

BY-LAWS OF THE UNIVERSITY OF MASSACHUSETTS
LOWELL FACULTY SENATE
Amended March 1, 2010

PREAMBLE

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

9
10 **I. NAME**

11
12 The name of this organization shall be the University of Massachusetts Lowell
13 Faculty Senate.

14
15 **II. PURPOSE**

16
17 The purpose of the Faculty Senate is to ensure the active representation of the
18 faculty and librarians in the governance of the University.

19
20 **III. POWERS AND FUNCTION**

21
22 A. The faculty exercise primary responsibility in such academic matters as
23 curriculum, subject matter and methods of instruction, research, admissions, libraries
24 and other aspects of the university life which are directly related to the educational
25 process.

26
27 1. Whenever an academic program is proposed to be added, deleted, or
28 amended substantially, it is the responsibility of the Faculty Senate to approve or
29 disapprove such proposals and to pass its recommendations on to the
30 Chancellor.

31
32 2. Other members of the university community shall have the opportunity
33 to present their views on academic matters to the Faculty Senate.

34
35 3. The Senate shall have the right to study and make recommendations
36 on those academic policies and programs which will have a significant impact on
37 available resources.

38
39 4. The Senate shall have the right to nominate faculty members for search
40 committees.

41
42 B. The Faculty Senate may make recommendations in the following general
43 areas, provided that the Senate shall not act in areas that are reserved exclusively for
44 collective bargaining.

1
2 1. The Senate may examine and make recommendations on non-
3 academic issues which have an impact on academic programs.

4
5 2. The Senate may study and make recommendations on matters of
6 scholarly significance.

7
8 3. The Senate may study and make recommendations on non-academic
9 matters of faculty campus life, such as faculty development, cultural activities,
10 and scholarly exchanges.

11
12 4. The Senate may study and make recommendations on non-academic
13 aspects of student life within the University community.

14
15 5. The Senate may study and make recommendations on such other
16 matters within the university community as it deems appropriate.

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18 **C. Operational Powers**

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

22
23 2. The Senate shall have control of its own budget.

24
25 D. In view of the far-reaching impact that non-academic matters can have on
26 academic life, the Faculty Senate shall receive reports and/or informal briefings on all
27 aspects of university life, whether or not listed above, from the administration, the MSP,
28 and other university bodies

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30 **IV. TYPES OF ACTION**

31
32 All resolutions adopted by the Faculty Senate shall be referred to the Chancellor
33 of the University for further action. On academic matters, resolutions shall also be
34 forwarded to the Provost.

35
36 In accordance with Article VIII (see paragraph six), the Chancellor may ask for
37 reconsideration of a resolution by the Faculty Senate for just cause. If, after
38 reconsideration, the Faculty Senate resolution is adopted by a 2/3 majority of the
39 assembly voting in secret ballot, the recommendation shall be referred to the
40 President's Office for further consideration.

41
42 **V. MEMBERSHIP**

43
44 The Faculty Senate shall be nominated from and elected by the full-time
45 academic faculty and librarians by department or academic unit with a personnel
46 committee, at a ratio of 1:5. Senators shall be elected for two years by the full-time
47 faculty and librarians in their departments or academic units. In departments or

1 academic units with two or more senators the term of office shall be staggered. The
2 normal term of office for faculty senators shall be from 1 May of one calendar year
3 through 30 April of the second following calendar year.

4
5 Departments or academic units with a personnel committee shall be represented
6 by one or more Senators at a ratio of 1:5 based on the number of full-time members as
7 of the first day of the Spring semester.

<u>Full-time dept. members</u>	<u>Number of Senators</u>
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
36 to 40	8
41 to 45	9
46 to 50	10

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

27
28 A newly created department may elect a number of prospective Senators
29 according to the standard formula (i.e. one Senator per 5 faculty) and petition the
30 Academic Governance Committee of the Faculty Senate to gain Senate membership
31 pro tem for those prospective Senators until the next election cycle.

