

## **II. FACULTY SENATE BYLAWS**

### **ARTICLE I – OFFICERS**

The President of the Faculty Senate shall chair the Steering Committee. If the President is a Representative Senator, the school or college shall have the right to select a replacement Representative Senator to serve during the term of office of the President.

1. In the absence of the President, the Vice President of the Senate shall preside at all meetings of the Faculty Senate, Representative Senate, and Steering Committee.
2. In the absence of the President and Vice President, the Secretary of the Faculty Senate shall preside at all meetings of the Faculty Senate, Representative Senate, and Steering Committee.
3. The presiding officer shall at their discretion surrender the chair to another member of the Faculty Senate or Representative Senate during any session.
4. The Secretary shall keep minutes of all meetings of the Steering Committee and of the Faculty and Representative Senates, shall keep all records, and shall prepare and bring to each Representative Senate meeting a correct official list of its members. In the absence of the Secretary, the presiding officer shall designate someone to take the minutes.
5. The University shall provide administrative assistance to the Faculty and Representative Senate and the Steering Committee.
6. The President of the Senate shall, in addition to other duties, sign all official resolutions, recommendations and other documents embodying actions of the Senate, and shall be the officer in control of the budget.

### **ARTICLE II – STEERING COMMITTEE**

In the event the Steering Committee shall hold regular joint meetings with the Executive Committee of the Board of Trustees for the purpose of developing a close understanding between the faculty and the Board of Trustees.

1. The Steering Committee shall regularly inform the faculty of actions of the Faculty and Representative Senates.
2. No meeting of the Steering Committee shall be official unless all members have had due notice

and unless a majority of the members are present.

3. The Steering Committee is empowered to appoint special committees.
4. By unanimous vote, the Steering Committee may authorize one of its members to act for it in a matter with full power. No member shall so act without said unanimous authorization.
5. In reporting to the Senate, the Steering Committee may, when it cannot unanimously agree on the report, submit more than one report.
6. When a non-officer vacancy shall occur in the Steering Committee, their school or college shall immediately initiate the proper procedure for selecting a successor to serve the unexpired term. Should the office of the President become vacant, the Vice President shall fill the remainder of the term. Should the office of Vice President become vacant, the Secretary shall fill the remainder of that term. Should the office of the Secretary become vacant, a Faculty Senator selected by the Steering Committee shall fill the remainder of that term.
7. Whenever the administration of a school or college is considering a change in a program or its structure that the faculty of that school or college has neither requested nor recommended, the University administration shall ask the Faculty Senate Steering Committee to recommend an appropriate procedure for addressing the issue.
8. Before March 1 of every year, the Nominating Committee, chaired by the Immediate Past President or their designee, shall solicit and prepare a slate of candidates for the offices of President, Vice President, and Secretary. This slate shall be presented to the faculty at least one week before the March Senate meeting. Before the March meeting, the nominating committee may add additional nominees to the slate after such nominees have submitted to the Senate office a petition that the nominee and six additional faculty senators have signed.
9. The Nominating committee shall oversee the electronic ballot and shall report the results to the faculty no later than the April Faculty or Representative Senate meeting. The elected officers shall take office on July 1, and each shall serve for one year or until a successor is elected.
10. Similarly, the schools and colleges shall elect representatives to the Steering Committee and Representative Senate shall be elected and then announce the results to the faculty by the schools and colleges no later than the April Senate meeting and shall take office on July 1.
11. Because of the burden of work, members of the Steering Committee shall be entitled to release time at their request.

### ARTICLE III – DEFINITIONS

The following terms as used in the Constitution and the bylaws shall be defined as follows:

1. Consultation – The right to influence decisions before they are made by advising those legally responsible for making the decisions or with their executive agents.
2. Ratification – The act of affirming or rejecting a specific policy, decision, offer of appointment, and/or programs offered by the administration for advice by the Senate or one of its committees.
3. Recommendation – For purposes of the Faculty Senate, the recommending function shall be understood to be the initiation of advice on matters of university interest by the Senate to the Administration and the Board of Trustees.
4. Review – The consideration of an existing policy, decision, and/or program for the purpose of the Senate’s advising on its retention, change, or disapproval.
5. Faculty Representative – A person holding academic rank in Temple University who has been duly elected by an appropriate faculty body to represent the body. The term does not apply to a member of the faculty who has been selected by the Administration.

