Southern Connecticut State University
Faculty Senate
By-Laws

I. Membership in Voting Units

A. Given below are qualifications which restrict the meaning of the terms **full-time faculty member**, **part-time faculty member**, **voting unit member**, and **department member**. These qualifications shall be used in resolving questions of membership in any department or voting unit and shall be observed universally in all matters of University Faculty Senate business, including membership in the Faculty Senate, participation in Faculty Senate activities, and service on University committees that come within the Faculty Senate's purview.

1. A full-time faculty member is any member who has a full-time faculty appointment at the University and is covered by the AAUP bargaining unit. A part-time faculty member is any member who has a part-time appointment at the University and is covered by the AAUP bargaining unit.

2. Every full-time faculty member shall be designated as a member of one, and only one, voting unit (academic department). Full-time program directors, counselors, librarians, and coaches or non-instructional athletic trainers shall be designated as a member of one, and only one, voting unit (e.g., Counseling, Library Services, or Athletics).

3. If a full-time faculty member has responsibilities of more than six semester hours per semester in a department, he/she shall be considered a member of that department, unless he/she has an agreement in writing with the department in question that he/she is on loan to that department.

4. If a full-time faculty member has responsibilities of six semester hours per semester in each of two departments, he/she must choose which of these he/she wishes to be considered a member of, and must communicate this decision in writing to each of the departments concerned and to the appropriate dean(s). An application for promotion or tenure shall constitute such a communication. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed and until he/she makes application and receives written permission from the department and appropriate dean(s) involved.

5. Any full-time department member may transfer to another department provided that he/she communicates his/her decision in writing to the departments and appropriate dean(s) involved and receives their permission. Having made such a choice, a faculty member may not alter his/her choice until at least three years have elapsed or teaching assignments change.

B. Realignments and Required Elections

1. Prior to April 1, the Faculty Senate Secretary, having counted the members of each voting unit, shall report to the Faculty Senate on the current and prospective status of any alignments of departments into larger voting units.

2. Prior to April 30, departments and/or voting units shall hold elections for Senator(s) in the number required to represent the new constituency according to the Faculty Senate Constitution. The names of those elected shall be reported in writing to the Faculty Senate Secretary, who shall inform the Faculty Senate of these election results at the beginning of the following academic year.

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1 Interpretation: Membership in the Faculty Senate and representation therein shall include only full-time and part-time teaching faculty, librarians, counselors, and coaches/non-instructional athletic trainers.
Changes in representation created by the election shall be effective at the beginning of the following academic year.

II. Quorum

All official Faculty Senate business including voting requires a quorum. Not less than 50% of the voting membership constitutes a quorum. The Faculty Senate Secretary shall determine whether a quorum is present.

III. Rules of Order

The current edition of Robert's Rules of Order, Newly Revised shall govern the Faculty Senate except when it is not consistent with these By-Laws and any special rules of order the Faculty Senate may adopt. The Faculty Senate President shall appoint a member of the Faculty Senate to serve as Parliamentarian for the body (subject to the majority approval of the Executive Committee). The Parliamentarian: (a) must be knowledgeable about parliamentary procedure; (b) bring a copy of Robert’s Rules of Order, Newly Revised, to all Faculty Senate meetings; (c) provide recommendations to the President regarding the conduct of Faculty Senate meetings; and, (d) advise Faculty Senate members about the use of parliamentary procedure.

IV. Order of Business

A. Meetings of the Faculty Senate shall be open to the public.

B. The Order of Business at regular meetings of the Faculty Senate shall be:

1. Guest Speaker(s) (Position of guest speaker(s) within the order of business may be changed at the discretion of the Senate President)
2. Approval of Minutes of the preceding Faculty Senate meeting
3. Faculty Senate President’s report
4. Reports of Faculty Senate Standing Committees (if necessary)
5. Reports of Faculty Senate Special Committees (if necessary)
6. Old Business
7. New Business

C. Any member of the University community shall have the right to request consideration of additional items for the agenda. Requests must be made in writing to the Faculty Senate Secretary who shall forward the requests to the Faculty Senate Executive Committee for consideration.

