Academic freedom, including rights and responsibilities
2. All curricular matters, including establishment, dissolution, and substantial changes to degree programs
3. Research and scholarship
4. Admissions standards and prerequisites
5. Requirements for regular certificates and degrees
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors
7. Teaching quality
8. Professional standards and criteria for positions accorded academic rank
9. Policies and procedures for promotion, tenure, and evaluation
10. The general policies of the library
11. And other academic matters

Section 2: The Faculty Senate will also review, recommend, and participate in the formulation and exercise of policy with regard to:

1. Institutional priorities
2. The allocation of institutional resources
3. Academic organization
4. Administrative procedures and organizational structure
5. Appointment and promotion of administrators
6. Issues related to intellectual property
7. Honorary degrees
8. Other matters of interest to the faculty

Article 3. Aims and Actions:

The University of North Dakota Faculty Senate aims to be collaborative, deliberative, effective, efficient, empowered, legitimate, participatory, representative, and responsive.

Thus, as the legislative body of the University of North Dakota faculty, the Faculty Senate shall participate in University governance in the following ways:

1. **Collaborate:** The Faculty Senate and its committees shall collaborate with the Staff Senate, Student Government, and University administration to create an optimal learning and working environment and to advance the mission of the university.
2. **Advise:** The Faculty Senate and its committees may offer advice and expertise to the campus community and administration on appropriate matters and discuss with or provide information to any administrator with authority and responsibility for a decision.
3. **Recommend:** The Faculty Senate and its committees may make policy recommendations to the University President, Provost, and Vice Presidents.

Article 4. Amendments:

This Constitution may be amended as needed to reflect the changing mission of the University and/or will of the Faculty Senate. Proposed amendments must be approved at two consecutive Senate meetings by a two-thirds majority vote of standing Senators present.

**University of North Dakota
Faculty Senate Bylaws**

Article I: Faculty Senate Membership

Section 1. Who can be senators: Each representation unit shall have one elected senator for every fifteen eligible faculty, or major fraction thereof, as of September 1 of each year. “Eligible faculty” include benefitted faculty members of any rank.

Membership of the Faculty Senate consists of elected representatives from non-administrative appointments from the following groups: faculty who hold the academic rank of professor, associate professor, assistant professor, senior lecturer, instructor, or research faculty.

The following, whether full or part time or interim, are considered administrative positions: Assistant/Associate Dean, Dean, Vice President, Assistant/Associate Vice President, Provost, and President.

The total number of senators shall include three additional seats for the President, Vice President, and Past President of the Faculty Senate.

Section 2. Who can vote for senators: Senators are to be elected by members of the representation units who are themselves eligible for election as Senators under Section 1.

Section 3. The representation units: The following are considered representation units for the purposes of determining Faculty Senate seats:

- College of Arts and Sciences
- College of Engineering and Mines
- College of Education and Human Development
- College of Business and Public Administration
- School of Law
- John D. Odegard School of Aerospace and Space Science
- School of Medicine and Health Sciences
- College of Nursing and Professional Disciplines
- Other: Honors and other interdisciplinary faculty and faculty eligible under Section 1 who aren't otherwise represented

Representation units will hold their own elections using the mechanism(s) they deem appropriate, but in compliance with Article I, Sections 2 and 4-6.

Section 4. Staggered terms: The Faculty Senate President with the assistance of the Secretary of the Senate will stagger Senate terms so that approximately one-third of the senators from each representation unit are elected each year. Each representation unit shall hold a meeting to elect

senators by April 15 of the preceding year.

Section 5. Term limits: Terms of office shall begin at the first Senate meeting of the fall semester. The term of office of an elected senator shall be three years. Senators cannot be reelected for consecutive terms.

Section 6. Replacement elections: If a senator vacates or resigns her or his seat, the vacancy shall be filled by a special election within the representation unit from which she or he was elected. The term of a replacement senator shall commence immediately and shall be for the duration of the absence or unexpired term of the previously elected senator.

Section 7. Removal of senators: A senator may be removed from office for failure to fulfill duties specified in Section 8 by a two-thirds majority vote at two consecutive Faculty Senate meetings. This action may never be part of a consent agenda. If a senator who is being removed desires to appeal the removal, she or he may appeal to the Senate Executive Committee for redress.

Section 8. Duties of Senators: All senators should:

1. Attend all Faculty Senate meetings. If a senator is unable to attend, she or he should notify the Vice President in advance. More than two unexcused absences in a year may result in a senator being removed from office. If a senator must be absent from campus at the time of a senate meeting, she or he should consult with the Senate President about arranging for remote access to the meeting.
2. Prepare for Faculty Senate meetings including reading the agenda and all attachments prior to the meeting.
3. Participate in meetings as long as doing so advances the business of the Faculty Senate.
4. Disseminate Faculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning Faculty Senate activity.
6. Show proper decorum during meetings.

