

## Preamble

Under the authority of the Board of Trustees of the University of Massachusetts Lowell, the faculty has primary responsibility for the quality of academic life. Therefore, in a manner congruent with the responsibilities and powers of the Chancellor of the University of Massachusetts Lowell and with due regard for the provisions of statutes of the Commonwealth of Massachusetts, the faculty shall participate in the governance of the university. The faculty shall, through the mechanisms of the Faculty Senate, examine and recommend on broad issues of university policy and such other matters as from time to time may be deemed appropriate.

### I. Name

The name of this organization shall be the University of Massachusetts Lowell Faculty Senate.

### II. Purpose

The purpose of the Faculty Senate is to ensure the active representation of the faculty and librarians in the governance of the University.

### III. Powers and Function

A. The faculty exercise primary responsibility in such academic matters as curriculum, subject matter and methods of instruction, research, admissions, libraries and other aspects of the university life which are directly related to the educational process.

1. Whenever an academic program is proposed to be added, deleted, or amended substantially, it is the responsibility of the Faculty Senate to approve or disapprove such proposals and to pass its recommendations on to the Chancellor.
2. Other members of the university community shall have the opportunity to present their views on academic matters to the Faculty Senate.
3. The Senate shall have the right to study and make recommendations on those academic policies and programs which will have a significant impact on available resources.
4. The Senate shall have the right to nominate faculty members for search committees.

B. The Faculty Senate may make recommendations in the following general areas, provided that the Senate shall not act in areas that are reserved exclusively for collective bargaining.

1. The Senate may examine and make recommendations on non-academic issues which have an impact on academic programs.
2. The Senate may study and make recommendations on matters of scholarly significance.
3. The Senate may study and make recommendations on non-academic matters of faculty campus life, such as faculty development, cultural activities, and scholarly exchanges.
4. The Senate may study and make recommendations on non-academic aspects of student life within the University community.
5. The Senate may study and make recommendations on such other matters within the university community as it deems appropriate.

### C. Operational Powers

1. The Senate shall have the general authority to draw up rules and regulations for its own operations.

2. The Senate shall have control of its own budget.

D. In view of the far-reaching impact that non-academic matters can have on academic life, the Faculty Senate shall receive reports and/or informal briefings on all aspects of university life, whether or not listed above, from the administration, the MSP, and other university bodies

#### IV. Types of Action

All resolutions adopted by the Faculty Senate shall be referred to the Chancellor of the University for further action. On academic matters, resolutions shall also be forwarded to the Provost's Council.

In accordance with Article VIII (see paragraph six), the Chancellor may ask for reconsideration of a resolution by the Faculty Senate for just cause. If, after reconsideration, the Faculty Senate resolution is adopted by a 2/3 majority of the assembly voting in secret ballot, the recommendation shall be referred to the President's Office for further consideration.

#### V. Membership

The Faculty Senate shall be nominated from and elected by the full-time faculty and librarians by department or academic unit with a personnel committee, at a ratio of 1:10. Senators shall be elected for two years by the full-time faculty and librarians in their departments or academic units. In departments or academic units with two or more senators the term of office shall be staggered. The normal term of office for faculty senators shall be from 1 May of one calendar year through 30 April of the second following calendar year.\*\*

Departments or academic units with a personnel committee shall be represented by one or more Senators at a ratio of 1:10 based on the number of full-time members as of the first day of the Spring semester.

Full-time dept. members	Number of Senators
1 to 5	1
6 to 10	2
11 to 15	3
16 to 20	4
21 to 25	5
26 to 30	6
31 to 35	7

If an increase in size entitles a department or academic unit to an additional Senator, an additional Senator shall be elected to a two-year term in the next regular election. If a department or academic unit decreases in size, all elected Senators shall serve their full terms, but one fewer shall be elected at the next opportunity. If such a change would violate the principle of evenly distributed staggered terms, at the next election of multiple senators, one of these shall be elected to serve a one-year term.

A newly created department may elect a number of prospective Senators according to the standard formula (i.e. one Senator per 10 faculty) and petition the Academic Governance Committee of the Faculty Senate to gain Senate membership pro tem for those prospective Senators until the next election cycle.

