

BYLAWS OF THE FACULTY SENATE OF THE UNIVERSITY OF NEW ORLEANS

ARTICLE I. NAME AND PURPOSE

The name of this body shall be the Faculty Senate of the University of New Orleans. As an authorized, 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 and interest, 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 recommend, when appropriate, faculty to serve on university-wide committees, including the search committees for 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 Faculty Senate Standing 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 assist in the dissemination of appropriate administrative information to faculty. The Faculty Senate will also communicate faculty interests to the public and public officials as deemed appropriate.

ARTICLE II. REPRESENTATION

Section A. Composition. The Senate shall be composed of the following:

1. Students. The student body shall be represented by the President of the Student Government (or by his/her designee).

2. Alumni. The alumni shall be represented by the President of the Alumni Association (or his/her designee).

3. Staff. The staff shall be represented by the President of the UNO Staff Council (or his/her designee).

4. Administration. Administration shall be represented by a Senate Executive Committee appointed member.

5. Faculty

a. Each academic unit (each college or the Library) shall be represented on the Senate Executive Committee, elected in a manner to be determined by that unit. This election shall precede and be

separate from that for the remaining faculty Senators. Elected representation on the Senate Executive Committee from each unit is limited to full-time faculty, exclusive of the administrators of rank of Dean or above, with at least five years of full time academic service at UNO, or tenure.

b. The remaining faculty members of the Senate, elected from full-time faculty, exclusive of the administrator of rank of Dean or above, shall be divided among units to be one representative for every ten faculty members. Each unit shall determine the manner in which their representatives are elected. Each unit with ten or more full-time faculty members at the rank of Instructor will have at least one Instructor representative to the Senate at all times.

c. Each academic unit will have at least one Senator in addition to the Faculty Senate Executive Committee member.

d. A duly elected senator shall be allowed to complete his/her term.

e. The chief academic officer shall by December 1 of each year forward to the Senate Executive Committee the number of full-time faculty for each major unit, using the methods employed in IPEDS reporting. The Senate Executive Committee will forward that information to the Senate Nominations and Elections Committee, which will then compute the number of seats to be elected by each unit for the next year and shall notify each unit.

f. At the beginning of each academic year, the Senate Executive Committee will nominate one adjunct faculty of the University to be a Senate member.

g. Vacancies shall be filled in a manner to be determined by the respective electoral unit.

h. If there should exist full-time faculty members who are not accorded representation on the Senate under the procedures outlined above, and if these faculty are associated with administrative units not large enough to merit individual Senate representation, the Senate Executive Committee shall develop a mutually satisfactory agreement by which these faculty will be attached to an appropriately represented unit for purposes of Senate representation, and for purposes of being eligible to be candidates and to vote in Senate elections. Such agreements will be subject to ratification by the full Senate.

Section B. Terms of Service.

1. Students. The student representative shall serve a one-year term.

2. Alumni. The alumni representative shall serve a one-year term.

3. Staff. The staff representative shall serve a one-year term.

4. Administration. The administrative representative shall serve a one-year term.

5. Faculty. Full-time faculty shall serve staggered three-year terms. The adjunct faculty representative shall serve a one-year term.

6. All terms shall run from the end of the regular April meeting until the election for officers at the end of the regular April meeting the following year.

Section C. Timing of Elections.

1. The elections of faculty Senators shall be staggered so that one-third of the elected representation from each unit shall be chosen each year.

2. Senatorial elections shall be held in the spring semester no later than April 1.

The elected officers of the Senate shall be a President, Vice President, and Secretary. The Parliamentarian shall be appointed by the Senate President from faculty Senate members.

ARTICLE III. OFFICERS

Section A. Duties.

1. The **President** shall be the presiding officer at all meetings of the Senate. The President shall have the primary responsibility for preparing the agenda for each meeting and shall circulate notices of meetings and agendas to the entire UNO community. The President shall maintain a Senate calendar of business in committees and shall publish an updated calendar with the agenda for each regular Senate meeting. The President shall monitor the status of all resolutions passed by the Senate that request action and take appropriate steps to expedite implementation of such actions. The President shall report on the status of all actions passed by the Senate but not yet implemented or rejected. The President shall serve as the faculty's representative to the UL System Faculty Advisory Council and other statewide groups or may designate another member of the Senate to serve in his/her place. The President or his/her designee shall report to the Senate on issues being considered by any of these statewide groups that have an effect on the UNO campus.