32
33 Nomination of candidates for the Faculty Senate shall occur in writing to the
34 chairperson of the departmental or academic unit personnel committee. Election of
35 Senators shall be by secret ballot counted by the departmental or academic unit
36 personnel committee one week after the close of Faculty Senate election nominations
37 and must be completed by the end of March. The election results shall be submitted in
38 writing to the Executive Secretary of the Faculty Senate who will inform the Academic
39 Governance Committee chairperson to facilitate record keeping. The list of Senators
40 who will be in office at the beginning of the next term will be distributed to the Faculty
41 Senate Executive Committee and the Senate as a whole, including Senators-elect. The
42 term of Senators-elect will begin at the last meeting of the academic year in which
43 elected.

44
45 A Faculty Senate seat shall be declared vacant upon an affirming vote by the
46 Executive Committee when the following condition occurs: the Senator is absent without
47 just cause from two consecutive Faculty Senate or Executive Committee meetings.

1
2 In the event of a vacancy by resignation or otherwise, the President of the
3 Senate will inform the Academic Governance Committee Chairperson in order to
4 facilitate the committee's monitoring of the election process.

5
6 In the instance of an approved leave of absence of one year or less, the affected
7 department or academic unit shall elect an alternate for the term of the leave. If a seat is
8 declared vacant in mid-term, the affected department or academic unit shall elect a
9 replacement to serve the remainder of the term.

10
11 Ex-officio non-voting members of the Faculty Senate shall be the Chancellor of
12 the University, the Executive Vice-Chancellor, the Provost, the Vice Provosts, and a
13 designated representative of the Undergraduate Student Council, a designated
14 representative of the Graduate Student Council, and the President of the MSP-MTA at
15 the University of Massachusetts Lowell.

16
17 **VI. OFFICERS**

18
19 The President and Vice-President of the Faculty Senate shall be Senators
20 nominated by the Faculty Senate and elected for one year terms by secret ballot. The
21 first election shall take place at the first meeting after adoption of these By-Laws. An
22 office, except for that of Executive Secretary, shall be declared vacant if the officer is no
23 longer a member of the Senate. The term of elected officers of the Faculty Senate shall
24 be from the first Monday in May of one calendar year through 30 April of the next
25 calendar year.

26
27 Nominations for officers will open April 1 and will close the 3rd Monday in April.
28 Only Senators who will be members of the Faculty Senate for the term beginning the
29 last meeting of the academic year are eligible to make nominations and be nominated.
30 The Senate Executive committee will verify the eligibility of all nominators and nominees
31 and distribute the list of eligible nominees to all eligible Senators two weeks prior to the
32 last Senate meeting of the academic year. Elections will take place during the last
33 meeting of the academic year; only those Senators who are members of the Faculty
34 Senate for the term beginning at this meeting shall be eligible to vote. Prior to the vote,
35 nominations can be re-opened by a motion, with a second, and a simple majority vote.
36 Once re-opened, nominations must be closed by a motion, with second, and a simple
37 majority vote before proceeding to the vote for officers.

38
39 The President of the Faculty Senate shall preside at meetings of the Faculty
40 Senate and of the Executive Committee. The President shall appoint committee
41 members on the advice of the Academic Governance and Executive committees; and
42 shall serve on all Senate committees as an ex-officio member. The President of the
43 Faculty Senate shall attend meetings of the Provost's Council in an ex-officio capacity.

44
45 In the absence of the President, the Vice-President of the Faculty Senate shall
46 preside at Senate meetings and shall represent the Senate at meetings with
47 representatives of the administration.

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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. Nominations for these positions must be submitted to the Faculty Senate President by the first Monday in April for election at the May meeting of the new Senate. In the interim, the names of those nominated will be forwarded to the members of the Faculty Senate.

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.

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.