### ARTICLE IV – COMMITTEES

1. Unless otherwise specified, all members of the Faculty Senate committees must be members of the Faculty Senate or emeriti.
2. All Senate committees, both standing and *ad hoc*, shall elect their chairs. Administrators, with the exception of ex-officio members, shall not be members of the Faculty or Representative Senate. They shall establish procedures subject to approval by the Steering Committee. Subsequently, they may change their procedures with approval from the Steering Committee.
3. Members of the University Tenure and Promotion Advisory Committees must be tenured full professors. Members of the Faculty Senate Personnel Committee must be tenured faculty. Any university senator may serve on any committee other than these two.
4. With the exception of the Faculty Senate Budget, Faculty Senate Personnel, Faculty Senate Administrative and Trustee Appointments (CATA), Faculty Senate Educational Programs and Policies (EPPC), and Faculty Senate Research Programs and Policies Committees (RPPC), the Faculty Senate Steering Committee shall have the power to alter the committee information of Paragraph 4 of Article IV of this document.

5. The Faculty Senate website shall display current information about each senate committee including the committee's name, its charge, its approved procedures, and the name of its chair, members, and date their terms expire.
6. The term of, purpose of, or charge to any Special Committee shall be clearly stated by a Faculty Senate or Steering Committee resolution; and such committees shall report back to the Faculty Senate on their studies or decisions within the confines of the original purpose or charge.
7. No ex officio members shall chair committees of the Senate. The chairs of all committees shall be elected annually and shall assume office at the beginning of the Fall semester.

**8. Faculty Senate Educational Programs and Policies Committee (EPPC):**

The 17 members of the Educational Programs and Policies Committee (EPPC) of the Faculty Senate shall be composed as follows:

- a. Nine faculty members representing at least six schools and colleges to be elected by the University Faculty Senate through electronic ballot annually. The largest college shall at all times have two representatives and the second largest college shall at all times have at least one. No professional school (Law, Medicine, Dentistry, Pharmacy and Podiatry) may have more than one representative; no other school may have more than two. The respective Collegial Assemblies shall select the manner of designating the candidates.
- b. The provost's designee
- c. Three Deans chosen by the Council of Deans or Dean's designees.
- d. The Chair of the General Education Executive Committee
- e. A faculty member designated by the Graduate Board
- f. Two representative student senators selected by the students from the membership of the Representative Students' Educational Programs and Policies Committee. These students shall have full voting membership on the Faculty Senate Committee. The Representative Student Senate shall determine their terms of office.
- g. The initial term of members of a new committee shall be for one, two, or three years to permit for proper rotation.

All proposals for change in academic programs and procedures affecting more than one school or college, whether they originate from administration, faculty, or the Student Senate shall be referred to this Committee.

The Faculty Senate Educational Programs and Policies Committee (EPPC) may consult with the Student Senate, and the Student Senate may petition for such consultation with EPPC.

Because of the workload, the Chair of the Educational Programs and Policies Committee shall be entitled to release time if requested.

**9. Faculty Senate Committee on Administrative and Trustee Appointments (CATA):**

The Faculty Senate Committee on Administrative and Trustee Appointments (CATA) shall serve as the faculty consultative body to the Board of Trustees concerning all administrative appointments that bear upon (1) the academic life of the University, and (2) nomination and election of new members of the Board of Trustees. CATA shall ensure faculty participation in the identification and selection procedures in each case.

In the case of the President of the University, the Committee shall submit to the Representative Faculty Senate a list of nominees for faculty representatives to the Presidential Nominating Committee. This list may include members of the Faculty Senate Committee on Administrative and Trustee Appointments and may be supplemented from the floor of the Senate. The names of faculty representatives subsequently elected shall be reported directly to the Board of Trustees through its Executive Committee.

