

CONSTITUTION

THE FACULTY SENATE OF THE UNIVERSITY OF SCRANTON

Adopted by the Voting Faculty, 1 February 2002

Approved by the Board of Trustees, 10 April 2002

NAME

The name of this organization is the Faculty Senate of The University of Scranton, created by the Voting Faculty on May 9, 1990

PURPOSE

1. The Faculty Senate is the representative body that develops and articulates clear and informed faculty positions on matters of concern to the faculty, including but not limited to curriculum, academic policy and support of academic endeavors, except where the Collective Bargaining Agreement reduces, modifies, or redirects that responsibility. In order that the Faculty Senate might provide informed opinions on such matters, the administration will provide the Faculty Senate, in a timely fashion, with all pertinent information prior to instituting policies or invoking changes that affect them.
2. The Faculty senate represents the Voting Faculty as specified in the Faculty senate Bylaws.

MEMBERSHIP

1. Senators are elected to represent the Voting Faculty in the manner specified in the Faculty Senate Bylaws.
2. The officers of the Faculty Senate are as specified in the Faculty Senate Bylaws.

APPROVAL OF CONSTITUTION

1. This Constitution shall be adopted upon approval by secret ballot of the Voting Faculty (with a two-thirds majority of those voting required for adoption) and upon approval by the Board of Trustees of The University of Scranton.

AMENDMENTS TO CONSTITUTION

1. Amendments to this Constitution may be proposed by a majority of the Faculty Senate or by a petition signed by fifteen percent of the Voting Faculty.
2. Amendments to this Constitution shall be adopted upon approval by secret ballot of the Voting Faculty (with a two-thirds majority of those voting required for adoption) and upon approval by the Board of Trustees of The University of Scranton.
3. Ballots on proposed amendments shall only be conducted during the fall or spring semester.

COMPLIANCE

1. The provisions of this Constitution and its attendant Bylaws shall not be construed in any manner so as to conflict with the Collective Bargaining Agreement, insofar as the Collective Bargaining Agreement reduces, modifies, or redirects those areas of responsibility that would otherwise be vested in the faculty.
2. When curricular issues affect the terms and conditions of employment, they become a mandatory item for collective bargaining and hence the concern of the Faculty Affairs Council (FAC) and the Faculty Personnel Committee (FPC).
3. The provisions of the Constitution and its attendant Bylaws shall not be construed in any manner to violate the legal authority of the Board of Trustees.

BYLAWS

FACULTY SENATE OF THE UNIVERSITY OF SCRANTON

Initially Ratified, May 9, 1990

Subsequently amended, November 2001, May 2000, November 2003, November 2004, September 2008, October 2013, February 2017, October 2017

ARTICLE I

NAME

The name of this organization is the Faculty Senate of the University of Scranton.

ARTICLE II

PURPOSE

1. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life, which relate to the educational process except where the Faculty Handbook reduces, modifies, or redirects that responsibility. Additionally, when curricular issues affect the terms and conditions of employment, they become a mandatory item for collective bargaining and hence the concern of the Faculty Affairs Council (FAC) and the Faculty Personnel Committee (FPC).
2. The responsibility of the faculty specified in *Section 1* is delegated by the faculty, through the adoption of these bylaws, to the Faculty Senate, subject to reconsideration by the faculty as contained in *Article VI* of these bylaws.
3. The Faculty Senate shall serve as a forum to develop and articulate clear and informed faculty positions on matters of concern to the faculty, other than terms and conditions of employment, shall initiate and recommend policy on such matters, and shall present faculty recommendations and positions to the President and Board of Trustees of the University and/or other appropriate University bodies or individuals.
4. The Faculty Senate shall call general faculty meetings.
5. The Faculty Senate shall act as a liaison between University committees and the faculty: it shall receive reports, disseminate information to the faculty, communicate faculty positions, and respond to requests from other University bodies.
6. The Faculty Senate shall participate in providing faculty representation for University committees: it shall appoint, approve, nominate, or conduct elections, as appropriate.

