Senators, after checking in and receiving your clicker, please sit in the front half of the room. Visitors, please sit in the back.
Announcements
Minutes from 05 Nov 2015 meeting
Question Period
Consent Calendar
Business Calendar
Clicker check:
What is your favorite part of the holiday break?

1. Eating fattening food
2. Spending time with family
3. Catching up on sleep
4. Catching up on work
5. Reading something just for fun
Announcements

1. University Announcements
2. MIRA Updates
3. Future University Senate Meetings
4. Updates on Senate Initiatives
5. Future Events
1. University Announcements:

- Director of EEO, Affirmative Action, Donna Smith and Associate Vice President for Public Safety, Eric Plummer on Title IX and Clery Training

- Update from Council of College Faculties, Anne Christopherson and Tom Petros
1. University Announcements:

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- Update from Council of College Faculties, Anne Christopherson and Tom Petros
Central leadership, Primary Units, Support Units, and several advisory committees work in close coordination to optimize the use of resources to advance UND’s mission and strategic priorities.
2. MIRA updates:

**Space Management Committee:**
Mary Askim-Lovseth, Chair, Department of Marketing and Bruce Dearden, Professor, Department of Mathematics

**Support Unit Allocation Committee:**
Carenlee Barkdull, Chair, Department of Social Work
Graeme Dewar, Professor, Department of Physics and Astrophysics
2. MIRA updates:

MIRA training—

• We held another Budget 101
• We are working on Budget 102s to be held next semester.
• If you haven’t taken Budget 101, please watch the powerpoint movie on the Senate website—only takes a few minutes.
Announcements

2. MIRA updates: where to find the Budget 101 film
2. MIRA updates: the new MIRA webpage
Announcements

1. University Announcements
2. MIRA Updates
3. Future University Senate Meetings
4. Updates on Senate Initiatives
5. Future Events
3. Future University Senate Meetings:
   • (Potential) Special meeting December 9, 2:30pm, Lecture Bowl
   • Regular University Senate meeting on Jan 14, 4:05pm, in Education 113 (have invited Interim President Schafer)
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Announcements

1. University Announcements
2. MIRA Updates
3. Future University Senate Meetings
4. Updates on Senate Initiatives
5. Future Events
Announcements

4. Updates on Senate Initiatives:
   • Working on a charge for an ad hoc committee to study the practices for the evaluation of administrators
   • Working on a charge for an ad hoc committee to develop a policy for minimum qualifications for qualified faculty, mandated by the Higher Learning Commission
   • Working with Staff Senate and Human Resources to institute an employee engagement survey to be administered in the spring of 2016
   • Working with Staff Senate and Student Government on a Freedom of Expression Statement
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Announcements

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Announcements

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Announcements

1. University Announcements
2. MIRA Updates
3. Future University Senate Meetings
4. Updates on Senate Initiatives
5. Future Events
4. Future Events:

- Provost’s final update on priorities of the semester, December 16 from 3:30-4:30, Lecture Bowl (including VPRED Grant McGimpsey and AVP Diversity & Inclusion Sandra Mitchell)

- Chester Fritz Library Master Planning Stakeholder Town Hall Meetings: Wednesday, Dec. 9, 1 – 2:30 p.m., and Thursday Dec. 10, 2015 10:30 a.m. – noon, Memorial Union Lecture Bowl
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University Senate Agenda: 03 December 2015

- Announcements
- Minutes from 05 Nov 2015 meeting
- Question Period
- Consent Calendar
- Business Calendar
University Senate Agenda:
03 December 2015

• Minutes from 05 Nov 2015 meeting
• CLICKER SLIDE
University Senate Agenda: 03 December 2015

- Announcements
- Minutes from 05 Nov 2015 meeting
- Question Period
- Consent Calendar
- Business Calendar
University Senate Agenda:
03 December 2015

• Announcements
• Minutes from 05 Nov 2015 meeting
• Question Period
• Consent Calendar
• Business Calendar
University Senate Agenda:
03 December 2015

Consent Calendar:

• Approval of the 2013-2014 and 2014-2015 annual reports of the Senate Intellectual Property Committee
University Senate Agenda:
03 December 2015

Consent Calendar:
CLICKER SLIDE FOR APPROVAL
University Senate Agenda:
03 December 2015