Article II: Organization and Faculty Senate Operation

Section 1. Officers: Administrative officers of the Faculty Senate consist of the President, the Vice President and the Past President. The three will collaborate on matters of Faculty Senate leadership.

Section 2. Terms: The Vice President shall be elected for a one-year term by the Faculty Senate at the first fall meeting of the Faculty Senate. The Vice President will be elected from the roster of current Senators. The term of President and Vice President is one year, and terms shall be extended for Vice President, President and Past President so that all serve on the Senate while in office, though they will not represent representation units as set out in Section 4.

Section 3. Succession: At the end of the term, the Vice President will succeed the President for a one-year term of office and a new Vice President will be elected. At the end of the term the President will become the Past President, and the Past President may return to the Senate body if reelected

Section 4. Representation of President and Vice President: During their respective terms the President, Vice President, and Past President will not represent her or his representation unit though they will retain general voting rights. A special election should be held in the unit from which the officers come to replace them.

Section 5. Removal of President or Vice President: President for failure to fulfill duties as set out in Section 6 requires a two-thirds vote at a regular Senate meeting, followed by a two-thirds vote at a special meeting of the Senate not more than two weeks after the first meeting. In the event that the President is removed, the Vice President will assume the role of President and will continue as President until the Vice President's original term is concluded. In the event that the Vice President is removed, the Senate will vote to replace the Vice President at the next regular meeting of the Senate. These actions may never be part of a consent agenda. The removed officer shall not complete her or his term as a Senator.

Section 6. Presidential Duties: The President shall:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Faculty Senate in consultation with the Senate Executive Committee.
3. Serve on the Senate Coordinating Committee (see section 18).
4. Chair the Senate Executive Committee.
5. Introduce the President of the University at the State of the University Address.
6. Appoint members for committee vacancies upon the recommendation of the Committee on Committees.
7. Coordinate the dissemination of information relating to Senate activities.
8. Represent or designate representatives for the Faculty Senate on administrative councils.
9. Provide an annual update or report summarizing the Senate activities for the preceding year.
10. Submit policies or actions approved by the Faculty Senate to the University President for consideration.
11. Serve on committees as outlined in Article III.

Section 7. Vice President Duties: The Vice President shall:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Senate Executive Committee.
4. Serve on the Senate Coordinating Committee (see section 18).
5. Represent the Faculty Senate to the Staff Senate and the Student Government.
6. Serve on committees as outlined in Article III.

Section 8. Duties of Past President: The Past President shall:

1. Coordinate the Faculty Senate webpage, including keeping the Senate calendar of all standing committee and ad hoc committee meetings.
2. Coordinate with the Registrar access to the Faculty Senate listserv.
3. Serve on committees as outlined in Article III.
4. Serve on the Senate Executive Committee.

Section 9. Duties of the Faculty Senate Secretary: The University Registrar shall be the Secretary of the Senate; the Secretary of the Senate is not a voting member of the Senate. The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, and then prepare and disseminate the agenda as set out in Section 14.
2. Maintain a current roster of senators and record attendance to confirm a quorum.
4. Record, prepare and disseminate meeting minutes according to Section 16.
5. Schedule a room for all Faculty Senate meetings.
6. Maintain a permanent record of Faculty Senate minutes.
7. Maintain a permanent record of annual reports submitted by the President and chairs of Faculty Senate committees.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution or Bylaws for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of senators and committee members.

Section 10. Meeting times: Regular meetings of the Senate shall be held at 4:05 pm on the first Thursday of each month of the academic year. The meetings will be held the second Thursday of the month if the first Thursday is a University or state holiday, or if University classes are not yet in session at least one week prior to the second Monday of the month.

Section 11. Special Meetings: Special meetings may be called by the President or by petition of fifty-one percent of the membership of the Senate.

Section 12. Collaborative Meetings: Meetings of the Faculty Senate shall be open to the public. At each Senate meeting the President of the University, the Vice Presidents, Deans, the Student Body President, and the Staff Senate President will be invited to participate in discussions when appropriate. The Faculty Senate President may allow other non-senators to speak and/or provide reports. However, only senators may make motions and only senators may vote on motions before the Senate.

Section 13. Procedure for Meetings: Faculty Senate meetings shall be conducted following the guidelines of Alice Sturgis's *The Standard Code of Parliamentary Procedure* 4th Edition. The Faculty Senate will confirm the appointment of a senator or other person to serve as Parliamentarian. Whenever doubt arises on questions of procedure the President or a senator may ask the Parliamentarian for a ruling. There is no term limit for Parliamentarian. The conduct of the Faculty Senate will be determined by the Standing Rules found on the Senate

webpage, which will be updated and changed as necessary.