In the case of the selection of Trustees (as defined in Article II, Section 1 of the Bylaws of Temple University of the Commonwealth System of Higher Education), it shall be the duty of the Committee to suggest names of candidates for presentation to the Representative Senate in a special meeting restricted to voting members thereof, in order to preserve confidentiality of discussion. The selections thereupon made shall become the nominees of the Senate and shall be reported to the Board of Trustees' Committee on Trustees. For vacancies occurring each year by reason of expiration of term of office, Senate nominees shall be selected at the March meeting of the Representative Faculty Senate.

In the case of all Vice Presidents and those administrative offices below the rank of Vice President which appear to the Committee to bear upon the academic life of the University or to have significant potential for so doing, the Committee will act as, or appoint to act in its stead, the faculty body participating in the identification and selection of candidates. No candidate disapproved by a majority of such a committee shall be appointed.

In all cases, recommendations shall be made by the Committee to the Senate, to the President, and to the Board of Trustees and shall be based upon the fullest possible information and upon adequate time for evaluation and deliberation. To that end, the Committee shall prepare for the President and the Senate a list of offices which significantly bear upon the academic life of the University and shall revise this list in accordance with such changes as occur in the table of organization of the University. Vacancies occurring in the offices so listed shall be made known to the Steering Committee (a) at least 18 months prior to effective date if the vacancy occurs by reason of retirement, or (b) as soon as possible following the date upon which the President becomes aware of an impending vacancy.

The Committee shall take cognizance of the special concern of collegial faculties in the selection of Deans of Schools and Colleges. In those instances, it shall serve to ensure proper collegial faculty representation in the selection process and to assure the Faculty Senate that University-wide academic standards are maintained. Faculty representatives shall be elected by the appropriate collegial faculty body or by a group elected by the appropriate collegial faculty body which has as its charge to elect faculty representatives.

In the case of Vice Provosts and Associate Deans of the Graduate School, the faculty members participating in the identification and selection of candidates shall be selected by the Graduate Faculty (as defined in "The Structure of the Graduate School") in consultation with CATA.

If an appointment to an administrative position carries faculty rank, the approval of the appropriate department and school must be obtained. The Committee shall take appropriate steps to insure this process.

**10. Faculty Senate Personnel Committee:**

In keeping with the standards of academic freedom, the Faculty Senate Personnel Committee shall serve as the final faculty determinant of the rights of a faculty member in cases of dismissal, denial of tenure, or other grievances and shall, after a full inquiry, make recommendations to the Senate. The Faculty Senate Personnel Committee shall consist of five Senators elected for three-year terms by the University Faculty Senate. The Faculty Senate Personnel Committee shall, if it deems it advisable in considering a given case, appoint not more than two additional pro-tempore members from the college or school involved to join in the consideration of the said case. These pro-tempore members shall have the power to vote.

**11. Faculty Senate Research Programs and Policies Committee (RPPC):**

The fifteen-member Faculty Senate Research Programs and Policies Committee (RPPC) shall be composed of:

- a. the Vice President for Research
- b. the Vice Provost for Graduate Education
- c. another presidential appointee
- d. four Faculty Senators elected by the Faculty Senate with three-year terms
- e. six Faculty Senators appointed by the Faculty Senate Steering Committee for three-year terms, to ensure representation of all major University bodies engaged in research and graduate education
- f. two graduate and/or professional students.

A faculty member shall chair the Committee.

RPPC shall establish such subcommittees for particular tasks or evaluations as it finds necessary. It may designate for particular purposes or for particular subcommittees such

additional faculty members-at-large as it requires. It shall report periodically to the Faculty Senate.

The Research Programs and Policies Committee shall be charged with the responsibility and authority for presenting faculty views with regard to all matters involving university research policies and activities.