D. Guest speakers shall normally be invited to speak and/or take questions for a predetermined period of time at Faculty Senate meetings. The Faculty Senate shall invite the University President and Chief Academic Officer to address at least one Faculty Senate meeting each academic year.

E. The Order of Business may be changed by agreement of a simple majority of the Faculty Senate.

V. Rules of Procedure

The following rules shall govern the normal business of the Faculty Senate. Any or all of these may be suspended at the discretion of the Faculty Senate.

A. The Orders of the Day including resolutions and minutes of the preceding meeting, insofar as possible, shall be written, reproduced, and delivered to Senators at least two days prior to the meeting at which they are to be presented.

B. The Faculty Senate President’s report shall summarize all items relevant to the business of the Faculty Senate. Faculty Senate Committee reports shall summarize to the Faculty Senate items that were discussed
in committee meetings and shall include any material that will inform the Faculty Senate on the issues. The report may be written or presented orally during Faculty Senate meetings. The report shall be offered for acceptance and may simply be accepted by the Faculty Senate President if there is no objection from the floor.

C. The Faculty Senate shall consider and discuss any recommendation or resolution from a Faculty Senate Standing Committee, Faculty Senate Ad-Hoc Committee, All-University Committee, Undergraduate Curriculum Forum, Graduate Council, a petition from at least 40 faculty (full- and/or part-time) members, or a petition resulting from a meeting of the instructional faculty bargaining unit, announced and open to all members of that group.

D. Resolutions which are approved by the Faculty Senate shall be forwarded to the University President. Resolutions may be for information or for approval by the University President. Resolutions which seek to change Faculty Senate documents that were previously approved by the University President (or which seek funds, resources, or cooperation from the University Administration) shall be sent as resolutions for approval. Other resolutions may be for information. When the Faculty Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) school days of receiving the Faculty Senate’s recommendation. The University President shall respond to resolutions for approval with approve or disapprove. In the case of disapproval, the University President shall include an explanation. The University President shall note resolutions for information.

E. Faculty Senate members shall have the right to participate in discussions of the Faculty Senate and vote on Faculty Senate motions. The University President is an ex-officio, nonvoting member of the Faculty Senate with the right to participate in discussions of the Faculty Senate. Visitors to the Faculty Senate and liaisons to the Faculty Senate from the Undergraduate Curriculum Forum, Graduate Council, Student Government Association, and Graduate Student Affairs Committee may participate in discussions of the Faculty Senate when recognized by Faculty Senate President unless there is an objection from the floor. In the case of an objection, the guest may be recognized by a majority vote of the Faculty Senate. Visitors and liaisons to the Faculty Senate may not vote on Faculty Senate motions.

F. When any policy statement or document developed by the Faculty Senate, or any Faculty Senate Committee, is to be communicated to the University Administration or the Board of Regents, it shall be written and communicated to all Senators prior to the next Faculty Senate meeting.

VI. Voting

A. Voting and debate will follow the guidelines of Roberts Rules of Order. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes and must agree upon the result.

B. While a motion is on the floor, or immediately subsequent to a vote on such a motion, any Senator may move for a proportional vote on that matter. This procedural motion shall be non-debatable. The motion shall prevail provided one-fourth of the Senators present concur. The Faculty Senate President and Faculty Senate Secretary shall independently count the votes regarding the call for a proportional vote and must agree upon the result. The subsequent proportional vote shall be by roll-call, with each Senator’s vote being weighted as follows: (a) each vote from a full-time voting unit (single department or group of departments) shall be assigned a weight equal to the number of full-time members in that unit divided by the number of Senators to which the unit is entitled; and, (b) each vote from the part-time voting unit shall be assigned a weight of fifteen.