ARTICLE III

MEMBERS

1. The Voting Faculty consists of all persons holding full-time academic appointment at the University of Scranton who do not also hold an administrative appointment.
2. The Faculty Senate consists of a President, a President-elect (in the year in which one serves), a Vice-President (in the year in which there is no President-elect), and Senators for units as specified in Sections 3 and 4. In addition, there is one Faculty Senator elected by and from the Professors Emeriti who do not currently hold administrative appointment.

3. For the purpose of determining representation for the Faculty Senate, the following units of Voting Faculty are established:

Unit A, Departments of Biology & Chemistry.

Unit B, Departments of Communications, English and Theatre, & History.

Unit C, Departments of Computing Sciences, Mathematics, & Physics and Electrical Engineering.

Unit D, Departments of Philosophy, Theology and Religious Studies, & World Languages and Cultures.

Unit E, Departments of Health Administration and Human Resources, Nursing, Physical Therapy, & Occupational Therapy.

Unit F, All Departments in the Kania School of Management.

Unit G, Departments of Psychology, Political Science, Sociology, Criminal Justice and Criminology, Faculty Librarians & any Voting Faculty from Military Science.

Unit H, Departments of Counseling and Human Services, Education, & Exercise Science.

4. The number of representatives from a unit is based on the number of Voting Faculty in that unit as of March 1 of the semester in which the election takes place. Each unit has one Senator for each ten unit members and one additional Senator for a remainder of six or more unit members in addition to the whole numbers of ten.
5. No unit may have sixty or more members. When any unit reaches this limit, the Faculty Senate shall amend its bylaws to create a new unit.
6. Election and Terms of Faculty Senators.
 - a. Senators are elected by and from the members of their unit by secret ballot in the spring semester after the results of the election for President-elect have been announced, if one is held that year.
 - b. The ballot contains the names of all members of the unit who have not requested that their names be removed.
 - c. Each member of the unit votes by secret ballot for a number of candidates not to exceed the number of seats to be filled. The highest ranked candidates of those receiving a majority of the valid votes cast are elected.
 - d. If not enough candidates are elected on the first ballot, a second election will be held with twice as many candidates on the ballot as remaining seats. The candidates will be those not elected who received the most votes on the first ballot. Each member of the unit will vote for a number of candidates not to exceed the number of seats to be filled. The highest ranked candidates are elected. In case two candidates are tied and only one may be seated, the decision will be made by lot unless one of the candidates agrees to cede the election to the other.
 - e. Senators are elected for two-year terms, which begin on the first day of the following fall semester. When a new seat is added, the first term shall be one- or two-year to ensure that approximately one-half of the Faculty Senate is elected each year. For the first election under these bylaws, one-half of the Faculty Senate will be elected for one-year terms.

- f. In any election, the persons with the highest number of votes receive the two-year terms, while those lower on the list receive any one-year or unexpired terms which need to be filled.
 - g. Terms are for the position, not the person. If a senator resigns, the person from the unit who received the next largest number of votes will fill the seat until the next regular election, when someone shall be elected to finish the term, if necessary. The list of alternates will be drawn up at the time of election and will last for one year.
 - h. When a Senator has not been in attendance at four Senate meetings during an academic year, her/his name will be placed at the bottom of her/his unit's list of alternates and the person at the top of the list of alternates (determined by the highest vote in the last election for Senators) will replace that Senator.
 - i. In the event of a sabbatical leave, a Senator may choose to have the appropriate unit alternate serve on the Faculty Senate for the duration of the sabbatical. The Senator shall convey this decision to the President of the Senate who will then notify the alternate.
7. When a Senator becomes aware that she/he cannot attend a Senate meeting it is incumbent upon that Senator to identify a replacement beginning with the person highest on the unit alternate list and proceeding downward until an available replacement is identified. When an Alternate attends a meeting in lieu of the regular Senator in his/her unit, the attending (alternate) Senator has the right to vote on all matters. It is presumed that the regular Senator will update her/his replacement on the issues before the body at that meeting.
 8. A person who leaves the Voting Faculty cannot serve in the Faculty Senate with the exception of the Emeritus Senator.
 9. The Provost/ Senior Vice President for Academic Affairs (or representative) and one of the Faculty Affairs Council officers shall be invited each year to serve as liaison between the Faculty Senate and the administration or respective body. These representatives (or their designated delegates) will have full floor privileges at regular meetings of the Faculty Senate, but will not have voting rights in the Faculty Senate while serving in these capacities.