1 Approval of new members and the election for Faculty Officers shall be done
2 within four weeks of Faculty Senate elections. The nomination of members of standing
3 committees shall be done by the Executive Board after consultation with the Academic
4 Governance Committee. The members shall then be approved at the next regularly
5 scheduled meeting of the Faculty Senate. A special meeting of the Faculty Senate may
6 be called for a stated purpose by the President of the Faculty Senate, or by a petition to
7 the Faculty Senate signed by at least twenty (20) faculty and librarians to address a
8 single item of business.

9
10 A quorum shall consist of fifty percent of the elected Faculty Senate members.

11
12 Senators and ex-officio members of the Faculty Senate may be allowed to speak
13 twice for five minutes on debatable matters. All members of Senate committees
14 (whether or not faculty senators) shall have the same right to speak when a resolution
15 studied by the committee on which they serve is being debated; Deans shall have the
16 same right to speak when a resolution directly affecting their college is being debated.
17 The time limits may be waived by a two-thirds vote of the Senators present.

18
19 The Faculty Senate shall be open to the public and invited guests; however, non-
20 members shall be seated in an area separate from the Faculty Senate members.
21 Except as provided above, recognition of a non-member to speak for up to five minutes
22 shall be at the discretion of the President of the Senate, who may require the approval
23 of a majority of the Senators present. The President of the Senate may require that
24 requests to speak by non-members be submitted in writing in advance, provided that
25 this requirement is announced on the meeting agenda.

26
27 Approved minutes of Senate meetings shall be distributed to all full-time faculty
28 and librarians, and to members of the administration.

29
30 **VIII. EXECUTIVE COMMITTEE**

31
32 The authority of the Executive Committee derives from and is revocable by the
33 Faculty Senate.

34
35 The Executive Committee shall consist of the President, Vice-President, Faculty
36 Representative to the Board of Trustees, and the elected chairpersons of the standing
37 Faculty Senate committees. The Executive Secretary of the Faculty Senate and the
38 Associate Faculty Representative to the Board of Trustees shall be ex-officio (non-
39 voting) members.

40
41 Standing committees of the Faculty Senate shall meet to elect a chairperson by
42 secret ballot in a timely manner after the approval of standing committee nominations by
43 the Faculty Senate. Election results shall be submitted in writing to the Executive
44 Secretary of the Faculty Senate within 72 hours.

45
46 The Executive Committee will propose the membership of standing committees
47 of the Faculty Senate, will coordinate the business of Faculty Senate committees, will

1 declare Faculty Senate seats to be vacant, will call for elections, will set the agenda for
2 Faculty Senate meetings and will perform other duties assigned by a vote of the Faculty
3 Senate.

4
5 The Executive Committee shall meet with the Chancellor of the University and
6 other appropriate members of the administration (i.e. Provost, Vice-Provosts and/or
7 Deans) at least once a month during the academic year.

8
9 In cases in which a resolution adopted by the Senate is not recommended by the
10 Chancellor, the Senate President, the Executive Committee, and the Chancellor shall
11 meet with the President of the University and/or a designee from his office to attempt to
12 resolve the differences.

13
14 Approved Executive Committee minutes shall be sent to all Faculty Senate
15 members.

16
17 If notice of an extraordinary meeting of the Faculty Senate is mailed to Senators'
18 homes in a timely manner but fails to result in a quorum, then the Executive Committee
19 can make such decisions as it deems critical to the efficient functioning of university
20 governance. All such decisions must be considered at the next full Faculty Senate
21 meeting and either ratified, rejected, or amended.

