

# Faculty Senate Procedures Manual

Prepared By

Committee on Governance Structure and Documents

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## Faculty Senate Procedures Manual Revision and Maintenance Policy

The Faculty Senate Procedures Manual is intended as a source of information and a guide for elected and appointed officers of the Faculty Senate to assist them in carrying out their senate duties.

The Procedures Manual also includes information to assist in the performance of official and routine procedures of the Faculty Senate.

Revisions to the Procedures Manual may be made at any time. Officers are encouraged to review and revise sections of the manual on an annual basis to reflect current practices. These revisions will be sent to the chair of the Governance Structure and Documents Committee.

The Procedures Manual is maintained by the Faculty Senate Committee on Governance Structure and Documents and is reviewed by the committee in years ending in –0 and –5.

# **Faculty Senate Procedures Manual**

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## **Faculty Senate President**

### Charge of this office.

The Faculty Senate president issues the call for senate meetings and presides over each meeting of the senate and other senate bodies. The Faculty Senate president serves as voice of the faculty and represents faculty interests to the university administration, Board of Regents, the public, the press and other groups.

### Routine responsibilities.

- Study senate governance documents.
- Become familiar with national issues facing higher education
- Attend meetings (see below)
- Learn what issues Government of the Student Body and Graduate Student Senate will address
- Maintain oversight of continued progression of resolutions through the senate to the administration
- Prepare documents
- Meet with faculty, administrators, senate officers and members, students, others
- Represent the senate at a variety of meetings, seminars, orientations, convocations
- Represent the faculty at graduate and undergraduate commencement
- Maintain relationships with senate leadership at University of Northern Iowa and University of Iowa
- Respond to e-mails, phone calls, memos, letters from faculty and others
- Attend senate council and committee meetings on an invited or as-needed basis
- Run Faculty Senate office
- Maintain senate budget
- Appoint task forces
- Communicate with the general faculty on regular basis
- Confer with Executive Board regarding maintenance of Faculty Senate meeting
- Schedules and develop agendas for Faculty Senate meetings.
- Confer with Administrative Committee regarding last minute cancellation of senate meetings.
- Send letter to President and Provost informing about senate actions that require administrative approval.
- Cultivate and maintain relationships with members of the press.
- Invite legislators to attend senate meetings.
- Write a letter to successor to communicate advice, concerns and unfinished business

### Calendar.

Ongoing scheduled responsibilities –

- Oversee the assembling of senate agendas and assure timely dispersion of senate agendas to senators
- Prepare Executive Board agendas and assure timely dispersion to Executive Board members
- Assure that items requiring Board of Regents approval are submitted to the Board of Regents one month in advance
- Send agendas and/or discussion points to President and Provost in advance of monthly meetings
- Send abbreviated senate agenda to general faculty prior to senate meetings; include request for questions for the provost
- Send questions to President one week before Knoll breakfast

Monthly responsibilities (Assumes term of May – May).

#### May

- Assume presidency at “new business” of May meeting
- Set up meeting schedule for regularly scheduled meetings
- Schedule and make arrangements for retreat with university president and provost
- Begin work with Committee on Committees to fill openings (committee appointments are approved by the Executive Board). Membership of committees is posted on website
- Begin compiling senate directory
- Meet with council chairs to identify goals
- Schedule Executive Board meetings for coming year (includes summer Executive Board meetings)

#### June and July

- Work with Executive Board to plan retreat with university president and provost.
- Hold retreat
- Call Executive Board meetings on as-needed basis following retreat (possibly to discuss issues raised at the retreat)
- Arrange for and plan Fall Get-Together for Faculty Senate and administrators (President, provost, vice provosts, associate and assistant provosts, vice-presidents, deans, their guests.)
- Send invitations to senators and administration for Fall Get-Together
- Send letters of appreciation to department chairs of Executive Board members and Committee Chairs thanking for courtesies extended

#### August

- Hold first of regularly schedule Executive Board meetings to plan for coming year
- Hold Fall Get-Together for Faculty Senate and administrators
- Meet with senate leadership from University of Northern Iowa and University of Iowa
- Meet with new department chairs at Department Chair Orientation
- Meet with new faculty at New Faculty Orientation

#### September

- Ensure that councils begin to work on issues prioritized by strategic planning.
- Call meeting of university committee liaisons to discuss duties

- Print and distribute *Faculty Governance at Iowa State University* to faculty
- Initiate administrative review
- Follow-up and complete administrative review of previous year

#### November

- Organize Giving Tree project
- Work with nominating committee to recruit senators for elected officer positions

#### December

- Work with office secretary to prepare Memorial Resolutions for senate meeting

#### January

- Announce “funnel” date to committees and councils. The funnel date is the last date that a committee can initiate a proposal that can be approved by the senate in the current academic year

#### March

- Attend Spring Faculty Conference (when held). Make introductions, give summaries, assume other roles as delegated by the conference planning committee
- Prepare for and attend senate budget meeting with provost

#### April

- Introduce incoming senate president to the Board of Regents

#### May

- Work with office secretary to prepare Memorial Resolutions for senate meeting
- Arrange for gifts and recognition for outgoing senators
- Present outgoing president comments to senate
- Write annual report for distribution to general faculty
- Work with incoming president to facilitate transition
- Write letters of commendation to department chairs on behalf of senators

#### Meetings (All meet monthly unless otherwise indicated).

- Board of Regents
- Inter-institutional Committee on Educational Coordination
- President’s Council
- Academic Council
- Deans and Provosts Administrative Group
- Department Chair Cabinet
- Professional and Scientific Council
- University President
- Provost (accompanied by president-elect)
- Senate meetings
- Executive Board (2 times per month)

- Administrative Committee (as needed)
- Council and committee (as needed)
- Knoll Breakfasts (with 7 Executive Board members)

Responsibilities of a non-routine nature.

- Serve on search committees (e.g., provost, university president)
- Serve on task forces (e.g., diversity, research,)
- Serve on special committees (e.g., university strategic planning committee, Kellogg Commission, NCAA Review)
- Introduce honorary degree recipients at commencement
- Address the Board of Regents'
- Attend events at The Knoll to represent the Senate
- Give summer commencement address
- Make presentations or give impromptu comments
- Represent faculty at events.

## **President-Elect of the Faculty Senate**

### Charge of this office.

To advise and assist the senate president; in the president's absence the president-elect chairs meetings and otherwise acts on behalf of the senate president; should the office of senate president become vacant for any reason, the president-elect will become the senate president.

### Routine responsibilities.

- Substitute for the president when necessary
- Train for the presidential year
- Serve as vice-chair of Judiciary and Appeals Council
- Serve as chair of Faculty Senate Strategic Planning Committee
- Meet individually with members of Administrative Committee to identify and set goals
- Maintain ties with senate president
- Assume responsibility for special projects
- Serve in advisory capacity to senate president
- Work with service group for web page updates
- Initiate review of documents
- Study senate governance documents

### Calendar.

Monthly responsibilities (assumed term of May – May).

January (when elected)

- Negotiate release time with department chair, provost, and, when necessary, the dean.

May

- Set date for Summer Retreat with Executive Board and administration

June

- Set date for Fall Get-Together of Faculty Senate and administration and make arrangements for location and catering

August

- Organize orientation for new senators to be held in September in collaboration with Governance Council

September

- Chair and convene planning committee for Spring Faculty Conference (if held)
- Create schedule of planning meetings for Spring Faculty Conference

October

- Chair planning meetings for Spring Faculty Conference

#### November

- Convene nominating committee for elected officers
- Chair planning meetings for Spring Faculty Conference

#### December – February

- Chair planning meetings for Spring Faculty Conference

#### March

- Complete arrangements for Spring Faculty Conference
- Attend Spring Faculty Conference

#### April

- Schedule luncheon with Board of Regents and Executive Board for presidential year
- Invite Board of Regents president to Faculty Senate meeting for presidential year
- Meet with new Council Chairs and set goals
- Convene Faculty Senate Strategic Planning Committee
- Attend Board of Regents meeting as guest of senate president for introduction to Board

#### May

- Assume Presidential responsibility during Senate meeting at “new business”
- Prepare and deliver introductory comments.

