

II. FACULTY SENATE BYLAWS

ARTICLE I – OFFICERS

1. The President of the Faculty Senate shall chair the Steering Committee.
2. The Vice President of the Senate shall preside at all meetings of the Faculty Senate, Representative Senate, and Steering Committee in the absence of the President.
3. The Secretary of the Faculty Senate shall preside at all meetings of the Faculty Senate, Representative Senate, and Steering Committee in the absence of the President and Vice President.
4. The presiding officer may at his/her discretion surrender the chair to another member of the Faculty Senate or Representative Senate during any session.
5. The Secretary shall keep minutes of all meetings of the Steering Committee and of the Faculty and Representative Senates, keep all records, and prepare and bring to each Representative Senate meeting a correct official list of its members.
6. The University shall provide administrative assistance to the Faculty and Representative Senate and the Steering Committee.

ARTICLE II – STEERING COMMITTEE

1. 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

In the event 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.

2. 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.
3. The Steering Committee shall regularly inform the faculty of actions of the Faculty and Representative Senates.
4. 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.
5. The Steering Committee is empowered to appoint special committees.
6. By unanimous vote, the Steering Committee may authorize one of its number to act for it in a specific matter with full power. No member shall so act without said unanimous authorization.
7. In reporting to the Senate, the Steering Committee may present more than one report if unanimous agreement cannot be reached.
8. When a non-officer vacancy shall occur in the Steering Committee, his/her 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 remainder of the term shall be filled by the Vice President.

Should the office of Vice President become vacant, the remainder of that term shall be filled by the secretary. Should the office of the secretary become vacant, the remainder of that term shall be filled by a Faculty Senator selected by the Steering Committee.

9. Whenever a change is being considered in the program or structure of a school of the University which is not requested or recommended by that school, the University administration shall ask the Faculty Senate Steering Committee to recommend an appropriate procedure for dealing with the issue.

10. Prior to March 1 of each year the Nominating Committee, chaired by the Immediate Past President or his/her designee, shall solicit and prepare a slate of candidates for the offices of President, Vice President, and Secretary by email. This slate shall be presented to the faculty at least one week prior to the March Senate meeting. Prior to the March meeting, additional nominees will be added to the slate after the submission to the Senate office of a nominating petition signed by the nominee and six additional Faculty Senators. The final slate will be voted on by electronic ballot overseen by the Nominating Committee. The results will be reported 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 his/her successor is elected.

Similarly, representatives to the Steering Committee and Representative Senators shall be elected and announced by the schools and colleges no later than the April Senate meeting, and shall take office 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. All Senate committees, both standing and *ad hoc*, shall elect their chairs. They shall establish procedures subject to approval by the Steering Committee. Subsequently, they may change their procedures with approval from the Steering Committee.
2. Members of the University Promotion and Tenure Committee must be tenured full professors. Members of the Senate Personnel Committee must be tenured faculty. Any university senator may serve on any committee other than these two.
3. With the exception of the Senate Budget, Personnel, Administrative and Trustee Appointments, Educational Programs and Policies, and Research Programs Committees, the Faculty Senate shall have the power to alter the committee information of Paragraph 4 of Article IV of this document on recommendation by the Steering Committee.
4. 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.
5. The term of, purpose of, or charge to any Special Committee shall be clearly stated by a Senate or Steering Committee resolution; and such committees shall report back to the Senate on their studies or decisions within the confines of the original purpose or charge.
6. No committee of the Senate shall be chaired by an *ex officio* member. The chairs of all committees should be elected annually and shall take office on July 1.
7. The Educational Programs and Policies Committee 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 email ballot every year. From among the nine elected faculty members, 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, or Dentistry) may have more than one representative; no other school may have more than two. The manner of designating the candidates shall be determined by their respective Collegial Assemblies.
The Provost
 - b. Three Deans chosen by the Council of Deans
 - c. The Chair of the General Education Executive Committee
 - d. A faculty member designated by the Graduate Board
 - e. Two representative student senators selected by the students from the membership of the Representative Student's Educational Programs and Policies Committee. These students shall have full voting membership on the Faculty Senate Committee. Their terms of office shall be determined by the Representative Student Senate.