2. The **Vice President** shall assume the responsibilities of the President whenever the President is absent or otherwise unable to perform these duties and shall handle all correspondence of the Senate other than that specifically assigned to the Secretary. The Vice President shall keep minutes at the meetings of the Senate Executive Committee.

3. The **Secretary** shall keep minutes of each meeting of the Senate and send them to the Senate President for inclusion with the meeting notice and the agenda for the upcoming meeting. The Secretary shall ensure that the approved minutes are posted to the Faculty Senate web page and SharePoint sites within one week after each Senate meeting. Reports made to the Senate shall be made available to the Secretary by electronic means within one week of the Senate meeting at which the report was made.

4. The **Parliamentarian** shall ensure that all meetings are conducted in accordance with Robert's Rules of Order (latest edition).

Section B. Elections and Terms of Office.

1. Elected officers of the Senate shall be nominated and elected by majority vote of continuing and newly-elected members present at the regular April meeting.

2. The Senate President, Vice President, and Secretary shall be elected from faculty Senate members.

3. Officers of the Senate shall serve until their successors are elected.

4. Elected officers of the Senate shall serve a one-year term and be eligible for reelection but shall not serve more than three consecutive terms.

ARTICLE IV. COMMITTEES

Section A. Executive Committee.

The Senate President, the Vice President, the Secretary, and representatives elected by each college and the Library shall comprise the Senate Executive Committee. There shall be no more than two members from each of the colleges and Library serving on the Senate Executive Committee at any one time. The President shall chair the Senate Executive Committee. The Senate Executive Committee represents the faculty as an advisory committee to the University President, making recommendations and stating faculty viewpoints concerning the policies and proposed policies of UNO.

The Senate Executive Committee shall meet following each Senate meeting to review proposals and resolutions submitted to the Senate for action and to determine whether the matter should become an item of Senate business. The Senate Executive Committee may seek clarification of the submitted item from the Senator who originated it. If the Senate

Executive Committee agrees that the matter deserves Senate attention, it shall assign the item to a Senate Standing Committee, a university committee or an ad-hoc committee, with a specific written charge, a tentative timetable for action, and a recommendation to work with another University committee if appropriate. If the Senate Executive Committee chooses not to accept an item for Senate action, it may refer the matter to the administration. Decisions by the Senate Executive Committee not to accept a proposal may be appealed to the entire Senate at the next regular meeting. The Senate President shall report the actions of the Senate Executive Committee to the Senate.

Section B. Senate Standing Committees.

It shall be the duty of the Senate Standing Committees to study proposals and resolutions submitted to the Senate and to recommend appropriate action on them to the full Senate. Each faculty Senator shall serve on at least one Senate Standing Committee. Each committee is responsible for submitting an annual report to the Senate, and making more frequent reports if warranted or if requested by the Senate Executive Committee. Each committee elects its own Chair from within its membership.

Academic Freedom, Tenure and Professional Ethics Committee.

This Committee shall concern itself with the academic privileges and responsibilities of all members of the University community.

Academic Procedures and Standards Committee.

This Committee formulates and reviews policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency. The Committee examines policies and procedures for academic advisement, scheduling of classes, and registration. Additionally, the Committee creates and analyzes policies to be observed by the instructional faculty in conducting classes, seminars, examinations, students' research, and student evaluations.

Budget and Fiscal Affairs Committee.

This Committee shall review the University-wide budgets in cooperation with appropriate officers of Administration. The Committee shall apprise itself of the general financial position of the University and of significant policy and priority aspects of budget decisions. The Committee shall report all significant plans to the Senate, with recommendations when appropriate. The Committee will include a representative from each college and the Library.

Evaluation of Administrators Committee.

This Committee shall be composed of the Senate President, one Senate member from each college and the Library, and one staff member from the University Computing Center. The Committee will conduct the surveys which are part of the evaluation of the Deans for the Office of Academic Affairs, and surveys of other administrators, as directed by the University President. The Senate President shall accompany the Provost or other administrator to faculty meetings to report the results of such surveys.

Nominations and Elections

This Committee functions as a committee on committees, and shall be responsible for populating Senate Committees. The committee will also make recommendations to the University President concerning the selection of individual faculty members whom the University President will appoint to the appointed University Standing Committees and ensuring that vacancies on elected University Standing Committees are filled. The Committee runs the election for Hearings Committee pool at-large members. In addition, the Senate Nominations and Elections Committee submits a slate of candidates for the Senate transition

meeting elections. The Senate relies on the good judgment of the members of the Senate Nominations and Elections Committee to present candidates that reflect the quality and diversity of the campus community. The Senate President serves as a non-voting ex-officio member of the Senate Nominations and Elections Committee.

