

# UHD Faculty Senate

Minutes recorded by: Michael Cavanaugh  
February 4, 2020 2:33 - 3:57 pm  
UHD Milam/Travis

**Senate:** Michael Duncan, Ronald Beebe, Hsiao-Ming Wang, Michael Cavanaugh, Maria Benavides, Alexander Bielakowski, Kristen Capuozzo, Prakash Deo, Isaac Elking, Krista Gehring, Angela Goins, Susan Henney, Tahereh Jafari, Timothy Klein, Steve London, Mitsue Nakamura, Nathan Neale, Andrew Pavelich, Joseph Sample, Jace Valcore, Pat Williams, Julie Wilson.

**Absent:** Franklin Allaire, Dexter Cahoy, Stephanie Coleman, Felicia Harris, Pamela Hurley, Cynthia Lloyd, Jeffery Martz, Laura Mitchell, Johanna Schmertz, Ting Zhang.

**Guests:** Juan Munoz, President; Eric Link, Provost/VPAA; David Bradley, VPAF; Jerry Johnson, AVP Faculty, Research, and Sponsored Programs; Michelle Moosally, AVP Programming and Curriculum; ; Hossein Shahrokhi, AVP IT; Pat Ensor, Library Director; Sandra Dahlberg, Faculty Ombuds; Darlene Hodge, FS Admin; Shenaedra Tatum; SGA President; Anne Zwicky, Interlibrary Loan & Distance Education Librarian; Rhonda Scherer, Sports & Fitness/Staff Council; Chris Rodney, Executive Director, Financial Affairs; Kevin Dorsey, BA, Academic Administration and Operations; Sheryl Sellers, Dateline Student Rep; Emerson Romero; SGA Senator, Ameena Resheed, SGA Senator.

**Call to order:** The Senate was called to order at 2:33 pm by Senate President Michael Duncan.

## Minutes

Minutes of the January 21<sup>st</sup>, 2019 meeting were approved unanimously.

## Reports

Provost Link gave a report to Senate on the Faculty merit exercise (see attached presentation).

Q – There seems to be a lot of people in tier 5. Is that a lot of people who didn't do training?

A – Provost Link said that explanation accounted for some, but about half of the number in tier 5 were new faculty who were not eligible for merit.

Provost Link gave a second presentation on the status of Senate resolutions regarding his office's involvement (see attached presentation). Provost link explained that while this is not required by policy, he believes transparency is a great idea. Furthermore, having a regular, formal presentation about the disposition of resolutions passed by Senate will help with this.

Q – Are faculty who receive start-up funds required to report on that?

A – Provost Link said that he did not believe it to be so. He leaves the management of those things up to chairs and deans.

Q – When is the Online Taskforce due to finish?

A – We had some dates in the charging document (end of the year), but Dr. Henney, as the chair of the Taskforce, can probably give a better timeline than I can. Dr. Henney said the end of the year is probably not realistic for all the charges in the document. Most of the charges will be finished though. There were just so many to get done in a few months. Provost Link jumped back in saying that we want to do this correctly, so taking our time to do it that way is okay. We have a large portion of our curriculum offered online (courses and programs) so this is something that we have to prioritize. The committee is doing great work.

Dr. Henney asked everyone to fill out their surveys from the task force as that information will be helpful in developing the committee work product.

Q – When you talk about faculty first with the market study, I hope you mean we are looking at the information and not actually spending money.

A – Provost Link replied that he thought it had more to do with the actual market study rather than actually applying the funds. In his understanding, the faculty part of the market study would be much less complicated than the staff piece, so the faculty data would be gathered first. As Provost Link explained, there are many people who decide how to disperse the funds, but that part of the exercise has not been decided yet.

### **Initiatives**

Mr. David Bradley came to Senate to talk about Faculty Parking (see presentation).

Discussion and questions followed.

Q – I am one of the faculty that moved to the new building. Can we have faculty only parking instead of faculty/staff?

A – Mr. Bradley said it is possible.

We can park in student spaces.

That does not help us who work in the Commerce building. I have had to park on the street because I could not find a spot in the Washington Street lot. It usually fills up between 11-1 pm.

Mr. Bradley said this is something that can be fixed. We can adjust parking numbers and add spaces in the Washington Street Lot. This is something that can be done tomorrow.

Q – Are the reserved spots on the 3<sup>rd</sup> floor in the Garage only for specific administrators?