Business Calendar:
• Approval of Candidates for Degrees in December
• Curriculum Committee Report
• Proposed changes to the SODEC charge
• Vote on documents to revise the UND Constitution and to create a Faculty Senate
University Senate Agenda:
03 December 2015

Business Calendar:
• Approval of Candidates for Degrees in December

CLICKER SLIDE FOR APPROVAL OF CANDIDATES
University Senate Agenda:
03 December 2015

Business Calendar:
• Approval of Candidates for Degrees in December
• Curriculum Committee Report
• Proposed changes to the SODEC charge
• Vote on documents to revise the UND Constitution and to create a Faculty Senate
Curriculum Committee Report

I. New Programs

• Clinical Translational Science Graduate Program
• Clinical Translational Science Graduate Program-Master's Degree
• Certificate in Petroleum Engineering
• Master of Engineering in Petroleum Engineering
• MS in Petroleum Engineering
• PhD in Petroleum Engineering
II. New Courses

PT 420 : Musculoskeletal System Examination
PT 435 : Introduction to Patient/Client Care and Interventions
PT 544 : Pharmacology for Physical Therapists
PT 545 : Medical Imaging for Physical Therapists
PT 550 : Interprofessional Health Care
PATH 490 : Directed Studies
PATH 500 : Biochemistry and Cell Biology
PATH 505 : Seminar in Clinical and Translational Science
PATH 575 : Molecular and Pathological Basis of Human Disease
PATH 590 : Readings
PATH 591 : Special Topics
PATH 593 : Research
PATH 996 : Continuing Enrollment
PATH 998 : Thesis
PATH 999 : Dissertation
BIMD 520 : Principles of Neuroanatomy – New Course
BIMD 521 : Neurophysiology – New Course
BIMD 522 : Principles of Neuropharmacology – New Course
BIMD 523 : Neurochemical Basis of the Nervous System – New Course
BIMD 524 : Neurodegenerative Diseases and Pathophysiology – New Course
BIMD 525 : Readings in Neuroscience – New Course
BIMD 530 : Components of the Immune System – New Course
BIMD 531 : Components of Microbial Pathogenesis – New Course
BIMD 532 : Microbial Gene Regulation – New Course
BIMD 533 : Microbial Membranes and Transport – New Course
BIMD 534 : Microbial Cell Structure and Function – New Course
BIMD 535 : Bacterial Host: Pathogen Interactions – New Course
BIMD 536 : Molecular Biology and Pathogenesis of Viruses – New Course
BIMD 537 : Host-Pathogen Interactions involving Eukaryotic Microbes (Parasites/Fungi) – New Course
BIMD 538 : Immunological Disorders – New Course
BIMD 539 : Readings in Microbiology and Immunology – New Course
BIMD 591 : Advanced Topics in Biomedical Sciences – New Course
HIST 260 : Slaves, Citizens and Social Change – New Course
EE 452L : Embedded Systems Design Laboratory – New Course
PHYS 525 : Galaxies
III. Course Deletion
PT 401 : Intervention Techniques I
PT 513 : Intervention Techniques II
ANAT 522 : Neuroscience
BIMD 500 : Cellular and Molecular Foundations of Biomedical Science
BIMD 515 : Steps to Success in Graduate School
MBIO 501 : Molecular Virology
MBIO 504 : Microbial Physiology
MBIO 508 : Microbial Pathogenesis
MBIO 509 : Immunology
MBIO 512 : Microbial Genetics
MBIO 519 : Advanced Immunology
PPT 527 : Advanced Neurophysiology
PPT 535 : Mechanisms of Neurodegenerative Disorders
PPT 540 : Molecular Neuropharmacology

IV. Title Changes – Department, Major, and Minor
“Department of Basic Sciences” to “Department of Biomedical Sciences”
Curriculum Committee Report

- CLICKER SLIDE FOR APPROVAL
Business Calendar:

- Approval of Candidates for Degrees in December
- Curriculum Committee Report
- Proposed changes to the SODEC charge
- Vote on documents to revise the UND Constitution and to create a Faculty Senate
Proposed changes to the SODEC charge

ONLINE AND DISTANCE EDUCATION COMMITTEE (Revised Charge Approved by SODEC October 26, 2015)

Purpose: To provide oversight and advocate for the provision of extended learning experiences with an exceptional level of quality to online and distance education students within the state, region, and beyond.

