

# **Bylaws of the University of New Orleans Faculty Council**

## **Article I. Functions and Purpose**

The Faculty Council or appropriate standing committees thereof shall have coordinating authority in all matters involving the establishing of curricula, the fixing of standards of instruction, the determining of requirements for degrees, and generally the determining of the educational policy of UNO in all matters affecting more than a single college, school, or division, and shall advise the administration in other matters as appropriate.

## **Article II. Members**

**Section 1. Composition.** The UNO Faculty Council shall consist of all full-time faculty of the University of New Orleans.

**Section 2. Faculty.** The Faculty of the university shall consist of all members of the academic staff having the rank of instructor or higher who are appointed full-time for at least one year.

## **Article III. Officers**

**Section 1. Officers.** The officers shall be a chair, a vice chair, a secretary, and a parliamentarian elected by the members of the Faculty by a majority vote of those present and voting.

**Section 2. Chair.** The Chair shall call the Faculty Council into session in accordance with Article IV of these Bylaws and shall coordinate the meetings and the agendas.

**Section 3. Vice Chair.** The Vice Chair shall serve in the Chair's absence.

**Section 4. Secretary.** The Secretary shall record and electronically disseminate the minutes of the Faculty Council, shall conduct its correspondence, and shall issue notification of meetings in accordance with the provisions of Article IV of the Bylaws.

**Section 5. Parliamentarian.** The Parliamentarian shall follow Roberts Rules of Order, Revised as designated in Article VII of the Bylaws to enforce the rules of order during Faculty Council meetings.

## **Article IV. Meetings**

**Section 1. Meetings.** The Faculty Council shall meet at least once per year in the Fall semester at which time Faculty Council officers will be elected and Faculty will present and discuss issues of immediate concern and importance. All Faculty may submit issues

for discussion. The Chair will issue a call to all Faculty for submission of issues and concerns a month prior to the fall meeting. The faculty member submitting the issue will be in charge of organizing the information and leading the discussion. Also, the chair will call a meeting of the Faculty Council upon the written request of 50 members of the Faculty Council. At least seven days' notice of meetings shall be given all members by the secretary of the Faculty Council.

**Section 2. Quorum.** Twenty-five percent of the membership of the Faculty Council shall constitute a quorum. No quorum shall be considered to exist at any time between the close of the spring semester and at the beginning of the following fall semester, except that the Faculty Council may call a special meeting during this period by a two-thirds vote at a regular meeting.

## **Article V. Committees**

**Section 1. Faculty Senate.** As a standing committee of the UNO Faculty Council, the Faculty Senate is a representative body of the faculty under the administration of the University of New Orleans, the Faculty Senate is constituted to promote and implement, consistent with the purposes of the University, maximum participation of the faculty in university governance. In this capacity, the Faculty Senate will assist the administration in such matters of primary faculty responsibility, such as academic standards and curriculum, student affairs, and administrative policy as it affects faculty welfare. Further, the Faculty Senate shall have authority in all matters affecting more than a single college, school, or a division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters.

The Faculty Senate will aid in the selection of university-wide administrators. The Faculty Senate shall establish, set charges for, and supervise University and Senate standing committees. It shall be responsible for populating membership of specified University committees.

The Faculty Senate will advise the administration in the formulation and execution of policy with respect to the broadly defined goals, priorities, and financial needs of the University. The Faculty Senate shall serve as the forum for meetings between University administration and faculty regarding relevant issues for debate and discussion. This body will also serve as a forum for advocacy of faculty prerogative and position on important academic and University matters.

The Faculty Senate shall be the organ for dissemination of appropriate administrative information to faculty. The Faculty Senate will also communicate faculty interests to the public and public officials as deemed appropriate in furthering the purpose of the organization.

**Section 2. University Courses and Curricula Committee.** This committee is charged with reviewing all course and curricula changes, catalog alterations, and policies that govern curricula, courses and graduation requirements.