A – Mr. Bradley said that some administrators and those with 30+ years should be eligible for reserved parking.

Q – Can we get more of those spaces? Faculty would probably the extra money for those.

A – A big problem with that is empty spaces during the week, according to Mr. Bradley. Faculty will buy the pass and the spot may sit empty 2-3 days a week.

Q – Have you examined expanding Commerce St. Building spaces? Staff members are sleeping in cars at 6 am to get a space.

A – The issue has been examined. Mr. Bradley explained that there is a blockbuster, a person who owns a sliver of the block and who wants too much money for us to buy it. That person makes it much more cost-prohibitive to build a parking structure on the site. We are looking at an increase to \$40,000 per parking spot versus a normal \$12,000 per spot.

Dr. Duncan wanted to confirm that we came up with 2 changes that seem they can be implemented.

- 1) Shifting student parking in Naylor
- 2) Shifting Washington Street parking

Can these be implemented quickly?

Mr. Bradley said he would need to check with the President but that should not be an issue.

Q – Can you investigate parking for car types (i.e. trucks parking in small spaces)?

A – We can look into restriping the lots for that issue.

Dr. Duncan moved the discussion onto the SGA query with Student involvement in Faculty Searches. Discussion ensued.

The searches that are all open now, we can encourage participation and communicate that to the departments.

Dr. Michelle Moosally said that student participation is a good thing, but faculty must abide by certain constraints in the search process. We would need to make students aware of these too.

Our department currently allows for student feedback. We have teaching demonstrations in a class and allow for student feedback at the end.

I am very supportive of having students on the search committees and having training for them to do this. This is an important inclusion and their views would be helpful in the search process.

Dr. Jerry Johnson said that we are taking the easy ask – increased inclusion of students in the search process. We are not taking on the difficult ask – faculty representing the student body (more faculty of color). I would challenge the Senate to do something on this.

Student participation in lectures is one thing and it sounds doable. Students on search committees are a totally different concept and would require policy changes.

Dr. Duncan indicated that the Senate could make a motion from the floor to recommend increased student involvement in faculty searches.

We are not there yet. There is nothing to recommend. We are still in the discussion stage.

## Updates and Old Business

Dr. Duncan went over the proposed Senate Election changes (see 2/02 draft attachment). He asked for tentative approval to move forward with the changes for the upcoming elections.

Provost Link said that he is unaware of a policy regarding PBDC. There does not seem to be a barrier to election for those positions.

Can we provisionally accept the rules to apply to the current election?

Are we allowed to do this?

Dr. Moosally said that these can be principles for the committee to follow this election and they can be codified for the next election.

We can have procedures that align with policy, not everything has to be a policy.

Dr. Moosally indicated that Senate can use language that gives CCE flexibility.

Dr. Pavelich made a motion for CCE to submit a written proposal to FSEC for approval on the procedures they will use to enact the spring election. Dr. Bielakowski seconded the motion.

Dr. Moosally suggested that when CCE sent out calls for nominations, they also would send out times/days that the committees typically meet.

Motion is voted on and passed unanimously.

Dr. Duncan said that we may schedule a formal vote on constitutional changes next meeting or sometime in March. If you have input, please let a member of the committee know.

If you have any ideas about the new senator orientation, please let Dr. Duncan know.

There will be a signature wall going up in the Senate office. Ms. Hodge has redecorated the wall with historical Senate documents. We will have a wall where past and present senators can sign the wall.

Dr. Duncan asks the Senate if there is any other business to discuss. Some discussion occurred.

Possible ORCA changes. I would propose that junior faculty be fully funded before tenured faculty.

I disagree. I am not sure of the reasoning behind the idea, but ORCA supports all research. It should not just be awarded based on status.

Everyone would have passed through the ranks and would have had the opportunity for an ORCA. Senior faculty should be able to support themselves.

Dr. Johnson said that he supports junior faculty but disenfranchising senior faculty may not be the most ideal way to accomplish that. We also hire tenured new faculty every year. Another problem would be the non-competitive nature of the award if we were to award based on status.

Can we look at who is getting the ORCAs?

There is not a lot of money, so we are cutting out a lot of people.

Dr. Johnson said that we awarded \$120-125,000 this year, which is 2-3 times the base funding available.

What about those individuals who are not getting the funds? What do we know about them?

Dr. Johnson said it may just be the quality of the application. In some cases, the asks are not allowed. I can check.