#### Meetings (All meet monthly unless otherwise indicated).

- Executive Board (twice monthly)
- Administrative Committee (as needed)
- Provost and Senate president
- Senate president (as arranged)
- Judiciary and Appeals Council (regularly)
- Professional and Scientific Council meetings
- Knoll Breakfast

#### Responsibilities of non-routine nature.

- Chair the Faculty Senate or Executive Board in the absence of the Senate president
- Assume other responsibilities as requested by the Senate president

## **Past President of the Faculty Senate**

### Charge of this office.

The past president advises and assists the senate president; attends Executive Board meetings as a voting member; attends senate meetings; represents the president when the president-elect is unavailable.

### Routine responsibilities.

- Attend Inter-institutional Committee on Educational Coordination Library Board meetings
- Plan and present Senate Presidential Service Award at May meeting
- Serve on Executive Board and Administrative Committee
- Attend Faculty Senate meetings
- Advise senate president
- Complete unfinished projects from presidential year
- Chair special projects at request of senate president (e.g., non-tenure track task force)
- Run tape recorder and assist as necessary at monthly senate meetings
- Serve on Faculty Handbook Committee
- Maintain lists of items to be included in Faculty Handbook
- Serve at request of president in honorary capacities
- Pursue special projects not initiated during the presidential term (with approval and support of the president and Executive Board).

### Calendar.

- Senate presidential Service Award follows a timeline
- Special projects may require adhering to certain timelines

### Meetings (all meet monthly unless indicated otherwise).

- Inter-institutional Committee on Educational Coordination Board (corresponds with Board of Regents meetings)
- Faculty Senate Executive Board
- Faculty Senate meetings
- Administrative Committee (as called by Senate president)

### Non-routine responsibilities.

- Represent the senate in the absence of the president and president-elect (e.g., attend commencement, introduce honorary degree recipients, serve on search or other committees)

## **Secretary of the Faculty Senate**

### Charge of this office.

The secretary keeps notes of Faculty Senate and Executive Board meetings and prepares minutes of these meetings.

### Responsibilities.

- Keep notes of each senate and Executive Board meeting
- Prepare unapproved minutes of each meeting prior to the following meeting
- Distribute unapproved minutes at each meeting
- Record any amendments to the unapproved minutes
- Attend Faculty Senate meetings.
- Attend all Executive Board meetings.
- Attend any special meetings the Faculty Senate may call
- Track and collect approved resolutions and distribute them to appropriate locations for action, including items for the Faculty Handbook.
- Distribute approved minutes at the meeting following their approval
- Prepare brief unapproved minutes of senate meetings to be sent electronically to general faculty within the week after the meeting
- Prepare approved minutes

## **Council on Academic Affairs**

### Charge of this council.

- The scope of the Academic Affairs Council is extremely broad. Virtually any issue in the university could be referred to this council since it may impact on the university's academic life, even if tangentially. A significant portion of the business handled by this council are issues related to the standing committees which report to the council, i.e., Curriculum, Academic Standards, and Honorary Degrees. Additionally, the council deals with a number of *ad hoc* issues, such as, duration and timing of the course drop policy, creation of an athletic oversight committee, student evaluations of teaching, scholarship of teaching, research advisory committee, and dead week policies.

### Routine responsibilities.

#### Council –

- Meet as often as necessary. (During a catalog year the Academic Affairs Council finds it necessary to meet more often, especially during the middle of the semester, in order to process the proposals in a timely manner to allow the Faculty Senate to act upon recommendations made)

#### Chair –

- Arrange for election of Academic Affairs Council vice-chair and secretary
- Arrange meeting schedule for Academic Affairs Council
- Attend monthly senate meetings
- Attend twice monthly Executive Board meetings (member of the Executive Board)
- Call meetings of the Academic Affairs Council
- Attend Administrative Committee meetings
- Present resolutions from the Academic Affairs Council to the Executive Board and the senate
- Coordinate resolutions and other business of the committees responsible to the Academic Affairs Council
- Maintain records of the Academic Affairs Council and submits them regularly to the Faculty Senate office.
- Provide written reports of Academic Affairs Council and committee business annually to the senate and more often as requested by the senate president.
- Coordinate resolutions and business of committees responsible to the Council; serves in advisory capacity to committee chairs responsible to the Council
- Work with chairs of standing committees for guidance and direction on issues addressed by those committees. (The success of the Council depends heavily on the job and dedication of the committee chairs. When committee chairs do their job the business of the council functions well. When committee chairs lack time or commitment the work of the council is directly affected).

#### Members –

- Attend council meetings
- Participate actively

Non-routine responsibilities.

None listed.

Structure/membership.

The council is composed of a chair elected from the Faculty Senate, eight representatives, one from each caucus, and chairs of the committees that report to the council: The Committee on Academic Standards, The Committee on Curriculum, The Committee on Honorary Degrees.

## **Council on Faculty Development and Administrative Relations**

### Charge of this council.

The scope of Council on Faculty Development and Administrative Relations purview is broadly interpreted as anything to do with faculty development, faculty-administration relations, and faculty interaction with other constituencies in the university community, including Professional and Scientific staff, merit staff, and students.

### Responsibilities.

Council –

Serve as a “bridge” between the faculty and all other constituencies at the university. (The faculty is the heart of the institution and, as such, needs to feel connected to the other elements of the community—administration, staff, students. This council can help the faculty feel a stronger sense of their importance in governance and the academic community).

Each year issues in the general area of faculty development and faculty-administration interactions are chosen for examination by the Council. Issues may come before the Council via

- a. a charge from the Senate
- b. a charge from the Executive Board
- c. a request from the Council Chair
- d. a request from a Council member.

The Council has no fixed agenda, no routine items to manage, and no consistent deadlines. Rather it functions as a think tank for the Senate, and, as such, its activities and demands vary year to year.

Chair –

- Set meeting dates, times, and places, meetings are approximately monthly.
- Prepare meeting agendas.
- Preside at Council meetings.
- Assign Council member to take minutes at each meeting. Typically this responsibility rotates among committee members throughout the year.
- Attend and report at each meeting of Faculty Executive Board.
- Attend and report at each meeting of Faculty Senate.
- Arrange for substitute to attend and report at Executive Board and Senate when needed.
- Prepare annual written report to senate and Executive Board.
- Be aware of faculty concerns, “take the temperature” of the faculty, initiate consideration of emerging issues of concern to faculty.

Members-

- Set aside personal biases in order to represent the interests of the faculty community as a whole

- Attend council meetings and participate in discussion
- Assist chair in preparing recommendations to the Executive Board and to the Senate
- Assist chair in bringing resolutions to the Senate for a vote
- Become informed on issues before the Council
- Solicit opinions from wide spectrum of faculty members
- Attend public forums on issues of importance to faculty development and administrative relations

Non-routine responsibilities.

None listed.

Structure/membership

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The council is composed of the elected chair who is a senator from any college, eight senators, one from each college caucus, the chairs of each committee that report to the council: the Committee on Professional Development , the Committee on Faculty Welfare and Development, the Committee on Facilities and Educational Resource, the Committee on Women and Minorities

## **Council on Faculty Governance**

### Charge of this council.

Oversee internal operations of senate: caucuses, senate elections, updating Faculty Handbook, senate governance documents, entire committee system, orientation of new senators.

### Responsibilities.

#### Council –

- Oversight for senate elections
- Oversight for updating Faculty Handbook
- Review of senate governance documents
- Maintenance of committee system
- Orientation of new
- Oversight of departmental elections

#### Chair-

- Communicate with Committee Chairs
- Attend all committee meetings as *ex-officio*
- Conduct council meetings - schedule meetings on alternate weeks or monthly as needed (normally for 9 months but there may be a need for activities related to Faculty Handbook to be handled in the summer, based on requests from the provost's office)
- Prepare council agenda
- Attends Administrative Committee meetings
- Attends Executive Board meetings

#### Officers –

- The secretary is responsible for minutes
- The vice-chair chairs meetings (based on Roberts Rule's of Order) in the absence the
- council chair

#### Members –

Non listed.