22

23 **IX. COMMITTEES OF THE FACULTY SENATE**

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25 **A. GENERAL CHARGE**

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

41

42 **B. STANDING COMMITTEES**

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

1
2 Undergraduate Policy Committee: This committee shall include among its
3 members one faculty member from each college with an undergraduate program and
4 non-voting appointees of the administration. This committee shall deal with such areas
5 as presiding over undergraduate academic policy, admissions, approving new majors
6 and minors, and ensuring the availability of courses with wide university impact. Degree
7 programs offered by continuing education shall be within the purview of this committee.
8

9 Graduate Policy & Affairs Committee: This committee shall include among its
10 members one member of the faculty from each college and a non-voting appointee of
11 the administration. This committee shall have responsibility for all graduate programs
12 and policies, including procedures for the review and monitoring of graduate programs.
13 In addition this committee is responsible for the adjudication of individual student
14 appeals.
15

16 Research and Development Committee: This committee shall include among its
17 members a non-voting appointee of the administration. This committee shall deal with
18 such areas as the encouragement of research and scholarly activity, procedures for the
19 review and monitoring of university research activities, and related areas of faculty
20 development such as cultural activities and scholarly exchanges.
21

22 Academic Resource Committee: This committee shall include among its
23 members a non-voting appointee of the administration. This committee shall deal with
24 such areas as affirmative action, computer services, library services, calendar within the
25 academic year, academic and policy issues related to non-degree programs in
26 continuing education, environmental concerns, social issues, student affairs, residence
27 life, recreation, athletics, and other non-academic issues.
28

29 Budget and Priorities Committee: This committee shall include among its
30 members a non-voting appointee of the administration. This committee shall deal with
31 such areas as priorities and long- range planning, budget and resources, capital
32 improvements, educational costs, scholarships and financial aid, research funding,
33 endowments and trusts, external funding, and fee structures
34

35 C. SPECIAL COMMITTEES 36

37 General Education Committee: Membership of this committee shall include the
38 Dean of Fine Arts, Humanities and Social Sciences and the Dean of Sciences, four
39 faculty members of the College of Arts and Sciences annually appointed by the Deans
40 of the College of Arts and Sciences, of whom all may, but two must be elected members
41 of the Faculty Senate, one Dean of a professional college annually appointed by the
42 Chancellor of the University, four faculty members of the College of Arts and Sciences
43 elected from within that college, four faculty members representative of the four
44 professional schools (one elected from each college in elections conducted by their
45 respective deans.) Of the eight elected members, two faculty from the College of Arts
46 and Sciences and two from the professional schools shall be elected annually for two-
47 year terms. Issues that this committee shall deal with are defined by the General

1 Education Committee Report. This committee shall report to the undergraduate policy
2 committee.

3
4 Workload Reduction Committee: The senate shall elect annually from among its
5 members a workload reduction committee, consisting of 5 senators. This committee
6 shall recommend, pursuant to the union contract, workload reductions for senate
7 business. The committee's recommendations shall be subject to the following
8 conditions.

9
10 a) The committee's recommendations are to be based solely on the
11 increased duties for senate business.

12
13 b) The committee may recommend workload reductions only if
14 replacements are funded by the administration.

15
16 c) No senator, except the executive secretary, shall be awarded a
17 reduction of more than 3 credits per semester, or equivalent workload reduction
18 for librarians.

19
20 d) No member of this committee shall be eligible for workload reduction for
21 senate business while serving on this committee.

22
23 **X. PARLIAMENTARY AUTHORITY**

24
25 The rules contained in the current edition of Robert's Rules of Order Newly
26 Revised shall govern the Faculty Senate in all cases to which they are applicable and in
27 which they are not inconsistent with these bylaws and any special rules of order the
28 Faculty Senate may adopt.

29
30 **XI. AMENDMENT OF BY-LAWS**

31
32 These bylaws can be amended at any regular meeting of the Faculty Senate by a
33 two thirds vote, provided that the amendment has been submitted in writing at the
34 previous regular meeting.

35
36 **XII. ADMINISTRATIVE REPORTS SUPPORT**

37
38 The University shall provide the Faculty Senate with office space, office
39 equipment, telephone, ready access to mail and duplication facilities, and secretarial
40 support and funds for office and travel expenses.

41
42 **XIII. SAVINGS CLAUSE**

43
44 In the event that any portion of the Faculty Senate By-Laws is invalidated for any
45 reason, that shall not invalidate any other portion of the By-Laws.