Section 14. Agenda announcement: The agenda for each regular meeting shall be posted to the Faculty Senate website at least one week before each meeting, shall be posted outside of the meeting room, and shall be shared with University Relations. Announcements of regular Faculty Senate meetings shall be made to the entire campus community. Any member of the Faculty Senate may request of the President of the Faculty Senate that an item be placed on the agenda by asking that the Faculty Senate Executive Committee, which sets the agenda, review the matter.

Section 15: Order of business: The order of business for Faculty Senate meetings shall be as follows:

1. Announcements.
2. Approval of the minutes of the previous meeting.
2. Question period, not to exceed 20 minutes.
3. Consent calendar.
4. Business calendar.
5. Matters arising.
7. Adjournment.

At the first fall semester meeting, the primary order of business will be, after consultation with the campus community and units, planning and prioritizing Faculty Senate goals for the academic year.

The Faculty Senate President, in consultation with the Executive Committee, may add an urgent piece of new or committee business to this meeting if the timing is critical.

Section 16. Quorum: A quorum of at least fifty-five percent of the total voting membership of the Senate shall be present in order to conduct Senate business.

Section 17. Minutes: The minutes of the meeting shall be posted to the Senate website by the Secretary within one week of the meeting.

Section 18. Senate Coordinating Committee: In addition to meeting individually with the University President as necessary, the Faculty Senate leadership shall work with Student Government and the Staff Senate in a regular meeting with the administration to encourage and facilitate collaboration.

Section 19. Amendments: These Bylaws may be amended as needed to reflect the changing mission of the University and/or the will of the Faculty Senate. Proposed amendments must be approved at two consecutive Senate meetings by a two-thirds majority vote of standing Senators present.

Article III: Senate Committees

The University of North Dakota Faculty Senate includes 24 standing committees, which are to be constituted and conduct business according to the *Faculty Senate Committee Manual*. Committee membership includes staff, students, and administrators as desired and needed, but Faculty Senate Standing Committees report through the Faculty Senate, with issues to also be discussed at the Senate Coordinating Committee as necessary.

The Faculty Senate Standing Committees include:

1. Academic Policies and Admissions Committee
2. Administrative Procedures Committee
3. Assessment Committee, University
4. Budget Committee
5. Committee on Committees
6. Compensation Committee
7. Conflict of Interest/Scientific Misconduct Committee
8. Curriculum Committee, Faculty Senate
9. Essential Studies Committee
10. Executive Committee
11. Faculty Handbook Committee
12. Faculty Instructional Development Committee
13. Honorary Degrees Committee
14. Honors Committee
15. Intellectual Property Committee
16. Intercollegiate Athletics Committee
17. Legislative Affairs Committee
18. Library Committee
19. Online and Distance Education Committee
20. Policy Committee
21. Scholarly Activities Committee
22. Special Review Committee Pool
23. Standing Committee on Faculty Rights
24. Student Academic Standards Committee

Section 1. Duties of standing committees, as described in the Committee manual, include:

1. Selecting a chair that will serve as a liaison to the Faculty Senate and larger campus community. This chair will also serve as chief advocate for the work of this committee.
2. Initiating and reviewing policy and policy changes in their areas of responsibility.
3. Providing their recommendations to the Faculty Senate for action.
4. Collaborating with, seeking input from, and communicating with the Staff Senate and Student Government and University Administration as needed for the committee's work.
5. Promptly and responsively discharging their duties.

Section 2. The Faculty Senate shall confirm the membership of all standing committees.

Section 3. Committees shall determine their own procedural rules in accordance with the Committee Manual. However, no committee shall conduct business without thirty-three percent of members present. Each committee will keep such records as necessary to conduct business. In addition, every Faculty Senate Committee will make an oral report of progress (5 minutes) at a meeting of the Faculty Senate as described in the Committee Manual.

Section 4. The Committee on Committees will be used to populate all standing committees. Committees are to be populated according to their description in the Committee Manual.

Section 5. After the Faculty Senate has approved membership in the Standing Committees, each committee will meet and elect a chair, who will communicate all committee business to the Senate and the campus community as needed.

Section 6. All Faculty Senate committee action is subject to review and approval by the Senate.

Section 7. The Faculty Senate may create ad hoc committees, as it deems necessary. Such committees shall be discharged upon the completion of their assigned duties. The duties of an ad hoc committee should not duplicate work being done by or usurp the responsibility of a standing committee without approval by of their standing committee. Ad hoc committees shall be commissioned by a majority vote of the full Senate.