Its membership is appointed by the University President upon the recommendation of the Faculty Senate. The voting members will be two faculty members from each college and one from the Library with staggered terms of three years. Faculty members must be of Assistant, Associate or Full Professor rank with at least one year's experience at UNO in any rank. The Chair of the University Courses and Curricula Committee will be elected at the first meeting of the academic year. Faculty with an administrative position above Department Chair will not be qualified to serve as Chair.

The University Courses and Curricula Committee's will work in conjunction with the office of Academic Affairs to develop procedures for approving changes to the courses and curricula of the University of New Orleans, as well as the university catalog. In order to facilitate reporting via the Faculty Senate, the President of the Faculty Senate, or his or her designee, will be an ex officio non-voting member of the committee. Committee decisions are subject to appeal to the Faculty Council.

**Section 3. General Education Committee.** The General Education Committee is a university-wide, standing committee charged with providing leadership for the overall direction and support of the general education curriculum. The committee will monitor general education requirements and review changes made to the program. The committee will oversee general education assessment and evaluation to ensure integrated, meaningful and sustained improvement.

The responsibilities of the committee consist of the following: Develop and maintain criteria for general education courses; Oversee assessment and evaluation of general education goals and student learning outcomes; Steward data for improvement purposes; Provide recommendations for budgeting and strategic planning based on assessment results; Communicate the results of assessment efforts to appropriate campus and external stakeholders to promote accountability and transparency; Serve as a resource for general education efforts on campus

Its membership is appointed by the University President upon the recommendation of the Faculty Senate and the Office of Academic Affairs. The voting membership is comprised of: faculty representation from each college and the library, nominated by the Faculty Senate, with at least two members from the College of Liberal Arts and the College of Sciences. In addition, Academic Affairs will nominate a total of four committee members drawn from the college administrations and the Office of Academic Affairs. The Chair of the General Education Committee will be elected at the first meeting of the academic year. Faculty with an administrative position above Department Chair will not be qualified to serve as Chair of the General Education Committee.

In order to facilitate reporting via the Faculty Senate, the President of the Faculty Senate, or his or her designee, will be an ex officio non-voting member of the committee. Committee decisions are subject to appeal to the Faculty Council.

**Section 4. University Standing Committees.** University Standing Committees whose charges fall within the purview of the Faculty Council's responsibilities will report to an administrative officer via the Faculty Senate. Such active University Standing Committees are to make a formal report to the Faculty Senate once per academic year. A four member committee on committees will monitor and oversee the activities of all University Standing Committees. They are charged with maintaining and updating the University Standing Committee governance document. Two faculty members of this committee on committees are to be appointed by the Faculty Senate Executive Committee.

**Section 5. Ad hoc University Committees.** Ad hoc University Committees authorized by the University President whose charge fall within the responsibilities of the Faculty Council shall have faculty membership nominated by the President of the Faculty Senate.

## **Article VI. Limitations**

**Section 1. Vetoes.** Any decision of a Committee of the Faculty Council or of the Faculty Council may be vetoed by a two-thirds vote of the entire faculty of any one college or academic division, or by a two-thirds vote of the entire Faculty Council, present and voting, provided that such veto is voted at a Faculty Council meeting not later than 30 days after the decision. A two-thirds vote of the Faculty Council present and voting is required to override such a veto. If the veto is not overridden at the meeting at which it occurs, the entire voting membership of the Faculty Council must be informed in detail of the veto and of the matter vetoed no later than two week following the veto action.

**Section 2. Authority.** Action taken by the Faculty Council shall be subject only to the superior authority of the Board of Supervisors. Should any action taken by the Faculty Council be deemed by the President of UNO or by the President of the University System to be of an administrative rather than an academic nature, or not in the best interest of the University, each shall have the power to suspend the enforcement of such action pending final disposition by the Board of Supervisors.

## **Article VII. Parliamentary Authority**

All meetings of the Faculty Council shall be conducted in accordance with Robert's Rules of Order, Revised.

### **Article VIII. Amendments**

Amendments to these Bylaws may be proposed by the University Senate or by the Faculty Council, and must be approved by a two-thirds vote of the Faculty Council membership present and voting, prior notice of one week having been given of any amendment to be presented for approval.

**Approved October 22, 2012**

**Amended March 11, 2014 [Article V, section 2-5]**