Nomination of candidates for the Faculty Senate shall occur in writing to the chairperson of the departmental or academic unit personnel committee.

Election of Senators shall be by secret ballot counted by the departmental or academic unit personnel committee one week after the close of Faculty Senate election nominations and must be completed by the end of March. The election results shall be submitted in writing to the Executive Secretary of the Faculty Senate within 72 hours. The Executive Secretary will

inform the Academic Governance Committee chairperson to facilitate record keeping. The list of Senators who will be in office at the beginning of the next term will be distributed to the Faculty Senate Executive Committee and the Senate as a whole, including Senators-elect. The term of Senators-elect will begin at the last meeting of the academic year in which elected.

A Faculty Senate seat shall be declared vacant upon an affirming vote by the Executive Committee when the following condition occurs:

the Senator is absent without just cause from two consecutive Faculty Senate or Executive Committee meetings.

In the event of a vacancy by resignation or otherwise, the President of the Senate will inform the Academic Governance Committee Chairperson in order to facilitate the committee's monitoring of the election process.

In the instance of an approved leave of absence of one year or less, the affected department or academic unit shall elect an alternate for the term of the leave. If a seat is declared vacant in mid-term, the affected department or academic unit shall elect a replacement to serve the remainder of the term.

Ex-officio non-voting members of the Faculty Senate shall be the Chancellor of the University, the Vice-Chancellor for Academic Affairs, the Associate Vice-Chancellors for Academic Affairs, a designated representative of the Provost's Council, a designated representative of the Undergraduate Student Council, a designated representative of the Graduate Student Council, and the President of the MSP-MTA at the University of Massachusetts Lowell.

## VI. Officers

The President and Vice-President of the Faculty Senate shall be Senators nominated by the Faculty Senate and elected for one year terms by secret ballot. The first election shall take place at the first meeting after adoption of these By-Laws. An office, except for that of Executive Secretary, shall be declared vacant if the officer is no longer a member of the Senate. The term of elected officers of the Faculty Senate shall be from 1 September of one calendar year through 31 August of the next calendar year.

The President of the Faculty Senate shall preside at meetings of the Faculty Senate and of the Executive Committee. The President shall appoint committee members on the advice of the Academic Governance and Executive committees; and shall serve on all Senate committees as an ex-officio member. The President of the Faculty Senate shall attend meetings of the Provost's Council in an ex-officio capacity.

In the absence of the President, the Vice-President of the Faculty Senate shall preside at Senate meetings and shall represent the Senate at meetings with representatives of the administration.

The Executive Secretary of the Faculty Senate shall be a member of the faculty or a librarian who shall not be a faculty senator while serving as Executive Secretary. The Executive Secretary shall be nominated by the President of the Faculty Senate and the Executive Committee of the Faculty Senate and shall be approved by the Faculty Senate. He/she shall serve a two year term and, under the President of the Faculty Senate, shall be responsible for day-to-day Faculty Senate business. This shall include timely communication with the faculty and Faculty Senate members and overseeing the efficient operation of the the Faculty Senate office and office personnel. The Executive Secretary shall be an ex-officio, non-voting member of the Executive Committee and shall prepare and distribute the agenda, conduct the roll-call and be responsible for the minutes of the Faculty Senate and Executive Committee meetings as well as their distribution to the Faculty Senate membership within seven days after meetings. Approved minutes shall be distributed in a timely manner.

The Faculty Representative to the Board of Trustees and one Associate Faculty Representative to the Board of Trustees shall be Senators nominated by the Faculty Senate and elected annually by the entire faculty and librarians using a secret ballot.

In the event of a vacancy in the office of President, the Vice -President shall act as President. A special election shall be held at the next regularly scheduled Faculty Senate Meeting to fill the

vacancy. In the event that such a vacancy occurs near the semester break, such a special election may be held by mail, using the double envelope method.

In the event of a vacancy in the office of Vice-President, Faculty Representative to the Board of Trustees, or Associate Faculty Representative to the Board of Trustees, a special election shall be held in the Senate at the earliest opportune time to fill the vacancy. In the event that the Faculty Representative resigns during a given year, the Associate Faculty Representative assumes the office of Faculty Representative.