ARTICLE IV

OFFICERS

1. The officers of the Faculty Senate are a President, a President-elect or Vice President, a Secretary, and a Coordinator of Elections.
2. Election and Terms of officers.
 - a. The President serves a two-year term starting on the first day of the fall semester.
 - b. The President-elect is elected for a one-year term to coincide with the second year of the President's term. The election takes place during the spring semester and the term of office commences at the beginning of the next fall semester. The President-elect becomes President at the expiration of the term of office of the President.
 - c. The President-elect is elected by secret ballot of the Voting Faculty. The ballot for President-elect consists of all candidates submitting a timely petition signed by five percent of the Voting Faculty. The person receiving a majority of the valid votes cast is elected. In case no candidate receives a majority, there will be a run-off election between the two highest ranked candidates.

- d. The President-elect succeeds to the office of President should the office of President become vacant. The President-elect will complete the President's term as well as his or her own complete term. If there is no President-elect, the Vice President will serve as Acting-President until an election for the office can be held. This election will be held within a reasonable time. The newly elected President will complete the remaining term of the President.
- e. The President and President-elect serve ex officio as members of the Faculty Senate and may not also serve as representatives of a unit.
- f. The Vice President is elected by the Faculty Senate from its members at the first meeting of an academic year in which there is no President-elect and serves a one-year term.
- g. The Secretary is elected by the Faculty Senate from its members at the first meeting of the academic year, serves a one-year term, and may serve consecutive terms.
- h. A Coordinator of Elections, who need not be a Faculty Senator, is elected by the Faculty Senate at the first meeting of the academic year, serves a one-year term, and may serve consecutive terms. The Coordinator of Elections, in consultation with the Executive Committee, is responsible for coordination of elections to the Faculty Senate and the coordination of any other elections assigned to be conducted by the Faculty Senate.

3. Duties of Officers.

- a. The President calls meetings of the Faculty Senate and of the Voting Faculty and presides over such meetings. The President articulates the position of the Faculty Senate to the University community as appropriate. The President, in consultation with the Executive Committee, is responsible for recommendation, to the appropriate bodies, of faculty membership on Faculty Senate committees and other University committees.
- b. The President-elect or Vice President presides over meetings of the Faculty Senate or of the Voting Faculty in the absence of the President.
- c. The Secretary takes and maintains the minutes of the Faculty Senate, distributes minutes to the members of the Faculty Senate at least one week prior to the next meeting, provides a copy of summary minutes of Faculty Senate meetings to the Voting Faculty after each meeting, and serves as record keeper and archivist of all Senate resolutions, motions, and recommendations.
- d. The President and the Chairs of the Academic Policy, Academic Support and Faculty Senate Curriculum committees will normally represent the Faculty Senate at the University Governance Council (UGC) meetings. When prudent, a senate member from an appropriate committee may be designated by the Senate President to serve on the UGC in lieu of a committee chair.

ARTICLE V
MEETINGS

1. The President of the Faculty Senate shall call a regular meeting of the Faculty Senate at least monthly during the fall and spring semesters.
2. Special meetings of the Faculty Senate restricted to one topic shall be called by the President of the Faculty Senate upon petition by twenty percent of the Faculty Senate. Such special meetings of the Faculty Senate are open only to any member of the Voting Faculty and guests invited by the president of the Senate.
3. A quorum for the Faculty Senate is a majority of its members.
4. The President shall call a regular meeting of the Voting Faculty at least once an academic year. Such meetings have no quorum requirement. The announcement of such meetings will indicate to whom the meeting is open.
5. Special meetings of the Voting Faculty restricted to one topic shall be called by the President of the Faculty Senate upon petition by ten percent of the Voting Faculty. Such special meetings of the Faculty Senate are open only to any member of the Voting Faculty and guests invited by the president of the Senate.
6. Meetings will be run in accord with standard rules of Parliamentary procedure, Robert's Rules of Order, Modern Edition. The Faculty Senate will appoint a Parliamentarian who need not be a Faculty Senator.
7. Meetings of both the Faculty Senate and the Voting Faculty shall be scheduled at least two weeks in advance with a proposed agenda provided at least one week in advance.