Faculty Welfare Committee.

This committee shall strive to secure for faculty members those services which will contribute to their welfare or convenience, including orientation to the University, housing, payroll deductions, insurance, health services, and they shall communicate annually with the University President regarding policies governing faculty perquisites and the structure of salaries. The committee shall, acting of its own volition, upon the request of the Senate and/or others, study, evaluate, and report on faculty compensation, including salary and fringe benefits; act in an advisory capacity with the University administration in ascertaining desired changes in faculty compensation; provide information to the faculty on available fringe benefits; solicit faculty suggestions, information, and advice regarding faculty compensation, including salary and fringe benefits; and maintain and keep current committee website.

Section C. University Standing Committees.

University Standing Committees shall be composed of faculty members appointed by the University President on the recommendation of the Senate Nominations and Elections Committee or elected by the colleges and the Library. The Senate will establish, set charges for, and supervise the University Standing Committees. Reports from the committees will be discussed in the Senate before being formally communicated to the Administration or other body as appropriate. Each committee is responsible for submitting an annual report to the Senate, and making more frequent reports if warranted or if requested by the Senate Executive Committee.

Current appointed University Standing Committees are:

Committee on Courses and Curricula

Committee on Recruitment &

Retention Committee on Student

Affairs

Student Publications Board

Current elected University Standing Committees are:

Committee on Distance Learning

Committee on the Library

Committee on University Honors and Awards

Section D. Disciplinary Committees.

All disciplinary-related committees, including the Charges Committee, Hearings Committee Pool, Grievance Review Committee, and the Peer Review Oversight Committee, are elected from the faculty, and work under the purview of the Office of Academic Affairs. The Senate Nominations and Elections Committee will assist in the elections of members, and in the functioning of the disciplinary committees where appropriate. In particular, the chair of the Senate Nominations and Elections Committee shall direct the election of the Peer Review Oversight Committee chair by the voting members.

Section E. Senate Ad-hoc Committees.

The Senate Executive Committee may establish ad-hoc and temporary committees for the

purpose of addressing specific and major faculty and/or institutional concerns. Upon activation of a specific committee, the Senate Executive Committee shall prepare a specific charge for the committee and include the form and timing of the response requested.

ARTICLE V. MEETINGS

Section A. A regular meeting of the Senate must be held monthly on a Monday, Tuesday, Wednesday, Thursday rotation, except December, during the fall and spring semesters. Special meetings shall be convened on the call of the Senate President or on the request of four members of the Senate addressed to the Senate Secretary.

Section B. All meetings shall be open to members of the UNO faculty, staff, student body, and alumni, except when the Senate, by majority vote of those present, designates a meeting or portion thereof as an executive session.

ARTICLE VI. NOTICE OF MEETINGS

One week before the date of regular meetings, an electronic notice shall be sent to the entire UNO community. Notices of special meetings must precede the meeting date by a reasonable time and shall be circulated as indicated for notices of regular meetings. All notices of meetings must contain as complete an agenda as possible. Members of the Senate may have items included on the agenda by forwarding them to the Senate President two weeks in advance of the regular meeting.

ARTICLE VII. QUORUM

A majority of the voting membership of the Senate shall constitute a quorum for the transaction of business at any regular or special meeting of the Senate.

ARTICLE VIII. RULES OF ORDER

When not in conflict with the Bylaws and Regulations of the Board of Supervisors of the University of Louisiana System, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Senate.

ARTICLE IX. ACTIONS OF THE SENATE

Any action taken by the Faculty Senate may be overturned by a majority of the Faculty Council via an in-person vote.

ARTICLE X. AMENDMENTS TO BYLAWS

Amendments to sections I, II, and X of these Bylaws may be made by affirmative vote of two-thirds of the Faculty Senate present and voting, prior written notice of one week having been given to all members of the Faculty Senate of the proposed amendment, or by a majority vote of the Faculty Council via an in-person vote. Amendments to sections III through IX of these Bylaws may be made by affirmative vote of one-half of the Faculty Senate present and voting, prior written notice of one week having been given to all members of the Faculty Senate of the proposed amendment.

[Faculty Senate approved by the Faculty Council on December 7, 2011; Amended by approval of Faculty Senate on April 30, 2012; Amended by approval of Faculty Senate on March 26, 2014; Amended by approval of Faculty Senate on April 24, 2014; Amended by approval of Faculty Senate on March 25, 2015]