A meeting of the members of the following year's Faculty Senate will be held before the end of the academic year in which they are elected for the sole purpose of electing officers for the following term. Senators not serving in the next term shall not be eligible to vote in this election.

## VII. Meetings

A Parliamentarian of the Faculty Senate shall be appointed by the President of the Faculty Senate in consultation with the Executive Committee.

Meetings shall be called by the President of the Faculty Senate, who shall convene at least two meetings each semester. In a timely manner preceding the meeting, an agenda shall be sent to all Senators, and made available to faculty and librarians, and to the administration.

The Faculty Senate shall meet to approve the election of new members, to approve the nomination of standing committees and, if needed, to conduct the election for Faculty Senate officers within two weeks of Faculty Senate elections.

Approval of new members and the election for Faculty Officers shall be done within four weeks of Faculty Senate elections. The nomination of members of standing committees shall be done by the Executive Board after consultation with the Academic Governance Committee. The members shall then be approved at the next regularly scheduled meeting of the Faculty Senate.

A special meeting of the Faculty Senate may be called for a stated purpose by the President of the Faculty Senate, or by a petition to the Faculty Senate signed by at least twenty (20) faculty and librarians to address a single item of business.

A quorum shall consist of fifty percent of the elected Faculty Senate members.

Senators and ex-officio members of the Faculty Senate may be allowed to speak twice for five minutes on debatable matters. All members of Senate committees (whether or not faculty senators) shall have the same right to speak when a resolution studied by the committee on which they serve is being debated; Deans shall have the same right to speak when a resolution directly affecting their college is being debated. The time limits may be waived by a two-thirds vote of the Senators present.

The Faculty Senate shall be open to the public and invited guests; however, non-members shall be seated in an area separate from the Faculty Senate members. Except as provided above, recognition of a non-member to speak for up to five minutes shall be at the discretion of the President of the Senate, who may require the approval of a majority of the Senators present. The President of the Senate may require that requests to speak by non-members be submitted in writing in advance, provided that this requirement is announced on the meeting agenda.

Approved minutes of Senate meetings shall be distributed to all full-time faculty and librarians, and to members of the administration.

## VIII. Executive Committee

The authority of the Executive Committee derives from and is revocable by the Faculty Senate.

The Executive Committee shall consist of the President, Vice-President, Faculty Representative to the Board of Trustees, and the elected chairpersons of the standing Faculty Senate committees. The Executive Secretary of the Faculty Senate and the Associate Faculty Representative to the Board of Trustees shall be ex-officio (non-voting) members.

Standing committees of the Faculty Senate shall meet to elect a chairperson by secret ballot in a timely manner after the approval of standing committee nominations by the Faculty Senate. Election results shall be submitted in writing to the Executive Secretary of the Faculty Senate within 72 hours.

The Executive Committee will propose the membership of standing committees of the Faculty Senate, will coordinate the business of Faculty Senate committees, will declare Faculty Senate seats to be vacant, will call for elections, will set the agenda for Faculty Senate meetings and will perform other duties assigned by a vote of the Faculty Senate.

The Executive Committee shall meet with the Chancellor of the University and other appropriate members of the administration (i.e. Vice-Chancellors and/or Deans) at least once a month during the academic year.

In cases in which a resolution adopted by the Senate is not recommended by the Chancellor, the Senate President, the Executive Committee, and the Chancellor shall meet with the President of the University and/or a designee from his office to attempt to resolve the differences.

Approved Executive Committee minutes shall be sent to all Faculty Senate members.

If notice of an extraordinary meeting of the Faculty Senate is mailed to Senators' homes in a timely manner but fails to result in a quorum, then the Executive Committee can make such decisions as it deems critical to the efficient functioning of university governance. All such decisions must be considered at the next full Faculty Senate meeting and either ratified, rejected, or amended.