Dr. Moosally mentioned that the Bridge Plan is currently being enacted. Maybe resolutions could be put forward.

Dr. Johnson said that focus groups are being set up for each college to determine the needs for strategic planning.

Dr. Johnson also indicated that he could probably have the ORCA data to present at the next Senate meeting if need be.

Dr. Steve London said that up until 2015 he was on the UH System's Intellectual Property Committee. Currently, there is no representative from UHD, but we may want one as it is an important committee.

Dr. Benavides made a motion to adjourn the meeting and Dr. Pavelich seconded the motion. Meeting adjourned at 3:57 pm.

# Senate Resolutions

2019

# Resolution SR 18-02

## Start-Up Funding

We request that the Provost's office develop a plan that provides a base-funded minimum startup package provided by the University (not from M&O) for every new tenure-track faculty hire, including a minimum amount of start-up research/creative activities funding, that will begin in Fall 2019. We request that the Provost's office present this plan to the Faculty Senate by the second faculty senate meeting of February, 2019.

## SR 18-02 Action

1. For FY20, the Office of the Provost established a pool of \$73,500 for distribution as start-up research funds for incoming tenure-track faculty. Thus, \$3500 was distributed to each incoming new faculty member as a one-time allocation. These funds were expressly distributed to each faculty member as an addition to any college or department funding (not as a replacement for college or department funding). This program will continue in FY21 (and, presumably, beyond) and hiring departments may use this benefit as part of their negotiations with potential new faculty.
2. In addition, the Office of the Provost, working with the CFO, adopted a revised IDC distribution model that puts more funding into ORSP, which can then be redistributed through ORSP to enhance the research operations of the university. Specifically, instead of only receiving 10% of IDC, ORSP now receives 50% of IDC (and neither the Provost or CFO receive any). This change (which will be in effect for the next 2-3 years) should drive about 70-80k more into research support each year for the next 2-3 years.



# Resolution SR 19-01

## Online Education

We request that the Provost form a faculty-driven task force charged with addressing online teaching standards that adhere to the following three principles:

1. Improving the quality of online instruction
2. Establishing effective assessment of online instruction
3. Providing effective training in online instruction for both students and faculty

## SR 19-01 Action

### Online Quality and Programming Task Force

- Established and Charged, September 2019
- Dr. Susan Henney, Chair

[Full Charging Document available as a handout]

# Resolution SR 19-02

## Joint Resolution on Faculty and Staff Compensation

Now, therefore, be it resolved, that the President and Provost of UHD take under advisement the following proposals from the UHD Faculty Senate and UHD Staff Council, which are intended to begin to alleviate the long-running low levels of compensation at UHD:

1. That a merit pool for full-time faculty and staff raises of at least 3% be prioritized in UHD's budget cycles moving forward;
2. That any UHD full-time faculty or staff salaries lower than the disciplinary CUPA of our peer institutions (in the case of the College of Business, AACSB accredited institutions) be brought to equivalence by 2022;
3. That UHD Staff Council leadership and the UHD Faculty Senate executive committee be provided status reports, and be informed on progress toward the above proposals.

## SR 19-02 Action

- FY20—2.5% Merit Exercise
- FY21—RFP issued to conduct a market study
- PBDC will receive a Presidential Initiative request of 250k in one-time funds to conduct the market study mentioned above, and 1.3 million in base (2%) for subsequent market adjustments, pending the outcome of the market study and the availability of funds
- The ability to set aside a merit pool to award faculty and staff a 3% average merit increase requires just under two million in base funds; the university's ability to build that into each fiscal year budget is contingent on the availability of funds and on PBDC/institutional priorities, etc.

Questions?

# UHD FY20 Faculty Merit

Dr. Erick Carl Link  
Provost and Senior Vice President  
Academic and Student Affairs

Chris Boswell – Rodney  
Executive Director Financial Affairs  
Academic and Student Affairs

# Faculty Merit Exercise – Guidelines

At the direction of President Muñoz, in fall FY20, UHD established a 2.5% merit pool for eligible faculty and staff.

Faculty merit increases will be distributed in accordance with institutional policy PS 10.A.05, and faculty are directed to that policy (particularly section 3.1.5) for policy-related details. In line with PS 10.A.05, faculty salary increases will be based on scores received as part of the annual Faculty Performance Evaluation process (with a baseline 3-year weighted rolling average, as established in policy).