### Non-routine responsibilities.

- Handle appeals for election (for instance if something is wrong With the senate election in a dept.)

### Structure/membership.

Chair is elected by the senate

Membership - One member from each college, committee chairs of Committee on Committees, Faculty Handbook Committee, Government Structures and Document, and Senate Elections Committee.

Ex-officio - Provosts's Office *ex-officio*, President of Senate *ex-officio*.

## **Council on Judiciary and Appeals**

### Charge of this council.

Deal with judiciary issues of the faculty and monitor its functioning.

### Responsibilities.

Council –

- Manage the Judiciary Appeals Committee hearings, grievances and committee makeup; make sure appeals are heard in time allowed (45 working day from the filing of the appeal).
- Meet deadline for issue to clarify

Chair –

- Appoint the Appeal committee when an appeal is filed (5 working days to appoint a committee and 45 working days to get the information to the Provost)
- Conduct meetings; co-chair handles meetings if the chair can't
- A three person ad hoc committee handles each case; none of these persons are necessarily on the council
- Oversee the progress of each committee
- Review committee reports
- Ensure that committee reports are timely
- Write letters to the Provost in re committee decisions
- Serve in unofficial ombudsman function in the appeal process – direct appeals to the appropriate counsel – there needs to be a faculty ombudsman
- Ensure persons know where to file their grievance

Officers –

- Council should elect a vice-chair each semester

Members –

None listed.

### Non-routine responsibilities.

None listed.

### Structure/membership.

- At least 16 members on the Council
- Senator from each caucus plus the chair

- Senate President –elect is ad hoc member
- President-elect is vice-chair
- Other members are appointed by the Committee on Committees at-large - 8
- Temporary members can be appointed if the caseload is too heavy
- Aim is for diversity of membership on each committee
- Meets as necessary to handle the issues and the caseload

## **Council on University Resource Policies and Allocations**

### Charge of this Council.

“Develops and maintains a system for shared governance to ensure communication between faculty and administration in relation to resource policies and allocations; advances proposals consistent with Faculty Senate initiatives and priorities; recommends initiatives to the senate pertaining to resource policies and allocations; works with the university president and other administrators to implement approved policies.”

### Responsibilities.

Council –

- Note deadlines, except for intermittent reports and special studies, are externally imposed by budget and strategic planning deadlines. These deadlines usually require some formal response such as representation in various budget and planning bodies (both the chair of the planning and budget committee and I sit on the University budget committee)
- Solicit feedback from faculty groups
- Prepare reports on issues such as budget, salary and planning
- Deal with the administration on issues of Strategic Plans, budget adjustments and reallocations

## College of Agriculture and Life Sciences Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the College of Agriculture and Life Sciences
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty senate committee governance committee
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus –

- Elect caucus chair
- Meet with the dean (present dean - monthly, previous dean meeting once a semester)
- Provide advice on changes in college
- Nominate college members for new committees in the college and senate
- Meet prior to the first senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Maintain caucus committee records

#### Chair –

- Facilitate and arrange meetings of caucus. (Monthly with dean. Three times per a semester as caucus without dean)
- Chair caucus meetings
- Prepare agendas for caucus meetings
- Record votes taken
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college faculty senate seats are full
- Act as representative of College of Agriculture and Life Sciences on Executive Board

#### Other Officers – None

#### **Non-routine responsibilities**

- Attend college retreat
- Serve on ad hoc committees.

## **Membership**

One member per department and there is one at-large member

## **Recommendations**

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of Business Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Represent the 5 departments and 1 at large senator on the Faculty Senate

### Responsibilities

#### Caucus –

- Elect caucus chair
- Nominate college members for new committees in the college and senate
- Discuss issues being discussed in the Faculty Senate at the College of Business Faculty Executive Council meetings. These meetings are held once a month.
- Meet prior to first senate meeting
- Meet, as needed informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget

#### Chair –

- ❑ Serve on Senate Executive Board
- ❑ Communicate with caucus members
- ❑ Maintain communication with all faculty especially junior faculty
- ❑ Make sure college Faculty Senate seats are full

#### Non-routine responsibilities

Attend college retreat

#### Officers – None

### Membership

- One member for each of the five Departments: Accounting, Finance, Management, Marketing, and Logistics, Operations, and Management Information Systems.
- *1 Senator at-large*

### Recommendations

- ❑ Start meetings on time regardless of the number in attendance

- ❑ Stay in touch with the dean.
- ❑ Keep other senators informed (by e-mail preferably).

## College of Design Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus -

- Elect caucus chair
  - Nominate or assisting in nominating college members for new committees in the college and senate
  - Meet prior to the first senate meeting with other college senators
  - Meet, as needed, informally with senators in other colleges
  - Create focus on current issues before the senate, i.e. budget
  - (For individual caucus members) Report to their own departments in faculty meeting forum on Faculty Senate issues/agenda of concern to them
  - Announce upcoming Faculty Senate vacancies in the college, solicit qualified candidates
  - Attend various Faculty Senate councils and report back to the caucus on key issues
  - Communicate effectively departmental/college faculty desires relative to the issues before the Faculty Senate
- **Chair -**
    - Attend Faculty Senate meetings, participate in issue discussions, vote on motions made (monthly)
    - Meet with caucus before Faculty Senate meetings (monthly)
    - Determine caucus agenda and send out agenda with date/time/location reminder
    - Maintain records for the caucus
    - Sit on the Senate Executive Board, be the voice for the college in those discussions (twice a month)
    - Sit on Dean's Liaison Council. Give reports to dean and the various councils on activities of the Faculty Senate (twice a month)
    - Give Faculty Senate report in all college faculty meetings
    - Supervise elections by soliciting nominations from departments for Faculty Senate vacancies coming up and ensuring that elections are according to the bylaws and the Senate Constitution (every 3 years). Make sure college Faculty Senate seats are full

- Coordinate appointment of new or continuing members to the five senate councils for the coming year (annual, spring)
- Report to college dean and inform Faculty Senate the desires of dean/college relative to issues before the Faculty Senate
- Inform caucus members about the college's position on key issues and what is in our best interest
- Maintain communication with all faculty

Officers -

The chair is first among equals and there is no official co-chair

Non-routine responsibilities

- Emphasize the importance of all senators reading their packets when they receive them; they need to be good citizens with their respective councils
- Attend college retreat

Membership

- 4 elected senators, one from each department in the college (Architecture, Art and Design, Landscape Architecture and Community and Regional Planning)
- 2 at-large senators elected by the college faculty in accordance with senate rules
- 5 of the 6 senators serve on the 5 Faculty Senate Councils
- 1 person serves as caucus chair
- Most members serve on council committees
- Because of the small number, senators may have double and triple duties

Recommendations

- ❑ Start meetings on time regardless of the number in attendance
- ❑ Stay in touch with the dean.
- ❑ Keep other senators informed (by e-mail preferably).