## IX. Committees of the Faculty Senate

### A. General Charge

The Faculty Senate shall have committees as described below with power to deliberate and recommend to the full senate on those topics related to their specific charge. In addition, the senate may create such additional committees with a specific, limited charge and a specific, limited reporting date, as may be necessary to conduct the business of the Senate. The authority of each committee derives from and is revocable by the Faculty Senate. Each committee, except the Undergraduate Core Committee, will consist of at least three (3) senators and additional faculty or students at large in a combined number no more than one (1) less than the number of senators. Each committee, irrespective of other members, will have at least three (3) faculty senators; each committee shall elect a faculty senator as chair. When studying specific issues, each committee shall obtain input from affected offices of the University; to facilitate this, the Executive Committee of the Senate may authorize the appointment of additional ex-officio committee members for a specified period. On all significant issues, at least a portion of the committee meetings must be open to the University community.

### B. Standing Committees

**Academic Governance Committee:** This committee shall deal with such areas as monitoring faculty elections, overseeing Faculty Senate rules, nominating slates for Faculty Senate committees and administrative search committees, and regular review of Senate rules and By-Laws.

**Undergraduate Policy Committee:** This committee shall include among its members one faculty member from each college with an undergraduate program and non-voting appointees of the

administration. This committee shall deal with such areas as presiding over undergraduate academic policy, admissions, approving new majors and minors, and ensuring the availability of courses with wide university impact. Degree programs offered by continuing education shall be within the purview of this committee.

Graduate Policy & Affairs Committee: This committee shall include among its members one member of the faculty from each college and a non-voting appointee of the administration. This committee shall have responsibility for all graduate programs and policies, including procedures for the review and monitoring of graduate programs. In addition this committee is responsible for the adjudication of individual student appeals.

Research and Development Committee: This committee shall include among its members a non-voting appointee of the administration. This committee shall deal with such areas as the encouragement of research and scholarly activity, procedures for the review and monitoring of university research activities, and related areas of faculty development such as cultural activities and scholarly exchanges.

Academic Resource Committee: This committee shall include among its members a non-voting appointee of the administration. This committee shall deal with such areas as affirmative action, computer services, library services, calendar within the academic year, academic and policy issues related to non-degree programs in continuing education, environmental concerns, social issues, student affairs, residence life, recreation, athletics, and other non-academic issues.

Budget and Priorities Committee: This committee shall include among its members a non-voting appointee of the administration. This committee shall deal with such areas as priorities and long-range planning, budget and resources, capital improvements, educational costs, scholarships and financial aid, research funding, endowments and trusts, external funding, and fee structures

### C. Special Committees

Undergraduate Core Committee: Membership of this committee shall include the Dean of Arts and Sciences, four faculty members of the College of Arts and Sciences annually appointed by the Dean of the College of Arts and Sciences, of whom all may, but two must be elected members of the Faculty Senate, one Dean of a professional college annually appointed by the Chancellor of the University, four faculty members of the College of Arts and Sciences elected from within that college, four faculty members representative of the four professional schools (one elected from each college in elections conducted by their respective deans.) Of the eight elected members, two faculty from the College of Arts and Sciences and two from the professional schools shall be elected annually for two-year terms. Issues that this committee shall deal with are defined by the Council Core Committee Report. This committee shall report to the undergraduate policy committee.

Workload Reduction Committee: The senate shall elect annually from among its members a workload reduction committee, consisting of 5 senators. This committee shall recommend, pursuant to the union contract, workload reductions for senate business. The committee's recommendations shall be subject to the following conditions.

- a) The committee's recommendations are to be based solely on the increased duties for senate business.
- b) The committee may recommend workload reductions only if replacements are funded by the administration.
- c) No senator, except the executive secretary, shall be awarded a reduction of more than 3 credits per semester, or equivalent workload reduction for librarians.
- d) No member of this committee shall be eligible for workload reduction for senate business while serving on this committee.

#### X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Senate may adopt.

#### XI. Amendment of By-Laws

These bylaws can be amended at any regular meeting of the Faculty Senate by a two thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

#### XII. Administrative Reports Support

The University shall provide the Faculty Senate with office space, office equipment, telephone, ready access to mail and duplication facilities, and secretarial support and funds for office and travel expenses.

#### XIII. Savings Clause

In the event that any portion of the Faculty Senate By-Laws is invalidated for any reason, that shall not invalidate any other portion of the By-Laws.