# Faculty Merit Exercise – Timeline

- President announced merit increase – September 26th
- Merit exercise began September 27<sup>th</sup>
- Merit data submitted to UHS October 28<sup>th</sup>
- Merit effective November 1<sup>st</sup> to payout December 1<sup>st</sup>



# Faculty Merit Exercise – Methodology

In accordance with the principles provided in PS 10.A.05 section 3.1.5:

- Each dean was provided with a report listing faculty in each cohort/department of the college, rank-ordered according to three-year weighted rolling averages.
- Deans were also given the total amount of merit to be awarded across each department, where the total of each department, and the aggregate total of the entire college, equaled 2.5% of the total faculty salary pool of each cohort/department.

Faculty fell into one of five tiers, as determined by the merit categories corresponding to their individual three-year weighted averages.

Tier One	6-7.00 range
Tier Two	5-5.99 range
Tier Three	4-4.99 range
Tier Four	3-3.99 range
Tier Five	0-2.99 range

# Faculty Merit Exercise – Calculation

- The total available merit pool was divided into two halves:
  - 50% - fixed allocation
  - 50% - variable allocation
- The fixed allocation was distributed in a descending progression from Tier One through Tier Four.
- The variable allocation was distributed by deans in consultation with department chairs, according PS 10.A.05 section 3.1.5 that states:

*The chairs and Deans are responsible for ensuring that the distribution of merit is guided by the evaluation process and that the process of awarding merit is fair and transparent. The chairs and Deans will also address issues of equity in the Department and ensure that faculty with higher salaries are not appropriated a disproportionate amount of the total merit pool for the Department.*

# Faculty Merit Exercise – Calculation

Fixed allocations were distributed according to the following formula:

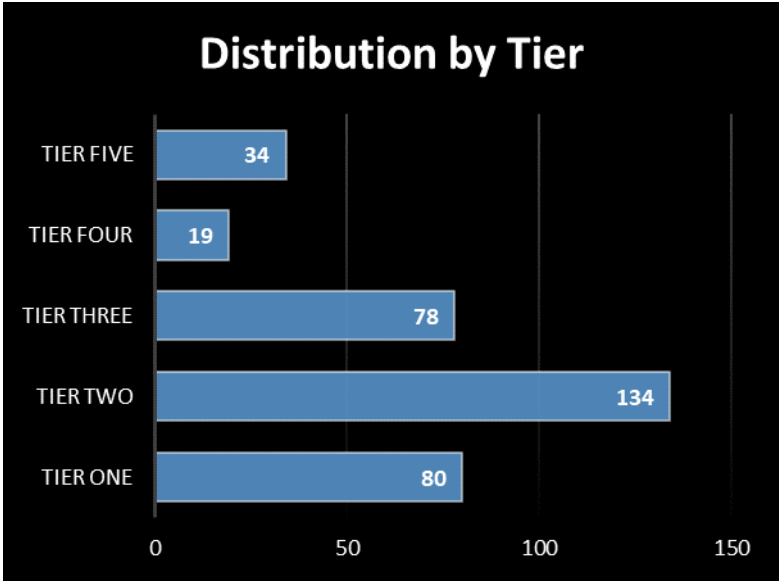
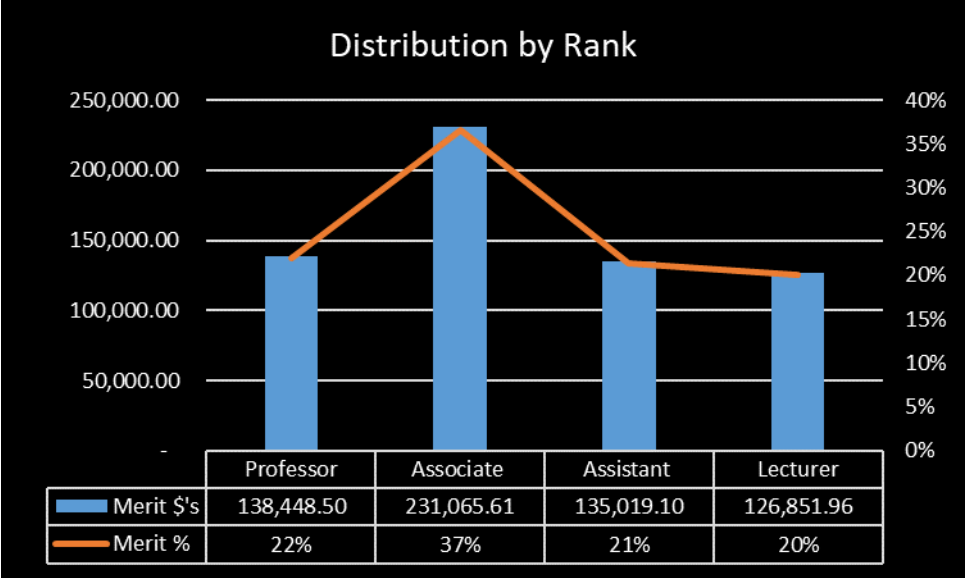
$$12/5(T1n)x + 10/5(T2n)x + 8/5(T3n)x + 7/5(T4n)x + 0(T5n)x = \frac{1}{2} \text{ Total Available Cohort Pool}$$