## College of Engineering Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus –

- Nominate college members for new committees in the college and senate in the spring
- Meet prior to the first senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Elect chair (Chair cannot be elected more than twice)

#### Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college Faculty Senate seats are full
- Attend Engineering Academic Council – report on the retreat with the president
- Email information to caucus members – they will send the information to their faculty
- Maintain caucus records

#### Non-routine responsibilities

- Attend the faculty retreat
- Participate in strategic planning

#### Officers – none

### Membership

One member per department (8) plus at large members (2 or 3)

## **Recommendations**

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of Human Sciences Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees.
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

- *Caucus* –
  - Elect caucus chair
  - Nominate college members for new committees in the college and senate
  - Meet prior to the first Senate meeting
  - Meet, as needed, informally with senators in other colleges
  - Create focus on current issues before the senate, i.e. budget
  - March/April: Assess upcoming Faculty Senate vacancies in the college. Send college-wide memos seeking candidates.
- *Chair* –
  - August/September: Convene caucus briefly to choose chair, committee assignments.
  - Convene caucus in advance of any Faculty Senate meeting where College of Human Sciences-specific issues are to be covered.
  - Attend Faculty Senate Executive Board meetings
  - Schedule (Meet on an as needed basis rather than scheduling regular meetings)
  - Chair meetings of the caucus
  - Prepare agendas for caucus meetings
  - Arrange to keep minutes as a log of caucus actions/discussions
  - Attend college dean's meetings as invited
  - Communicate to the dean from the college and the senate
  - Communicate with caucus members
  - Maintain communication with all faculty
  - Make sure college Faculty Senate seats are full

### Non-routine responsibilities

As a member of the executive committee, often called on to serve on a number of ad hoc university committees.

Officers – None

## Membership

One member from each department and two at-large senators.

### **Recommendations**

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of Liberal Arts and Sciences Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty senate committee governance committee
- Keep the college administration informed of faculty and Faculty Senate concerns
- Elect members to be on councils
- Respond to requests for information or suggestions from faculty in the caucus
- Hear senators reports on their committee and council activities

### Responsibilities

#### Caucus -

- Elect caucus chair
- Nominate college members for new committees in the college and senate in spring
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Meet an hour before the senate meeting

#### Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college faculty senate seats are full
- Attend the dean's cabinet meetings (or appoint another to do so) as liaison to the caucus

#### Non-routine responsibilities

Each caucus chair takes a varying level of activity on the Executive Board. Some are simply much more "involved" than others.

Officers – None

## Membership

One member per department  
Varying number elected at large

## Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## **College of Veterinary Medicine Caucus**

### Charge of this caucus

The basic charge of the College of Veterinary Medicine Caucus is to serve as a liaison between the administration at the university and college level and faculty at the College of Veterinary Medicine level. Some activity occurs at the department level on important issues. Specifically the following:

- ❑ Serve on Senate Executive Committee
- ❑ Schedule and chair meetings of the caucus
- ❑ Prepare agendas for caucus meetings
- ❑ Arrange to keep minutes as a log of caucus actions/discussions
- ❑ Communicate to the dean from the college and the senate
- ❑ Communicate with caucus members
- ❑ Maintain communication with all faculty especially junior faculty
- ❑ Make sure college Faculty Senate seats are full

### Responsibilities

Caucus –

- Elect caucus chair
- Promote College of Veterinary Medicine's mission within the Faculty Senate.
- Meet at least once per month, usually within one week of the monthly Faculty Senate meeting and prior to the first senate meeting.
- Nominate college members for new committees in the college and senate
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget

Chair –

1. Meet with the dean to provide and gain information,
2. Discuss activities and actions at the Executive Board, and through the Executive Board
3. Discuss the views and activities of the provost's office
4. Serve on Senate Executive Board
5. Schedule and chair meetings of the caucus
6. Prepare agendas for caucus meetings
7. Arrange to keep minutes as a log of caucus actions/discussions
8. Communicate with caucus members
9. Maintain communication with all faculty
10. Make sure college Faculty Senate seats are full

Officers – None

### Membership

- One member from each department and two at-large members.
- Each member serves on one council and at least one committee.

## **Recommendations**

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## **Committee on Academic Standards and Admissions**

### Charge of this committee.

- Consider policies and procedures related to academic standards, admissions, and advising for both prospective and enrolled undergraduates students.

### Responsibilities.

#### Committee –

- Complete duties depending on priorities established by the Academic Affairs Council
- Complete duties depending on The Vice Provost for Academic Affairs requests
- Establish admission standards; approval and periodic review of special GPA requirements
- Edit the Academic Life section of the *Catalog* each time it is revised (biennially)

#### Chair –

- Call meetings as needed (normally held monthly) (the senate's office secretary is available to help set up initial meeting)
- Serve in an ex-officio capacity on the Academic Affairs Council
- Report to the Academic Affairs Council.
- Establish meeting times for the committee and puts together the agenda for each meeting. (the senate's office secretary is available to help set up initial meeting)
- Ensure that the agenda and minutes are posted on the Faculty Senate web page following approval..
- Communicate with vice provost for undergraduate programs for agenda items

#### Officers –

None listed.

#### Members –

- Attend committee meetings
- Take turns recording minutes

### Non-routine responsibilities.

- Recognize that duties vary from year to year, ,. ( e.g., evaluate "cut levels" for CLEP scores or research issues such as grade inflation ..)

### Structure/membership.

The Committee has 8 members, one from each academic college, one of whom is usually the chair of the college Academic Standards Committee. The Government of the Student Body may appoint up to two student members.

Ex-officio members include the Registrar, the Vice-Provost for Undergraduate programs, the Director of Student Affairs, the Director of Minority Student Affairs, a representative from the Admissions Office, a representative from the Office of Institutional Research, and a representative from the Office of Student Counseling. The chair of the Academic Affairs Council may occasionally attend meetings of this committee

## **Committee on Appeals**

### Charge of this committee.

Hear and work to resolve faculty grievances.

### Responsibilities.

Committee –

- Hear grievances from faculty related to salary, promotion, tenure, academic concerns, reduction in force, or other employment-related matters
- Recommend grievance resolutions to the provost
- Recommend changes in procedures

Chair –

- Call committee meetings focused on reviewing appeals
- Chair committee meetings
- Schedule initial committee meeting to introduce members to procedures
- Chair Council on Judiciary and Appeals

Officers –

- Vice-chair is the president-elect of the Faculty Senate

Members –

- Keep minutes on rotating basis

### Non-routine responsibilities.

- All activities are unusual – the committee functions only when appeals are filed

### Membership/structure.

- Two representatives from each college: one is the Faculty Senate representative to the Judiciary and Appeals Council; the other selected from the faculty at-large by the senate president and confirmed by the Executive Board
  - Faculty Senate president-elect is vice-chair and an ex officio member
  - During heavy workloads, ad hoc members may be appointed to serve on ad hoc investigating committees
  - An attempt is made for the committee to reflect the diversity of the faculty
- Faculty who are department chairs or hold college or central administrative appointments are ineligible

## **Committee on Awarding Honorary Degrees**

### Charge of this committee.

- Recommend candidates for honorary degrees

### Responsibilities.

#### Committee –

- Meet deadlines as follows:
  - 1) Send letter to deans, directors, senators and department chairs requesting nominations by September 14<sup>th</sup> (The list should be expanded to all faculty.)
  - 2) Make nominations by November 30
  - 3) Distribute nominations (including C.V.) to committee by December 30.

#### Chair –

- Call meetings as needed, beginning with the first week in September. (The senate's office secretary is available to help set up initial meeting)
- Meet mid-January to determine whether additional information is required or a recommendation can be made. A subsequent meeting may be required. At that time, the recommendation goes to the Senate Executive Board and then to the President.

#### Officers –

- The chair serves as secretary
- There is a vice chair who acts in the absence of the chair

#### Members –

- Attend Committee Meetings
- Take turns recording minutes

### Non-routine responsibilities.

None listed.

### Structure/membership.

The Committee has 8 members, one from each academic college

## Committee on Committees

### Charge of this committee.

- Provide names of faculty members for appointment to senate committees, university committees, and any other university-wide committee that need faculty members
- Review all Faculty Senate committee mandates and policies as well as evaluate necessity for the continuation of committees
- Ensure as many interested faculty members as possible have the opportunity to serve on committees

### Responsibilities.

#### Committee –

- Provide broad input into committee appointments
- Offer opportunity for committee service to a wide range of faculty members
- Open the scope of service beyond individuals already personally known to members of the senate Executive Board, Councils and Committees

#### Chair-

- Call meetings as needed (approximately twice a month)
- Design and distribute agenda
- Conduct committee meetings
- Make assignment for minutes to be recorded
- Maintain file of faculty members interested in serving on committees
- Report to Governance Council, may be oral or written reports
- Present annual report to Faculty Senate at April meeting
- Attend Governance Council meetings
- Attend senate meetings
- Assign a substitute, when necessary, to attend Governance Council and senate meetings
- Maintain communication with the senate president and Executive Board

#### Officers –

None listed.