Membership:

Faculty – six Nine minimum of 8 with at least two members from the College of Arts and Sciences, and one member from each of the other colleges (voting)

Vice President for Academic Affairs or designee (one, voting)

Distance Education Librarian of Chester Fritz Library (one, voting)

Office of Extended Learning (one, voting)

Center for Instructional Learning and Technologies (one, voting)

Office of Instructional Development (one, voting)

Director of Assessment and Regional Accreditation (one, voting)

Students (two one undergraduate and one graduate, voting)
Proposed changes to the SODEC charge

Selection: Approximately one-third elected by the University Senate in April and assuming responsibilities May 1 Fall Semester; additional faculty may be nominated and approved for membership by a majority vote. Undergraduate student selected by Student Senate Government in April and assuming responsibility in May Fall Semester; additional student graduate student to be nominated by the Dean of the School of Graduate Studies and approved for membership by a majority vote of the Graduate Studies Committee.
University Senate Agenda:
03 December 2015

Business Calendar:
• Proposed changes to the SODEC
• CLICKER SLIDE
University Senate Agenda: 03 December 2015

Business Calendar:

• Approval of Candidates for Degrees in December
• Curriculum Committee Report
• Proposed changes to the SODEC charge
• Vote on documents to revise the UND Constitution and to create a Faculty Senate
University Senate Agenda: 03 December 2015

Vote on documents to revise the UND Constitution and to create a Faculty Senate

A motion has been brought to the floor by the University Senate Revision Committee and the Faculty Senate Development Committee, which is to consider the revised University Constitution, the Faculty Senate Constitution, and the Faculty Senate Bylaws as one package and vote yes or no on adopting all three.
University Senate Agenda: 03 December 2015

Vote on documents to revise the UND Constitution and to create a Faculty Senate

Motion on the floor to consider the documents as one package and vote yes or no on adopting them.

CLICKER SLIDE
Institutions of higher education are vital and dynamic forces in society that exist to serve the public good. Their fundamental responsibilities are the discovery, application, transmission, and preservation of knowledge through teaching, research, creative activities, and service. Public universities bear a distinctive responsibility to the commonwealth that created and supports them, as well to the larger society to which they contribute.

The governance of an institution of higher education must, by spirit, design, and structure, inform, empower, and enable a community of faculty scholars, administrators, staff, and students to carry out their individual and collective responsibilities with maximum efficiency, effectiveness, and integrity to advance the institution’s mission.

The governance and operation of the University of North Dakota (the University) is the responsibility of the University President in consultation with the North Dakota State Board of Higher Education (the Board), the Chancellor of the North Dakota University System (the System), the President’s designated administrative officers, and the University’s faculty, staff, and students.
In light of these considerations, be it understood that:

Whereas the University of North Dakota’s mission is to “serve the state, the country, and the world community through teaching, research, creative activities, and service”; and

Whereas the heart of the University’s mission is the academic and educational enterprise, for which the University’s faculty have authority and responsibility; and

Whereas the execution of the University’s mission requires a community of interest, mutual respect, and joint effort among the governing board, administration, faculty, staff, and students; and

Whereas the attainment of the University’s mission compels the creation and establishment of a governance structure that is stable, adaptive, responsive, and collaborative;

Therefore, the University of North Dakota does hereby enact a Constitution with the approval of the Board, University President, and the University’s constituent membership of faculty, staff, and students, this day, the ____ of 2015.
Section 1. University Mission

Established in 1883, the University of North Dakota’s mission is to “serve the state, the country, and the world community through teaching, research, creative activities, and service” (University of North Dakota Mission). The University’s mission revolves around the academic and educational enterprise. The University plays a distinctive role as the state’s flagship institution in serving the citizens of the state of North Dakota, the nation, and the world. The University is a member of the North Dakota University System, whose mission is “to enhance the quality of life for all those we serve and the economic and social vitality of North Dakota through the discovery, sharing and application of knowledge” (SBHE Policy 100.4).
Revised UND Constitution, Preface

Section 1. University Mission

CLICKER SLIDE
Section 2. University Values

UND is a collaborative institution, with faculty, staff, students, and administrators engaged in a collective educational enterprise that serves the state of North Dakota and beyond. Members of the University community share common values that include:

- Academic freedom of thought, inquiry, and scholarly and artistic expression
- Collaborative governance based on the inclusive participation and contributions of all members of the University community
- Respect for each member of the University community and accompanying civility, integrity, and professionalism in dialogue and debate
- Open and transparent processes to generate meaningful and productive outcomes
- A diverse, welcoming, and inclusive campus environment
- A spirit of empowerment and innovation

Guided by these shared values, and using our exceptional talents, we in the University community serve and contribute to the welfare and future of our local, state, tribal, national, and global communities.
Revised UND Constitution, Preface

Section 2. University Values

CLICKER SLIDE
Section 3. Overview of University Governance Structure

University governance is complex, and requires effective channels for faculty, staff, student, and administrative participation in University affairs. This Constitution hereby establishes an organizational structure to facilitate effective communication, collaboration, and coordination among all University constituents and their representatives. The main governance bodies include an executive branch and a legislative branch.

The executive branch is composed of the University President and designated administrative officers. The legislative branch is composed of the Faculty Senate, Staff Senate, and Student Government (the three Senates, or the Senates) and associated committees.

The three Senates derive their authority from this Constitution and their respective constituent groups of faculty, staff, and students, who as plenaries retain all delegated powers. The Senates and any committees established pursuant to their respective Constitutions and Bylaws constitute the main representative bodies for policy discussion and formulation within their respective purviews of authority.

Final authority for institutional governance matters rests with the University President in fulfillment of the President’s delegated responsibilities from the Chancellor of the North Dakota State Board of Higher Education and the Board itself (SBHE Policy 305.1). The Board has final authority in all matters affecting the University and exercises jurisdiction over its financial, educational, and other policies, and its relation with the state and federal governments (SBHE Policy 100.6).
Section 3. Overview of University Governance Structure
Collaborative governance at the University shall be enacted by the three Senates. The Senates shall govern the three main constituent groups of the University community: faculty, staff, and students. Each unit shall elect representatives to its respective Senate: the Faculty Senate, the Staff Senate, and the Student Government.

A. Faculty Senate – The authority of the Faculty Senate shall derive by delegation from the whole of the faculty (the Faculty Council) at the University of North Dakota as defined in the Faculty Senate Constitution. The Faculty Senate shall have the authority to exercise all of the legislative powers of the Faculty Council, subject to the constraints and limitations placed upon it by the Faculty Council. The Faculty Senate is responsible for legislating in all areas of faculty interest and concern, and has authority and responsibility for crafting, reviewing, and approving policies concerning the academic and educational mission of the University. See the UND Faculty Senate Constitution and Bylaws.

B. Staff Senate – The authority of the Staff Senate shall derive by delegation from the whole of the benefitted staff (the Staff Council) at the University of North Dakota as defined in the Staff Senate Constitution. The Staff Senate shall have the authority to exercise all of the legislative powers of the Staff Council, subject to the constraints and limitations placed upon it by the Staff Council. The Staff Senate is responsible for legislating in all areas of staff interest and concern. See the UND Staff Senate Constitution and Bylaws.
C. Student Government – The authority of the Student Government shall derive by delegation from the whole of the students (the Student Body) at the University of North Dakota as defined in the Student Government Constitution. The Student Government shall have the authority to exercise all of the legislative powers of the Student Body, subject to the constraints and limitations placed upon it by the Student Body. The Student Government is responsible for legislating in all areas of student interest and concern. See the UND Student Government Constitution and Bylaws.

D. Standing and Other Committees – Each of the three Senates may have Standing Committees with specific charges and responsibilities in accordance with the Constitutions and Bylaws of the three Senates. All Standing Committees shall invite university administrators and others as necessary to participate in their meetings. Standing Committees report to the Senate by which they were created, and may be composed of any combination of faculty, staff, and students deemed appropriate by the Senates. Where directed by its respective Senate, a Standing Committee may collaborate with a Standing Committee of another Senate. Each of the three Senates also may appoint special Ad Hoc Committees as needed. All three Senates will maintain in their respective constitutions a Standing Committee referred to as the Joint Communications Committee. This Committee will ensure that the three Senates communicate and collaborate with each other. The Committee will include the President or Vice President and two additional elected representatives from each Senate.
Revised UND Constitution
Article I. The University of North Dakota Legislature
The President is the executive head of the University. As such, the President is the official medium for communication for the University and is responsible for effectively communicating among the Chancellor, the Board, and all campus constituents and their representatives. The President is responsible to the Chancellor for institutional policy and administration and accordingly has supervision over all of the institution’s officers and all of the institution’s interests, subject to the state laws and the rules and regulations of the Board (SBHE Policy 305.1).