ARTICLE VI
RECONSIDERATION

1. Ten percent of the Voting Faculty may petition the President of the Faculty Senate to call a special meeting of the Voting Faculty to reconsider a vote taken by the Faculty Senate. This petition must be presented within ten days after publication of the Faculty Senate action.
2. A majority of the faculty members present at such a meeting may instruct the Coordinator of Elections to conduct a referendum of the Voting Faculty. The referendum shall ask for a yes or no vote on the action taken by the Faculty Senate. If a majority of the returned ballots indicate disapproval, the action of the Faculty Senate shall be overturned.
3. The Faculty Senate may not reconsider a decision made by referendum of the Voting Faculty within a twelve month period.

ARTICLE VII

COMMITTEES

1. The standing committees of the Faculty Senate are as follows:
 - a. Executive Committee;
 - b. Curriculum Committee;
 - c. Academic Policy Committee;
 - d. Academic Support Committee;
 - e. Shared Governance and Leadership Committee;

Although each committee has its own charge as noted below, the Executive Committee may direct other committees to assist a committee with an extraordinary workload.

2. The Executive Committee (EC) consists of the officers, the chairs of the other standing committees and such individuals that are elected to that committee by the Faculty Senate. A faculty member who holds a position as a Faculty Affairs Council officer may not simultaneously hold a position on the Executive Committee of the Faculty Senate. The President chairs the Executive Committee. The Executive Committee organizes the work of the Faculty Senate, prepares the agenda for meetings, and assists the President as needed.
3. The Faculty Senate Curriculum Committee (FSCC) has a minimum of ten members of whom a majority must be members of the Faculty Senate. This committee oversees and monitors the existing curriculum and any proposals for new programs or changes in the curriculum. It prepares recommendations for consideration by the Faculty Senate on all aspects of the curriculum. The Conference Committee on the Curriculum (CCC) is a standing subcommittee of the FSCC. The total membership of CCC is flexible, but must have faculty representation from CAS, PCPS, and KSOM, and representatives from the CAS, PCPS, and KSOM Dean's offices. A faculty senator, or another faculty member, may serve as a college representative to the CCC. The subcommittee must include at least one faculty senator who serves as a liaison between FSCC and the CCC.
4. The Academic Policy Committee (APC) has from five to ten members of whom a majority must be members of the Faculty Senate. This committee prepares recommendations for consideration by the Faculty Senate on all aspects of academic policy.
5. The Academic Support Committee (ASC) has from five to ten members of whom a majority must be members of the Faculty Senate. This committee prepares recommendations for consideration by the Faculty Senate on all aspects of support for academic programs. The Academic Support Committee has oversight of the Technology Advisory Group (TAG), a standing subcommittee of the ASC. The total membership of TAG is flexible, but should strive for representation from each college/school/Library. The subcommittee must include at least one Faculty Senator who serves as a liaison between TAG and the ASC. A Faculty Senator can, but is not required to, serve as both a liaison to the ASC and a college representative. TAG is free to seek expertise outside the faculty to complete its membership.
6. The Shared Governance and Leadership Committee (SGLC) has a minimum of ten members of whom a majority must be members of the Faculty Senate. This committee oversees and monitors the status of Shared Governance between the faculty, administration, and board of trustees. In addition, it prepares recommendations for consideration by the Faculty Senate on all aspects of Shared Governance.
7. At the first meeting of the academic year, the President of the Senate shall recommend membership of the standing committees for approval by the Faculty Senate.

8. The President nominates ad hoc committees and their chairs for the approval of the Faculty Senate. Ad hoc committees serve until their purpose is completed or a new Faculty Senate is seated.
9. At the first meeting of an academic year, the President nominates for approval by the Faculty Senate all members of the Executive Committee, with the exception of the President-elect.
10. A committee meets at the call of its chair or at the request of the Executive Committee.

ARTICLE VIII
AMENDMENTS

1. Amendments to these bylaws may be proposed by a majority of the Faculty Senate or by a petition signed by fifteen percent of the Voting Faculty.
2. Ballots on proposed amendments shall only be conducted during the fall or spring semester.
3. Voting Faculty shall vote on proposed amendments by secret ballot with a two-thirds majority of those voting required for adoption.