The faculty members and Deans shall serve three years except in the first selection under this plan, when they shall be selected for one, two, or three year terms to stagger their period of service to provide for continuity of operation.

All proposals for change in academic programs and procedures affecting more than one college, whether they originate from administration, faculties, or the Student Senate shall be referred to this Committee. The Committee shall establish standing subcommittees charged with ongoing review of existing undergraduate academic programs within its authority.

The Educational programs and Policies Committee may consult with the Student Senate, and the Student Senate may petition for such consultation.

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

8. The Standing Committee on Administrative and Trustee Appointments 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. It shall be the duty of the Standing Committee to insure faculty participation in the identification and selection procedures in each case.

In the case of the President of the University, the Standing 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 Standing Committee 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 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 Standing 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 Standing Committee to bear upon the academic life of the University or to have significant potential for so doing, the Standing 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 Standing 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 Standing Committee shall take cognizance of the special concern of collegial faculties in the selection of Deans of Colleges. In those instances it shall serve to insure 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 the Dean 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 the Administrative and Trustee Appointments committee. If an appointment to an administrative position carries faculty rank, the approval of the appropriate department and school must be obtained. The Standing Committee shall take appropriate steps to insure this process.

9. 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 may, 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 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.

10. The Research Programs and Policies Committee shall be composed of:

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

The Committee shall be chaired by a faculty member.

The Research Programs and Policies Committee 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.

11. Each member of a standing committee, except the members of the Educational Programs and Policies Committee, Personnel Committee, and the Research Programs and Policies Committee, who are selected as specified in Sections 6, 8, and 9 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.

12. In the event that any specified elected position on any committee be vacant, the Steering Committee may select a qualified Faculty Senator to fill that position until the end of the term of the vacant position. In the event that 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 will be filled by election.

13. Each committee chair shall submit an annual report to the Editor of the Faculty Herald for publication in the May edition. 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.

ARTICLE V – MEETINGS

1. The Senate shall meet regularly at an hour and day each month from September through May prescribed by the Steering Committee. The December and May meetings shall be meetings of the University Faculty Senate. The Secretary shall send notification to every member at least one week before the prescribed day of each meeting. The December and May meetings shall be meetings of the Faculty Senate. The Representative Senate shall meet monthly in between those sessions. Special meetings, as

provided in the Constitution, Article VII, may be held on shorter notice if necessary, but where a week's notice is possible, it shall be given.

2. In addition to the standard agenda appearing in Robert's Rules of Order, the President of the University shall routinely be available to report and/or respond to questions from the Senate.

3. No substantive motion on academic policy originating from the Senate floor without previous study or recommendation by a committee of the Faculty Senate shall be voted upon until a subsequent meeting of the Senate, unless two-thirds (2/3) of those present elect to bring the matter to a vote.

4. A special meeting shall restrict its deliberation to the matters for which it has been specifically called. The Secretary shall keep the usual minutes, which shall be approved 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 or 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 final disposal of the question on said matter. The chair shall be relinquished to no 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 at its discretion determine that a written ballot, a mail ballot, or an electronic ballot shall be taken on any matter. For any vote taken on any matter during a meeting, a written ballot must be taken if requested by any senator. In the event of a mail or electronic ballot, a short statement summarizing critical arguments for and against the matter shall ordinarily be included.

ARTICLE VII – AMENDMENTS

These bylaws may be altered or amended at a regular meeting. Notice of proposed alterations or amendment shall be included in the summons to the meeting sent out by the Secretary. If an alteration or amendment be proposed by a member at a regular or special meeting, it shall be voted upon at the next regular meeting; but the Steering Committee may propose an alteration or amendment; and if the notice above provided be given, it may be acted upon at a regular meeting designated by the Steering Committee. Two-thirds of those voting shall be required to pass any alteration or amendment.