The President shall ensure that the rules and regulations of the Board are enforced. The President shall consult through established organizational channels with the appropriate Senate(s). In cases of significant differences between the President and a Senate or its respective Council or Body, the President shall present an alternative position for consideration. The Senate shall consider the President’s alternative position and present the Senate’s position on the matter to the President. The final authority resides in the President. If Board approval is required, the President shall forward all perspectives to the Chancellor for consideration.

The President shall deliver a State of the University Address each academic year to the faculty, staff, students, administrators, and community. The President of the Faculty Senate shall determine the time and place of the address, and preside over the meeting.
Revised UND Constitution
Article II. The University President
Article III. The Employment of University Faculty and Staff

All members of the Faculty and the Staff are appointed pursuant to University and Board policy. Policies and procedures established by the University President and the Board set the terms on Faculty appointments, promotions, terms of employment, tenure, dismissal, academic freedom, and leave. See the UND Faculty Handbook and the UND Organization and Services Guide.

Policies and procedures established by the University President and the Board set the terms on Staff appointments, promotions, terms of employment, dismissal, and leave. See the UND Human Resources department.
Revised UND Constitution

Article III. The Employment of University Faculty and Staff
Amendments to the Constitution may be recommended to the University President by the three Senates individually or collectively, or amendments may be proposed to the Senates by the President. Proposed amendments to the Constitution must be approved at two meetings of each Senate by a two-thirds majority of the members present at those meetings. A Senate may elect to take no position on a proposed amendment. Following receipt of the decisions of the three Senates, the President shall decide whether to amend the Constitution as proposed. If approved, the President shall submit the proposed amended Constitution to the Chancellor, according to Board policy (SBHE Policy 331).

Prior to any meeting of the Board or of the three Senates where an amendment to the Constitution is to be considered for adoption or recommendation, at least two weeks’ notice shall be sent to all members of the Board and the respective Senate(s).
Revised UND Constitution
Article IV. Amendments to the University Constitution
Revised UND Constitution
Article V. Ratification of the University Constitution

This Constitution shall become effective upon ratification by a majority of affirmative ballots cast during an election of University Council members, as defined by and pursuant to the existing UND Constitution, and pursuant to approval from the University President and the North Dakota State Board of Higher Education. Upon ratification and approval, this Constitution shall supersede the existing UND Constitution (2014, as amended).
Revised UND Constitution
Article V. Ratification of the University Constitution
Faculty Senate Constitution
(Preface)

The administration and faculty of the University of North Dakota share responsibility for governance and effective management of the academic affairs of the University. In addition, shared governance mandates involving stakeholders in all aspects of the University mission. As such, faculty, staff, and students exercise this responsibility in their respective domains. To this end, the faculty accepts the responsibility of crafting, reviewing, and approving policies concerning the academic mission of the University.

The University of North Dakota 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 by 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 day 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.
Faculty Senate Constitution (Preface)
Faculty Senate Constitution

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.

The Faculty Council shall meet annually, but additional meetings 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 or designee (hereafter referred to as “the Registrar”) and signed by thirty faculty members. Meetings of the Faculty Council shall be chaired by the Faculty Senate President. The University 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 by a written petition signed by a majority of the Faculty Senate.
Faculty Senate Constitution
Article 1. Authority
Faculty Senate Constitution

Article 2. Mission and Responsibilities

The mission of the Faculty Senate is to provide representation for faculty of the University of North Dakota as the legislative body responsible for the general welfare of the University in the academic and educational enterprise, through teaching, research, creative activities, and service. The Faculty Senate collaborates with the University’s two other legislative bodies—the Staff Senate and Student Government—on matters of common interest.