12. Each member of a standing committee, except the members of the Faculty Senate Educational Programs and Policies Committee, Faculty Senate Personnel Committee, and the Faculty Senate Research Programs and Policies Committee, who are selected as specified in Sections 8, 10, and 11 of this document, shall be appointed for three years. Each Committee shall recommend nominees to fill vacancies annually before the March meeting of the Senate.
13. Whenever any specified elected position on any committee be vacant, the Faculty Senate Steering Committee may select a qualified Faculty Senator to fill that position until the end of the term of the vacant position. If there are fewer candidates for election than the number of vacancies on any elected committee, the Steering Committee may select a qualified Faculty Senator to fill that vacancy for a period of up to one academic year, at which point the remainder of that committee member's term shall be filled by election.
14. Each committee chair shall submit an annual report to the Faculty Senate Steering Committee. In making committee reports at regular Senate meetings, committee chairs shall present only those matters requiring Senate discussion or action. The Steering Committee is empowered to request other committee reports from time to time.
15. Faculty Senate Committee Chairs can periodically invite guests to Committee meetings as needed. Guests are defined as persons with particular interest and/or information relevant to the work of the Committee. A guest may participate in the Committee proceedings no more than twice in an academic year. If the majority of the Committee requests that a guest participates more than twice in an academic year the Chair shall nominate the guest for appointment as a Committee Consultant.
16. The Committee Chair with approval of the majority of the membership may also nominate consultants. Consultants are defined as members of the University Administration or Faculty having experience or contributable knowledge in the work of the Committee. Consultants shall serve for no more than one academic year.

#### **ARTICLE V – MEETINGS**

1. The Senate shall meet regularly at an hour and day each month from September through April as prescribed by the Steering Committee. The University Faculty Senate shall meet in

both the Fall and Spring semesters on a day and at a time that the Faculty Senate Steering Committee prescribes. The Secretary shall notify every senator at least one week before the prescribed day of each meeting. The Secretary shall provide one week's notice of Special meetings. When necessary, the Secretary may, as the Constitution provides in Article VII, give shorter notice.

2. In addition to the standard agenda appearing in Robert's Rules of Order, the President of the University and the Provost shall routinely be available to report and/or respond to questions from the Senate.
3. Unless two-thirds (2/3) of those present elect to bring the matter of academic policy to a vote. The Faculty Senate shall not vote until a later meeting upon any substantive motion originating from the Senate floor that a Senate committee has neither studied nor recommended.
4. A special meeting shall deliberate only the matters for which it has been specifically called. The Secretary shall keep the usual minutes that shall be approved by the Faculty Senate at the next regular meeting.
5. A quorum of the Senate shall consist of 40 of the eligible members. A quorum of the Representative Senate shall consist of 25 eligible members. It shall be assumed, upon the call to order, that a quorum is present: the minutes shall be presented; but if, after presenting and before approval of the minutes, any member shall suggest the absence of a quorum, the presiding officer shall determine whether a quorum be present. If no quorum is present, the presiding officer shall determine either to wait for the appearance of a quorum or to adjourn to a day not more than two weeks hence. In the event a quorum cannot be obtained, at the presiding officer's discretion, the meeting may continue informally for purposes of debate or discussion, but no formal action may be taken. A member may at any time after the approval of the minutes suggest the absence of a quorum, but the presiding officer may rule said suggestion out of order if, in the presiding officer's opinion, a quorum is present.

#### **ARTICLE VI – ORDER**

1. The meeting of the Senate shall be parliamentary procedure as contained in Robert's Rules of Order.
2. The presiding officer shall determine all questions of order subject to these bylaws and to Section 1 of this article.
3. The presiding officer shall not speak against a matter in debate unless the presiding officer relinquishes the chair until the question on that matter is finally resolved. The presiding



officer shall not relinquish the chair to a member who has made or seconded any motion on the question or who has held the floor since consideration of the question.

4. The Steering Committee, either in preparing the agenda or in the meeting, may determine to take a written ballot, a mail ballot, or an electronic ballot on any matter. Any vote taken during a meeting shall be a written ballot if a senator so requests. In the event of a mail or electronic ballot, a short statement summarizing critical arguments for and against the matter shall be included.

#### **ARTICLE VII – AMENDMENTS**

These bylaws may be altered or amended at a regular meeting. Notice of proposed revisions or amendments shall be included in the summons to the meeting sent out by the Secretary. If a member proposes a revision or amendment at a regular or special meeting the Steering Committee shall vote upon it at its next regular meeting. If the Steering Committee proposes a revision or an amendment it may designate the regular meeting at which the Senate will act upon it, provided the Secretary provides notices of the revision or amendment in the summons to that meeting. In order to pass, a revision or an amendment requires the affirmative vote of the two-thirds of those voting.