#### Committee members-

- Attend committee meetings
- Take turns recording minutes
- Represent college in identifying faculty members interested in serving on committees
- Maintain list of college faculty members for potential committee service

**Non-routine responsibilities.**

- provide names for appointment to specially-called task forces or committees. (e.g., a President's Task Force or a Provost Search Committee.)

Structure/Membership.

Membership - The Committee has 8 members, one from each academic college, plus the chair, for a total of 9 members. Committee members and Chair may or may not be senators.

## Committee on Curriculum

### Charge of this committee.

- Recommend and develop policy and procedures for university-wide curricular standards
- Review catalog offerings degree requirements
- Initiate discussions on future curriculum.
- Committee reviews college proposals
- Makes recommendations for curriculum changes to the Faculty Senate
- Make revised Catalog report to Board of Regents

### Responsibilities.

#### Committee –

- Approve new majors, minors and programs that require Board of Regents approval
- Approve changes in name of majors and minors
- Discontinue majors and minors
- Lead the process to develop the new catalog; review course and curricular changes
- Respond to concerns of academic advisors

#### Chair –

- Schedule Faculty Senate Curriculum Meetings
- Set the agendas
- Post minutes on senate web page
- Maintain meeting calendar
- Answers question of curricular nature
- Forward items to Academic Affairs Council
- Attend senate to present curricular items to Faculty Senate

#### Officers –

None listed.

#### Members –

- Member take turns keeping notes and preparing minutes
- Minutes are posted on the Faculty Senate web page

### Structure/membership.

- Chair of each college curriculum committee
- Chair of the graduate college curriculum committee.
- Ex.-officio members: editor of the catalog, the registrar, and the vice-provost for undergraduate programs.

## **Committee on Facilities and Educational Resources**

### Charge of this committee.

- Represent faculty on our needs for educational resources

### Responsibilities.

Committee –

None listed.

Chair –

- Convene meetings, usually 2-3 times per year
- Communicate with resource people across campus
- Communicate those minutes to committee members

Officers –

None listed.

Members –

None listed.

### Non-routine responsibilities.

None listed.

### Membership/structure.

- One representative from each college
- Ex-officio from the Provost's office

## **Committee on the Faculty Handbook**

### Charge of this committee.

- To assure that revisions to the Faculty Handbook are appropriate as approved by the Faculty Senate, and the Provost Office
- That resolutions placed for Senate approval are worded in the style of the Faculty handbook

### Responsibilities.

#### Committee-

- Work with the Provost Office to establish procedures for editing and style of the Faculty Handbook
- Record all resolution and motion passed by the faculty senate that are to be included in the Faculty Handbook
- Work with the Provost to develop and maintain a modern internet version of the Faculty Handbook
- Request Senate approval of actions through the Governance Council
- Recast approved senate resolutions into the Handbook format

#### Chair-

- Monitor Faculty Senate actions
- Take the initiative to consider including resolutions in the Faculty Handbook
- Maintain contact with the Provost regarding changes proposed by the administration
- Maintain versions of the Handbook through the Provost web site
- Work with the elected Faculty Senate Secretary to track senate resolutions

#### Officers –

- A secretary is appointed to maintain minutes of the committee meetings

#### Members –

None listed.

### Non-routine responsibilities.

None listed.

### Membership/structure.

- Committee chair
- Two members of the Council on Faculty Governance
- Two faculty members nominated by the senate president and confirmed by the Executive Board

- An ex officio member who is a representative of the Provost Office

## Faculty Handbook Style Sheet

### Part I - For use by committees and councils

- I. General guidelines for submitting proposals to the Faculty Senate.
  - A. Adhere to the existing format in the intended section of the Faculty Handbook.
  - B. Embed proposed language in the intended location of the Faculty Handbook.
  - C. Show revised language with a tracking format that uses line-through to show proposed deletions and underlining to show proposed additions.
  - D. Remove comments from documents before sending to the Faculty Senate.
- II. Organization of policies: Limit division of policies to five levels.
- III. Content of policies
  - A. Practice “economy of expression (APA Style Manual, 4<sup>th</sup> ed., p. 26)” by avoiding jargon, wordiness, redundancy.
  - B. Avoid bias-laden language.
- IV. Mechanics
  - A. Case
    1. Titles of individuals – lower case (president, faculty, assistant professor)
    2. Named professorships –upper case for first letter of each principle word (Distinguished Professor)
    3. Units, non-specific – lower case (university, department, committee)
    4. Units, specific – upper case (Department of English, Council on Faculty Governance)
    5. Documents – upper case for first letter of each principle word (Faculty Handbook, Iowa Code)
    6. Policies – upper case for first letter of each principle word (Position Responsibility Statement). In addition, include abbreviation in parentheses the first time a policy is referenced in level one or level two; for subsequent uses in levels three through five, use the abbreviation.
  - B. Numbers
    1. Spell out whole numbers one to one hundred, including thousand, million, billion, etc.
    2. Present series of numbers in numerals (1, 2, 3, 4, 5, etc.).
    3. Convert fractions to decimal format followed by “percent” (50 percent).
  - C. Times and dates
    1. “University days” refers to days university offices are open.
    2. “Calendar days” refers to all days including days university offices are not open.
    3. Dates should be given as: Month day, year (February 28, 2008).
  - D. URLs
    1. When possible, convert URL to a hidden link.
    2. URLs should be located in a separate list at the end of a relevant section and designated with a bullet when more than one URL is listed.
      - <http://www...>
      - <http://www...>

For assistance in preparing proposals for the Faculty Handbook, contact the chair of the Council on Faculty Governance or the chair of the Committee on Governance & Documents.

## Faculty Handbook Style Sheet

### Part II - For use by the Committee on Governance and Documents

#### I. Section and heading style

A. Each level will be indented 0.2 inches with levels flush throughout each chapter.

Example:

7.2

7.2.1

7.2.1.1

7.2.1.2

7.2.1.3

7.2.2

B. Section headings are designated numerically with no punctuation between the numeral and the heading. Example: 2.7.4.2 Review by Provost.

C. Level Two headings are in 14 pt. type, headings for levels 3-5 in 12 pt. type.

D. Headings are not followed by punctuation.

E. Headings will be in bold.

#### II. Within sections

##### A. Lists

1. In instances where lists are necessary, designate items with lower case letters.

2. Minimize use of bulleted lists.

3. Bullets or lower case letters followed by a period will be placed 0.15 inches away from their designation.

4. Listed items in complete sentences end with proper punctuation; non-sentences receive no terminal punctuation.

B. Line spacing: Line spacing connects related points and distinguishes disparate content. Insert one line between related points and 2-3 line spaces to identify separations in content within a section or to distinguish between sections.

#### III. Following sections

A. Approval history will appear at the end of the smallest section modified.

B. Approval history will indicate the nature of the action taken followed by dates of approval.

Example: “(Action taken) by the Faculty Senate on (date) and by the president and provost on (date).”

IV. Abbreviations and acronyms – A master list of abbreviations and acronyms will be kept following the last chapter of the Faculty Handbook.

## **Committee on Governance Structure and Documents**

### Charge of this committee.

- Review and maintain Faculty Senate documents
- Review the senate organizational structure
- Prepare proposed changes to Faculty Senate documents
- Maintain and review the Senate Procedures Manual

### Responsibilities.

#### Committee –

- Report to the Governance Council
- Respond to requests from the Governance Council regarding review of Faculty Senate documents (Constitution, by-laws, procedures manual)
- Upon request, review college or department governance documents

#### Chair –

- Call regularly scheduled meetings approximately once or twice each month
- Serve as a member of the Governance Council and attend Council meetings
- Work with the Governance Council Chair to maintain Senate governance documents
- Communicate to successor advice, concerns, and unfinished business

#### Officers –

- The committee has a vice chair, elected from the committee membership. There is no secretary

#### Members –

- Attend meetings and actively participate in committee business
- Keep minutes on a rotating basis. Minutes are sent to the senate office secretary for posting on the senate web page
- Read and draft documents. For each meeting there are typically “assignments” given

### Non-routine responsibilities.

In 2001-2002 the committee assembled a procedures manual for the senate.