Section 1: Consistent with applicable accreditation standards, the Faculty Senate the authority to initiate, develop, review and recommend policy of the University of North Dakota, including but not limited to, the following:

- Academic freedom, including rights and responsibilities
- All curricular matters, including establishment, dissolution, and substantial changes to degree programs
- Research and scholarship
- Admission standards and prerequisites
- Requirements for regular certificates and degrees
- Regulations regarding attendance, examinations, grading, scholastic standing and honors
- Teaching quality
- Professional standards and criteria for positions accorded academic rank
- Policies and procedures for promotion, tenure and evaluation
- And other academic matters
Faculty Senate Constitution
Article 2. Mission and Responsibilities
Faculty Senate Constitution
Article 2. Mission and Responsibilities

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

• Institutional priorities
• The allocation of institutional resources
• Academic organization
• Administrative procedures and organizational structure
• Review of administrators
• Issues related to intellectual property
• Honorary degrees
• The general policies of the library
• Other matters of interest to the faculty
Faculty Senate Constitution
Article 2. Mission and Responsibilities
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:

• 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.

• 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.

• Recommend: The Faculty Senate and its committees may make policy recommendations to the University President, Provost, and Vice Presidents.
Faculty Senate Constitution

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.
Faculty Senate Constitution
Article 4. Amendments
Faculty Senate Bylaws
Article I. Faculty Senate Membership

Section 1. Who can be senators: 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, lecturer, instructor, or research faculty.

Any individuals, regardless of rank or faculty status whose contract specifies greater than 50% effort allocated to administration will be considered administrative and are therefore not eligible to be voting senators, though they may participate in meetings in other meaningful ways.

Each representation unit shall have one elected senator for every fifteen eligible faculty, or major fraction (meaning more than eight) thereof, as of September 1 of each year. “Eligible faculty” include benefitted faculty members of any rank who could be eligible to be senators.

The total number of senators shall include three additional seats for the President, Vice President, and Past President of the Faculty Senate. Two ex-officio non-voting seats will also be included for librarians from any of the campus libraries, with that group determining representation.
Faculty Senate Bylaws
Article I. Faculty Senate Membership

Clicker slide
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.
Faculty Senate Bylaws
Article I. Faculty Senate Membership
Faculty Senate Bylaws
Article I. Faculty Senate Membership

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 Business and Public Administration
• College of Education and Human Development
• College of Engineering and Mines
• College of Nursing and Professional Disciplines
• John D. Odegard School of Aerospace Sciences
• School of Law
• School of Medicine and Health Sciences
• 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.
In addition, nine at-large members will be elected using the following procedure:

• The Registrar shall distribute to members of the Council a nominating list of those eligible to serve on the Senate (see Article I, Section 1).

• Each member of the Council may indicate his/her choices for nomination, not to exceed in number the number of vacancies to be filled, by choosing from the list of nominees; any nomination list choosing more than the number to be elected at large shall be void.

• Those equal in number to twice the number to be elected who shall have received the most nominating votes shall be declared nominees.

• A list of those nominees shall constitute the ballot, which will be distributed to all members of the Council; each member shall vote for a number of nominees not to exceed the number to be elected; any ballot choosing more than the number to be elected at-large shall be void.

• The Registrar shall prescribe the time and method for returning marked ballots and nominating lists, and shall count and tabulate the same, providing that all nominating and balloting shall be secret. These election procedures shall be completed before the first week of May.
**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, and one-third of the at-large senators, are elected each year. Each representation unit shall hold a meeting to elect senators by April 15 of the preceding year. At-large senators will be elected as set out in Section 2.
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 any senator vacates or resigns her or his seat, the vacancy shall be filled by returning to the most recent election results and taking the next highest winner. 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.
Faculty Senate Bylaws
Article I. Faculty Senate Membership

Section 8. Duties of Senators:
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 from the regular eight Senate meetings 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.
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.
Faculty Senate Bylaws
Article II. Organization and Faculty Senate Operation

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 the Vice President and Past President will retain general voting rights. The President is non-voting but will cast the determining vote in a tied vote. 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: The President may be removed from office for failure to fulfill duties as set out in Section 6, and the Vice President may be removed from office for failure to fulfill duties as set out in Article I, Section 7, by 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.
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Section 6. Duties of The President:
1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate in consultation with the Senate Executive Committee (see Article III).
3. Serve on the Joint Communications Committee if not the Vice President (see Article III, Section 7).
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 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 Senate to the University President for consideration.
11. Serve on committees as outlined in Article III.
Section 7. Duties of The Vice President:
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 Joint Communications Committee, if not the President (see Article III, Section 7).
5. Represent the Senate to the Staff Senate and the Student Government.
6. Serve on committees as outlined in Article III.
Section 8. Duties of The Past President:

1. Coordinate the Senate web page, including keeping the Senate calendar of all standing committee and ad hoc committee meetings.