C. The election of the President of the Faculty Senate shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot, a run-off vote will be conducted between the top two vote-getters. The election of the Treasurer shall follow the same procedure as the election for the President.
D. Upon the request of any Faculty Senate member, voting on any motion shall be by secret ballot. At least two members of the Elections Committee shall conduct the ballot. In the absence of members of the Elections Committee, the Faculty Senate President shall appoint tellers to conduct the ballot.

VII. Faculty Senate Committees

Committees of the Faculty Senate include the following:

1. Executive Committee
2. Academic Policy Committee
3. Elections Committee
4. Finance Committee
5. Personnel Policy Committee
6. Rules Committee
7. Student Policy Committee
8. Technology Committee

A. The Executive Committee shall meet after each Faculty Senate meeting.

1. Membership:
   • President of the Faculty Senate (Chairperson)
   • Secretary of the Faculty Senate (Secretary)
   • Chairperson (or Co-chairpersons) of the Faculty Senate Standing Committees
   • Immediate Past-President of the Faculty Senate

2. Purpose:
   • To establish a calendar of Faculty Senate meetings.
   • To establish the agenda of each Faculty Senate meeting.
   • To continually review policies and procedures.
   • To maintain liaison with the Administration of the University.
   • To initiate Faculty Senate action.
   • To preserve and interpret Faculty Senate documents.
   • To determine eligibility to Faculty Senate All-University committees.
   • To assign work to each Faculty Senate Standing committee.
   • To advise the Faculty Senate President and other members of the Executive Committee on matters of the Faculty Senate.

B. During the first Faculty Senate meeting of the academic year, the Faculty Senate President shall assign each senator (excepting the University President and Faculty Senate Treasurer) to a Faculty Senate Standing Committee. The Faculty Senate President and Faculty Senate Secretary may serve on Faculty Senate Standing Committees if they so choose. It is recommended that no Faculty Senate Standing Committee shall have fewer than six members, except the Elections Committee, which shall have at least three members. To ensure an equitable distribution of membership, the Faculty Senate President may re-assign any Senator to another Faculty Senate Standing Committee. After each Faculty Senate Standing Committee has been formed, a Committee Chairperson (and if it is deemed necessary, a Co-chairperson) shall be elected from the committee membership. The Committee Chairperson (or Co-chairperson) may succeed himself or herself, but shall serve no more than three consecutive terms unless no other committee member is willing or able to serve as chairperson. Should the standing committee deem it necessary to select Co-chairpersons, both may attend Executive Committee meetings but only one shall be designated to vote. A committee member shall be ineligible to serve as Chairperson or Co-chairperson if she or he is: (a) the Faculty Senate President; (b) the Faculty Senate Secretary; or, (c) Chairperson (or Co-chairperson) of another Faculty Senate Standing Committee. Each committee member shall have an equal vote in all committee business. During semesters, Faculty Senate Standing Committees shall meet bi-weekly during those weeks when the full Faculty Senate does not meet. To accomplish Faculty Senate business in a timely
manner, the Faculty Senate Executive Committee may assign work to any Faculty Senate Standing Committee as needed including work that is not normally the purview of the committee assigned. The Faculty Senate committees and their purviews include the following:

1. Academic Policy Committee
   Purview: All matters of policy pertaining to academic matters; e.g., academic philosophy, academic standards, accreditation, degree programs, grading system, special academic programs, etc.

2. Personnel Policy Committee
   Purview: All matters of policy pertaining to personnel represented in the Faculty Senate; e.g., promotion, tenure, sabbatical, salary, fringe benefits, etc.

3. Student Policy Committee
   Purview: All matters of policy pertaining to students; e.g., admissions, academic standings, grading system. This committee will also maintain liaison with student government and other student organizations involved with student policies.

4. Finance Committee
   Purview: All matters of fiscal policy relating to the University and Faculty Senate; e.g., University and Faculty Senate budget, long-range planning, the use and balances of contractually provided and other travel funds, etc. This committee will maintain liaison with the University Budget and Planning Committee and with the Administration on all finance-related matters of the University. The Treasurer of the Faculty Senate shall serve as the Committee Chairperson.