### Structure/memberhsip.

- One representative from each college

- One representative from the library
- Chair of the Governance Council is *ex officio*

## **Committee on Recognition and Development**

### Charge of this committee.

- Review and make recommendations on faculty applications/nominations for various awards
- Review requests for Foreign Travel Grant funding, Professional Development Assignments, Regents Faculty Excellence Awards, and Big 12 Fellowships (if any)

### Responsibilities.

#### **Committee –**

- Make recommendations, which are passed on to the appropriate offices for further action
- ◆ Foreign travel grants approved for funding are forwarded to the International Services Office (contacts are Becky Matters and Debbie Oliver) for subsequent communication with the awardees for making travel arrangements.
- ◆ Professional Development Assignment recommendations are forwarded to the Faculty Senate Executive Board and the Provost.
- ◆ Regents Awards recommendations are forwarded to the Faculty Senate Executive Board and the university president
- Report on activities to Faculty Development and Administrative Relations Council meetings

#### **Chair –**

- Ensure timely and fair assessment of applications and nominations for various grants and awards
- Work with senate office secretary (Sherri Angstrom) to contact committee members and schedule meetings
- Set the agenda and format for the meetings. The committee meets three times a year to evaluate Foreign Travel Grants (Oct., Jan. and April) and meets once for each of the other reviews
- Keep committee records. Since almost all actions of the committee are evaluative in nature, specific information on the deliberations of the committee are not maintained. However, the summative evaluations and the recommendation decisions are communicated to the Faculty Senate and the Provost for their action.
- Communicate to successor advice, concerns, and unfinished business

#### **Officers –**

None listed.

#### **Members –**

- Attend meetings and actively participate in committee business

### Non-routine responsibilities.

Previously the committee chaired the University Professorship Awards Committee. With changes in the UP nomination and review process, this is longer be a responsibility of the Recognition and Development Committee.

Structure/membership.

- One faculty member from each college. Usually this person is the chair, if not a member of the college recognition/development committee
- One member from the Faculty Development and Administrative Relations Council who has voting privileges
- Ex officio: a representative from the provost's office

## Committee on Senate Elections

### Charge of this committee.

Conducts or oversees all elections to the Faculty Senate.

### Responsibilities.

Committee –

- Conduct election of senate officers
- Conduct and oversight for election of at-large senators
- Conduct and oversight for election of department representatives to the senate
- Recommend and arrange for election procedures
- Conduct elections to any university committee requiring an election

Chair –

- Maintain election schedule for department, college, and senate elections (see matrix p.\_\_\_\_)
- Conduct election of senate officers
- Liaison with university unit for conducting web elections

Officers –

None listed.

Members –

None listed.

### Non-routine responsibilities.

- May be required to conduct run-off elections
- In instances where unusual circumstances occur regarding departmental or college elections, make recommendations for procedures

### Structure/membership.

Chair

One representative from each college

Ex officio: chair of Governance Council

### Election Committee Time Line and Document List

<b>Target Date</b>	<b>Election</b>	<b>Activity</b>	<b>Docum</b>
November 10-15	Departmental Senators	Send request for Departmental Elections to DEO's with list of current faculty and suggested forms.) Copy to caucus chairs, Election Committee members and affected Senators with cover memos.	2002 E Depart
November 1	Departmental Senators	Request list of faculty from Provost's Office. Brenda Behling is best resource for questions on the status of individual faculty. Lana Voga in printing has best list of all faculty and their status	
December 10-15	Departmental Senators	Send departmental election reminder to DEO's, caucus chair, election committee members and affected senators.	Telepho
By end of semester	Departmental Senators	Departmental elections should be complete. Notify winners, caucus chairs and election committee members.	
First two weeks of semester, candidate list to computer center two weeks prior to election	At-Large Senators	Determine at-large seats to be filled, review reapportionment strategy, solicit nominations by sending request for nominations to DEO's in each college who have seats available and faculty senators with cc's to caucus chair, election committee members, and affected Senators with cover memos. Publicize nominations.	2003 C Nomina
Third week of semester	At-Large	Close nominations. Submit information to computer center including candidate information for voter review prior to electronic voting.	
Fifth week of semester	At-Large	Start electronic voting. Publicize electronic voting.	
Seventh week of semester	At-Large	Close electronic voting, notify winners, caucus chairs, and Election Committee members.	
December 1	President-Elect	Send nomination forms in December meeting packet to Faculty Senators.	
January 5	President-Elect	Prepare written ballot.	
January F.S. Meeting	President-Elect	Conduct election with written ballots	
February 1	Secretary & Council Chairs	Send nomination forms in February meeting packet to Faculty Senators.	

March 1	Secretary & Council Chairs	Prepare written ballots.	
March F.S. Meeting	Secretary & Council Chairs	Conduct election with written ballots.	
March 30	Caucus Chairs & Council reps from Senate	Send notice to Faculty Senator, include current council membership and plan for selection of Caucus Chairs and Council Reps in packet for April meeting.	
April F.S. Meeting (6:30 to 7:15)	Caucus Chair & Council Reps	Conduct Election.	Memo Meeting, Procedr
April F.S. Meeting (7:15 to 7:45)	Committee liaisons	Select representatives. Actually a Committee on Committee activity but done so senators not on Councils can participate.	Council committ
April F.S. Meeting (7:15 to 7:45)	Councilor committee assignments	Councils will select councilor reps for Faculty Senate committees. (Last year this process went poorly because many of the Council Chairs forgot to bring their information and there is not enough time to complete the task. This will need to be addressed next spring.)	Memo Commi

- 1) Departmental nominations and elections could be done electronically in the future.
- 2) Request should include revision of current faculty list.

## **Committee on University Planning and Budget**

### Charge of this committee.

- Recommend priorities and policies related to long-range planning
- Recommend resource allocations to salaries, programs and facilities
- Recommend salary policies and procedures

### Responsibilities.

#### Committee -

##### (Fall)

- Review the final budget for the current fiscal year.
- Review distribution of salary increases for the current fiscal year.
- Review the annual report on the strategic plan prepared for the Board of Regents.
- Develop and carry out an annual work plan to deal with priority planning and budget issues.

##### (Spring)

- Continue implementation of annual work plan
- Analyze comparative salary information from peer institutions
- Monitor projected state appropriations and tuition revenue for the next fiscal year.
- Recommend to the University Resource Policies and Allocations Council and Executive Board faculty positions on budget priorities, allocations, and reallocations

#### Chair –

- Gather schedule information and establish semester schedule for regular monthly meetings
- Develop meeting agenda
- Appoint and monitor ad hoc subcommittees working on specific issues
- Prepare and circulate minutes
- Convene working meetings for members as required
- Prepare drafts of committee reports and resolutions
- Review committee work plan with University Resource Policies and Allocations Council Chair
- Attend meetings of the University Resource Policies and Allocations Council
- Communicate to successor advice, concerns, and unfinished business

#### Officers –

- The committee does not establish vice-chair and secretary positions

#### Members -

- Attend meetings and actively participate in committee business

### Non-routine responsibilities.

From time to time, the council chair and/or senate president may ask the committee to consider a specific topic. Recent examples: summer salary policy, medical plan costs, early/phased retirement programs.

Structure/membership.

The committee is composed of at least one member from each college. Larger colleges may have two members. Currently, council members are appointed to the committee at the discretion of the council chair.

## **Committee on Faculty Welfare and Benefits**

### Charge of this committee.

Oversees current policies appropo to general welfare of all faculty.