2. Coordinate with the Registrar for access to the Senate listserv.

3. Serve on committees as outlined in Article III.

4. Serve on the Senate Executive Committee.
Faculty Senate Bylaws

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

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.
3. Record, prepare, and disseminate meeting minutes according to Section 16.
4. Schedule a room for all Senate meetings.
5. Maintain a permanent record of Senate minutes.
6. Maintain a permanent record of annual reports submitted by the President and chairs of Senate committees.
7. Maintain records of standing committee membership.
8. Prepare updated versions of the Constitution or Bylaws for distribution.
9. Archive all past versions of Constitutions and Bylaws.
10. Verify the eligibility of senators and committee members.
Section 10. Meeting times: Regular meetings of the Senate shall be held at 4:05 p.m. 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.
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Section 12. Collaborative Meetings: Meetings of the Senate shall be open to the public. At each Senate meeting the President of the University, the Vice Presidents, Deans, Librarians, the Student Body President, and the Staff Senate President will be invited to participate in discussions when appropriate. The 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: Senate meetings shall be conducted following the guidelines of Alice Sturgis’s The Standard Code of Parliamentary Procedure 4th Edition. The Senate will confirm the appointment of a senator to serve as Parliamentarian. Whenever doubt arises on questions of procedure, the President or a senator may ask the Parliamentarian for a ruling. The conduct of the Senate will be determined by the Standing Rules found on the Senate webpage, which will be updated and changed as necessary.
Section 14. Agenda: Meeting agendas shall be prepared by the Senate Executive Committee. The agenda for each regular meeting shall be posted to the Senate website at least one week before each meeting, shall be posted outside of the meeting room, and shall be shared for distribution with the Office of University Relations. Announcements of regular Senate meetings shall be made to the entire campus community. Any member of the Senate may request of the President of the Senate, or of the Senate Executive Committee, that an item be placed on the agenda.
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Article II. Organization and Faculty Senate Operation

Section 15. Order of business: The order of business for Senate meetings shall be as follows:
1. Announcements
2. Approval of the minutes of the previous meeting
3. Question period, not to exceed 20 minutes
4. Consent calendar
5. Business calendar
6. 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 Senate goals for the academic year.

The Senate President, in consultation with the Senate 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.
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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. Amendments: These Bylaws may be amended as needed to reflect the changing mission of the University and/or the will of the Senate. Proposed amendments must be approved at two consecutive Senate meetings by a two-thirds majority vote of standing senators present.
Faculty Senate Bylaws

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 Senate Committee Manual. Committee membership includes staff, students, and administrators as desired and needed, but Senate Standing Committees report through the Senate. The 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. Joint Communications Committee
18. Legislative Affairs Committee
19. Library Committee
20. Online and Distance Education Committee
21. Scholarly Activities Committee
22. Special Review Committee Pool
23. Standing Committee on Faculty Rights
24. Student Academic Standards Committee
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Article III. Senate Committees

Section 1. Standing Committees, as described in the Committee manual, shall:

1. Select a chair that will serve as a liaison to the Senate and larger campus community. This chair will also serve as chief advocate for the work of this committee.

2. Initiate and review policy and policy changes in their areas of responsibility.

3. Provide their recommendations to the Senate for action.

4. Collaborate with, seek input from, and communicate with the Staff Senate and Student Government and University Administration as needed for the committee’s work.

5. Execute their duties promptly and responsively.
Section 2. The Senate shall confirm the membership of all Standing Committees.
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Article III. Senate 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 Senate Committee will make a report of progress at a meeting of the Senate as described in the Committee Manual.
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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 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 Senate committee action is subject to review and approval by the Senate.
Section 7. The Senate shall have a Joint Communications Committee (JCC) charged with ensuring that the Senate communicates and collaborates with the Staff Senate and Student Government as appropriate. JCC members will include three elected representatives from the Senate, at least one of whom shall be the Senate President or Vice President.
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Article III. Senate Committees

Section 8. The 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 the Faculty Senate. Ad Hoc Committees shall be commissioned by a majority vote of the full Senate.
University Senate Agenda: 05 November 2015

Matters arising?
Motion to adjourn?