5. Elections Committee
   Purview: All matters dealing with University-wide elections and referenda; e.g., notification of existence of vacancies and of qualifications for voters and for nominees, collection and certification of names of nominees, collection and distribution of information of nominees or referendum issue, tabulation of ballots, distribution of voting results, etc. The Faculty Senate Elections Committee may also run elections for other University Committees when directed to do so by the Faculty Senate Executive Committee in response to a request from the University Administration.

6. Rules Committee
   Purview: all matters dealing with the internal operations of the Faculty Senate and the interaction of the Faculty Senate and faculty; e.g., election of Senators, constitutional questions, all matters of information on committees serving the University community. To request and receive annual reports from All-University Committees on behalf of the Faculty Senate and to make recommendations to the Faculty Senate based upon those reports. To act as an appeals board, which reviews committee membership guidelines and procedures, and insures equal representation for all departments.

7. Technology Committee
   Purview: all matters dealing with technology as it impacts faculty in their teaching and research; e.g., hardware/software acquisition, technical support, long range planning relative to academic technology, etc. This committee will maintain liaison with other technology committees and groups on campus as well as the University Information Technology department.

C. Special Committees include, but are not limited to, the following: Faculty Senate Ad-hoc Committees, All-University Committees, the Undergraduate Curriculum Forum, and the Graduate Council.

1. Faculty Senate Ad-hoc Committees are those that are established by the Faculty Senate to perform specific tasks. The Chairperson and members of such committees should normally be appointed by the Faculty Senate President in consultation with the Faculty Senate Executive Committee. An Ad-hoc Committee ceases to exist when its mandate is completed as determined by the Faculty Senate Executive Committee. Ad-hoc Committees are normally selected from among the Senators, but may include members of the general faculty. When appropriate, the Chairperson of an ad-hoc committee may become a temporary member of the Faculty
Senate Executive Committee at the discretion of the Faculty Senate Executive Committee; his/her membership on the Faculty Executive Committee terminates when the Ad-hoc Committee has completed its mandate as determined by the Faculty Senate Executive Committee.

2. All-University Committees are those that the Faculty Senate has established to perform specific on-going tasks. The Faculty Senate shall determine the purpose of each All-University Committee, committee eligibility, and length of term for its members. Faculty serving on All-University committees shall be elected by the full-time faculty in elections administered by the Faculty Senate Elections Committee. Elections for All-University Committee vacancies shall be held before the end of each spring semester. If necessary, special elections shall be administered by the Faculty Senate Elections Committee to fill any vacancies that remain after the first election. School restrictions for All-University Committees shall be removed in special elections that are held after the first special election.

3. The Undergraduate Curriculum Forum (UCF) is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the undergraduate curriculum.

4. The Graduate Council is a permanent, autonomous standing committee of the Faculty Senate charged with improving the overall quality of the graduate curriculum.

VIII. Accountability of Senators

A. Members are expected to attend Faculty Senate and Standing Committee meetings regularly. An attendance roster as part of the meeting minutes will be present on the Faculty Senate webpage.

B. Members may be excused from Faculty Senate meetings by the Faculty Senate President (or her/his designee) and from Faculty Senate Standing Committee meetings by the Committee Chairperson (or Co-chairperson).

C. All Faculty Senate members are expected to read the documents on the agenda before each Faculty Senate or Faculty Senate Standing Committee meeting, keep their departments well-informed of matters being discussed at the Faculty Senate, and participate at Faculty Senate and Faculty Senate Standing Committee meetings.

D. Given the importance of a quorum when conducting Faculty Senate business, departments shall be notified by the Faculty Senate Secretary prior to the end of each semester when their Faculty Senate representative has been absent without being excused for at least three of the Faculty Senate or Faculty Senate Standing Committee meetings for that semester.

IX. Revisions to the By-Laws

A. Revisions of the By-Laws shall be initiated by the Executive Committee or a motion made by a member of the Faculty Senate.

B. By-Laws shall be approved according to the guidelines in the Faculty Senate Constitution.