### Responsibilities.

Committee –

- Oversight of current policies related to insurance and benefits
- Recommend new policies for insurance and benefits
- Recommend other measures with respect to general faculty welfare

Chair –

- Call meetings as needed
- Maintain ties with university benefit committee
- Coordinate efforts with other units on campus regarding new policy recommendations

Officers –

None listed.

Members –

None listed.

### Non-routine responsibilities.

None listed.

### Structure/membership.

- Chair
- One representative from each college
- A member of the university benefit committee
- Ex officio includes representatives of offices of the provost and vice president of business and finance
- Membership reflects the broad diversity of the faculty

## **Committee on Women and Minorities**

### Charge of this committee.

- Evaluate the status of women and minorities on the ISU faculty
- Review senate initiatives to assess their probable impact on women and minorities
- Play an advocacy role for its constituencies
- Initiate proposals

### Responsibilities.

#### Committee –

- Explore how the committee might interface with other groups such as the University Committee on Women

#### Chair –

- Call meetings on a monthly basis
- Arrange for meeting rooms
- Create a meeting agenda
- Take notes and prepare the minutes
- Maintain records and forward minutes to the Faculty Development and Administrative Relations Council.
- Communicate to successor advice, concerns, and unfinished business

#### Officers –

- There are no other officers

#### Members –

- Attend meetings and actively participate in committee business

### Non-routine responsibilities.

None listed.

### Structure/membership.

- One faculty representative from each college. Members of the committee are from the women and minorities communities of the university
- *Ex officio*: Past chair of the University Committee on Women
- *Ex officio*: Chair of the Faculty Development and Administrative Relations Council

## **I. Chairing Meetings.**

### ***I. A .Roberts Rules of Order.***

Unless other rules of conducting business are approved by the senate, senate meetings will be conducted in accordance with the latest edition of *Roberts' Rules of Order*.

### **I. B. 90 minute rule.**

The 90 Minute Rule was approved by the Faculty Senate on April 14, 1998. The rule sets a 90 minute meeting limit in which to conduct the monthly business of the Faculty Senate. The intent of the rule is to guide the faculty senate president in setting an agenda and in monitoring discussion that can be accomplished within the allotted time frame. In the event that the agenda can not be completed within the time set by the rule, any senator can move the meeting be extended by a specified number of minutes. A supporting majority vote extends the meeting by the time specified. If the additional time is insufficient to come to closure, a second motion and supporting majority vote will again extend the meeting. Failure to receive a supporting majority vote ends the meeting. Unfinished business is carried over to the next meeting of the Faculty Senate.

### **I. C. Seating Substitute Members**

1. Members not able to attend a senate meeting will arrange for a substitute from among their constituency.
2. Substitute members will identify themselves to the senate secretary prior to the meeting.
3. Introduction of substitute members will occur as the first order of business at each meeting.
4. Substitute members will stand and introduce themselves, the senator for whom they are substituting, and the constituency they represent.
5. Substitute senators have voting, discussion, and other rights during the meetings for which they act as substitute senators.

## **I. D. Consent Agenda**

The consent agenda appears on the order of business after the call to order and seating of substitute senators. The placement of items on the agenda includes those that appear to be routine and as such, do not require lengthy discussion. These items may include:

- (1) The minutes of the previous meeting [and their approval].
- (2) Reports of Boards and Standing Committees.
- (3) Reports of Special (Select) Committees.

Items entered on the consent agenda may also include any items of business not intended for discussion such:

- (1) Special or general orders
- (2) Unfinished business
- (3) New business (such as curriculum proposals)

The chair asks for a motion and second to approve the consent agenda. During discussion a senator may request a specific item be pulled. The body votes on the remaining consent agenda. The chair indicates specifies the point at which the pulled item will be placed on the agenda for discussion.

## **I. E. Chairing Debate When the President Wishes to Participate.**

The senate president will chair debate on all motions before the senate. The chair of the meeting may not engage in debate on the merits of any motion. On the occasion when the senate president wishes to engage in debate on a motion, the president appoints another person to chair the portion of the meeting during which the motion in question and any amendments to it are considered.

## **I. F. Determining Order of Recognition During Debate.**

Members seeking to address the meeting on a motion will be recognized in the order in which they seek recognition, alternating between those who favor and those who oppose the motion. The maker of the motion has the right to make the first comment in favor of the motion. Debate or discussion of any resolution(s) will occur only after a motion is made and seconded (where required).

## **I. G. Determining Order of Introduction of Motions and Amendments.**

All motions and amendments that have been submitted to the senate prior to the meeting will be considered before any amendments that have not been previously distributed.

## **I. H. Proposing Amendments to Motions.**

Amendments should be presented in a manner that offers both sponsors and senators equal opportunity for consideration of the proposed amendment by following this procedure:

The amendment should be submitted in writing to the senate office secretary early enough for it to be included in the documentation for the senate meeting at which it will be discussed. The amendment should clearly indicate the original proposal it seeks to amend and provide a brief justification for the amendment.

Amendments speaking to the same point of a resolution will be dated with time of receipt in the senate office and will be organized in that order for distribution to the senate.

On the senate floor, the amendments will be entertained in the order of receipt unless the sponsors of amendments agree to a revision of the order or unless a majority of the senate votes to approve a new order. The sponsor of the amendment may offer a brief oral justification, time allowing, and should also be prepared to respond to questions.

Amendments may also be offered from the floor, however, amendments distributed with the senate packet will be considered first.

When amendments are presented from the floor, they may have originated with any faculty member but they must be sponsored and presented by a senator. Copies of the amendment should be made available to senators with a specific description of the original proposal it seeks to amend. A very brief justification for the amendment should be attached although time allowing, the sponsor may present an oral justification and should be prepared to respond to questions. Additionally, a version of the amendment suitable for projection should be available.

### **I. I. Chairing Debate on Motions.**

Senator and nonsenators, may present a viewpoint about an issue on the senate floor.

To ensure that all have the opportunity to speak, rules of operation should be identified in advance and should be made public. The specific rules of operation needed for a balanced discussion will depend on the specific issue. The senate president in consultation with the Executive Board should identify the necessary operating rules for a discussion. Points that should be considered include these:

1. The order in which participants will speak.
2. The time limit for a participant's initial comment.
3. A method with time limit to allow participants to make additional comments.
4. The order in which pro and con statements will be presented.
5. Whether participants should contact the senate office in advance of their intention to speak.
6. Whether a hard copy or other format of comments should be distributed to the senate.

### **I. J. Point of Order Objections.**

Any member may raise a point of order objection when it is believed that the rules of the senate are being ignored or followed incorrectly. The parliamentarian will advise the entire senate on the point of order. After hearing the advice of the parliamentarian, the chair will rule on the appropriate order. Any member then may appeal the ruling of the chair (preference in recognition will be given to the person who first raised the point of order). A majority vote is

required to sustain the ruling of the chair. Failing a majority vote, any member may move what will be the proper order (preference in recognition will be given to the person who first raised the point of order).

## **I. K. Open Meetings.**

According to the *Faculty Handbook* (Section 8.4.8.), state law does not require that committee meetings be open to the public. However, in accordance with the university, the faculty senate wishes to support the principles of open meetings.

These procedures should be followed by senate boards, councils, committees, and task forces:

An announcement of the meeting with brief agenda should be printed in the *Iowa State Daily* at least one day in advance of the meeting. Minutes of the meeting should be kept with the minutes showing the results of action items.

If a meeting or portion of a meeting is not open, the following procedures should be observed:

1. Two-thirds of members present at the meeting must vote in support of closing the meeting.
2. The vote of each member present on the question of the closed session must be recorded in the minutes.
3. Detailed minutes of the closed session must be kept however, only the reasons for closing the meeting and the record of members' votes on closing the meeting must be made public.
4. Final actions on a matter discussed in the closed session must be taken in an open session.
5. No business may be discussed which is not directly related to the reason for holding the closed session.

A meeting may be closed for a number of reasons. Some of relevance to senate business are:

1. Discussion of confidential records such as nominees of honorary degrees.
2. Discussion with Counsel.
3. Discussion of evaluation of professional competence.

## **II. Ceremony.**

### **II. A. Approving the Graduation List**

Candidates for graduation are listed on the web site at <http://www.public.iastate.edu/~catalog/fsc/facultylist.pdf>.

In keeping with its responsibility of handling senate business during the summer, The Executive Board approves candidates for graduation for summer commencement. However, for winter and spring graduation, the Faculty Senate approves candidates.

During the senate meeting before winter and spring graduation, the chair of the Academic Affairs Council offers this motion to the senate during new business:

“That the Faculty Senate approve the candidates recommended to the State Board of Regents for their respective degrees subject to the usual stipulations that questionable cases be settled by conference with departmental representatives and the Dean of the college concerned.”

The motion will be listed on the agenda under new business as “Motion to Approve (semester) (year) Graduation List.”

## **II. B. Memorial Resolutions.**

Deceased faculty colleagues are remembered at the last regular faculty senate meetings of the fall and spring semester.

Because there is no central office on campus that compiles records of deceased former or current faculty, responsibility for submitting memorial resolutions lies with each department. The senate office secretary sends an e-mail to department chairs requesting memorial resolutions for colleagues who have died since the previous resolutions were presented to the senate.

Departments are asked to submit a one page memorial resolutions and a color photograph, if possible.

Memorial resolutions appear on the senate agenda as a special order of business following the consent agenda and before old business.

Senators are asked to stand while the senate president reads names of deceased faculty and their photos are viewed. Following the reading of the deceased names, senators observe a moment of silence.

A copy of the resolution is sent to the family after it is presented at the senate meeting.

## **II. C. Recognition of Out Going Members**

1. Recognition of outgoing members of the senate will occur at the final May meeting of the senate as the last item of old business..

2. Names of outgoing senators will be read by the senate secretary

3. Comments of appreciation are made by the outgoing president. Outgoing senators receive a certificate listing their contributions to faculty governance and a small gift.

## **II. D. Commendation of Outgoing President.**

After the gavel has been passed, the first order of business for the new president is to commend the outgoing president. The outgoing president receives a plaque (the office secretary arranges for the plaque to be inscribed), and a commendation written by the new president detailing the contributions and accomplishments of the term of office of the outgoing president. The commendation is signed by the new president and by the provost.

When presenting the plaque and commendation to the outgoing president, the new president makes appropriate remarks.

## **II. E. Passing the Gavel.**

The gavel is passed from outgoing senate president to incoming senate president at the end of “old business” at the last regular senate meeting of the year. Although the passing of the gavel is a symbolic transition of the change of senate president, a gavel is available in the senate office for use in the ceremony.

#### **II. F. Introduction of New President.**

Preliminary to the passing of the gavel, the outgoing president introduces the incoming president with brief and appropriate remarks which may include recognition of the incoming president’s strengths; contributions the incoming president has made or plans to make to the senate; a vow of support from the outgoing president.

#### **II. G. Seating New Senators.**

New senators are seated during the last regularly scheduled senate meeting of the year after the completion of old business and after the passing of the gavel. The new senators are seated by the new president. Although there is no recognized ceremony, new senators are generally asked to stand; they may be introduced and their constituency announced; they may be thanked for their willingness to participate in faculty governance.

#### **II. H. Good of the Order.**

Good of the Order is generally the last item on an agenda before adjourning. The purpose of the Good of the Order is to allow members to speak on issues relevant to the body that do not appear elsewhere on the agenda. Good of the Order should not be used as a time to introduce motions or other actionable items.

Traditionally the president asks “Is there anything for the good of the order?” If there are many individuals who wish to speak, a suggestion regarding time limits for comments may be made by the president. If time limits are not suggested, individuals speaking for the good of the order should present concise and brief comments.

### **III. Agendas and Resolutions.**

#### **III. A. Electronic Agendas and other Documents.**

Agendas for Faculty Senate meetings are distributed to senators in advance of each meeting. Senators should receive electronic agendas no later than 5 p.m. the Friday before the regularly scheduled senate meeting.

The agenda is available in several formats. Senators receive the entire agenda in one document and they receive each agenda item in individual documents for their convenience. Additionally, the general faculty receives an abbreviated electronic agenda. The abbreviated agenda includes only the order of business and does not include resolutions and other documents.

After each senate meeting, the general faculty receives abbreviated, unapproved minutes. The minutes are prepared by the senate secretary and are distributed to the faculty before the end of the week of the senate meeting.

When a council or committee conducts its business with electronic documents, the office secretary should be included on the address list. Agendas, minutes, and other documents will then be posted on the senate web page.

#### **III. B. Presentation Template for Resolutions.**

Resolutions may be submitted in one of two formats:

The Faculty Senate Bylaws (March 7, 1999) indicates resolutions will be in writing and deposited with the senate office secretary. When a resolution is introduced from the floor of the senate, copies should be available and the resolution should be presented “in a medium for projection (p. 9).”

The resolution should contain the following information in this order:

- 1) The name of the senator sponsoring the resolution and names of co-sponsors. Note the sponsor must be a senator but co-sponsors need not be senators.
- 2) A statement of the policy or action proposed by the resolution.
- 3) Brief arguments in support of the resolution or
- 4) Support documentation establishing the importance and/or present status of the issue or providing factual information about the issue.

The Faculty Senate Basic Document provides these instructions for writing a resolution (1990):

- 1) Indicate the title of the issue.
- 2) Provide supporting documents, data, and other information to establish the importance of the resolution.
- 3) Indicate proposed action(s).
- 4) Indicate name(s) of sponsor(s).

In addition, the 1990 document indicates the resolution should be presented as an inductive argument with each item of support prefaced with “Whereas...” and the proposed action prefaced with: “Therefore, be it resolved that...”

### **III. C. Initiating Consideration of a Resolution.**

A resolution is a statement outlining possible action on an issue of concern to the ISU Faculty. A resolution is longer and more complex than a motion. A resolution is prepared in writing in advance of a meeting. Any faculty member may write a resolution, sign it, and submit it to the Faculty Senate Executive Board; however, only a senator or council representative may introduce a resolution on the senate floor.

A resolution should be submitted in writing via paper or digital format to the Faculty Senate Office, 103 Lab of Mechanics or [facsen@iastate.edu](mailto:facsen@iastate.edu) .

The Faculty Senate Executive Board shall promptly report to the authors of any resolution their action upon the resolution. Actions may include: amending or editing the resolution, referral to a Faculty Senate Council or Committee for further study, or immediate approval for presentation to the Faculty Senate. In any case, the Executive Board shall permit the authors of a resolution to present their resolution to the Faculty Senate for a vote.

Resolutions introduced into the Faculty Senate meeting are voted upon. If not passed, the resolutions are filed in the Senate history. If passed, the resolutions are tracked by the Senate Executive Board to see that the requested actions are completed, and a report back to the full senate is given at a later date.

### **IV. Cancellation of Senate Meetings.**

#### **IV. A. Due to Insufficient Business.**

When there is insufficient business for holding a scheduled senate meeting, the decision to cancel the meeting should be made by the senate president in consultation with the Executive Board. Ideally cancellation of a meeting will be announced at the senate meeting previous to the cancelled meeting. When this is not possible, senators should be notified via e-mail of the cancellation as soon as possible after the decision is made.

#### **IV. B. Due to Inclement Weather or Other Exigency.**

Inclement weather or other exigency may force cancellation of a senate meeting on the day of the meeting. When this is the case, the decision to cancel the meeting is made by the senate president after consulting with available members of the administrative committee. The decision should be made as early as possible on the day of the scheduled meeting, preferable no later than noon. Senators should be informed of the cancelled meeting through e-mail and phone message. Additionally, the office secretary should leave a message on the senate office phone informing callers of the cancelled meeting.