Note: Because merit was implemented mid-year, the increase for 9/12 faculty was prorated accordingly. Starting FY21, the unadjusted merit percentage will be reflected in their annual salary.

To determine the FY20 rate for 9/12 employees, the following calculation was used:

- Step 1: To determine FY20 salary:  $(\text{Old salary}/9 \times 2 \text{ Sept \& Oct}) + (\text{New salary}/9 \times 7 \text{ Nov - May}) = \text{FY20 Total}$
- Step 2: To determine adjusted salary:  $[(\text{Old annual rate}/9 - \text{old monthly rate Sept \& Oct}) \times 2 + (\text{Nov-May total})] = \text{Adjusted Total}$
- Step 3: To determine FY20 adjusted monthly rate:  $\text{Nov-Dec Salary}/10 = \text{adjusted FY20 monthly rate}$
- Step 4: Effective 9/1/20 total merit will be reflected in annual salary

# Faculty Merit Exercise – Summary



# FY20 Faculty Merit Exercise

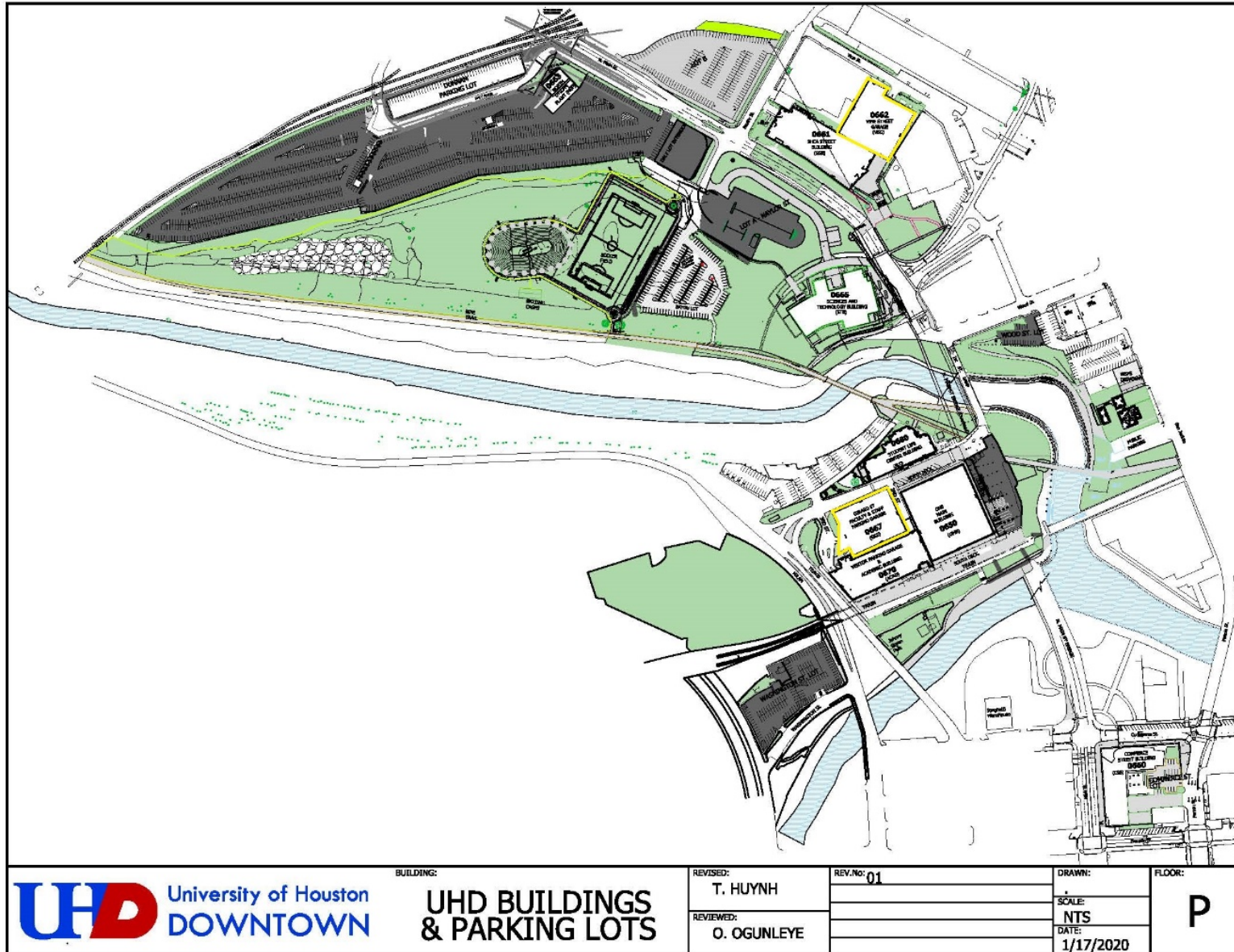
**Questions?**

**Thank You**

# UHD Parking Presentation to Faculty Senate

February 4, 2020

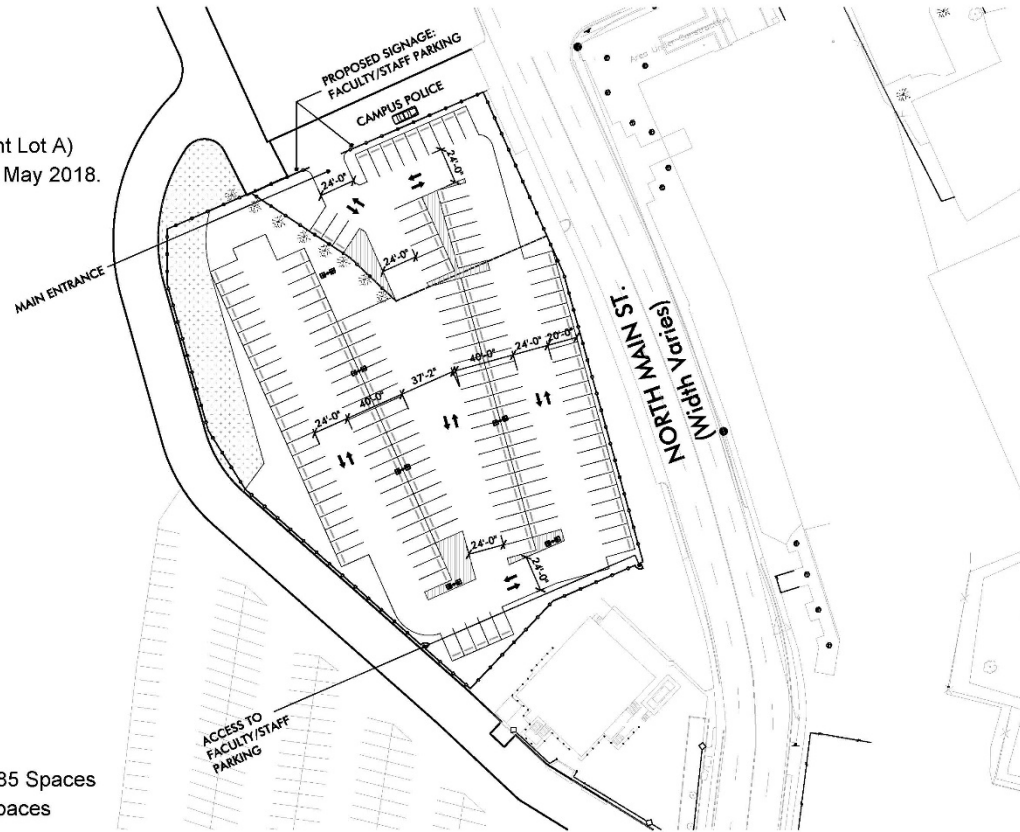
# UHD Campus Map



# UHD Naylor Parking



Naylor Lot (Replacement Lot A)  
Condition of Lot prior to May 2018.

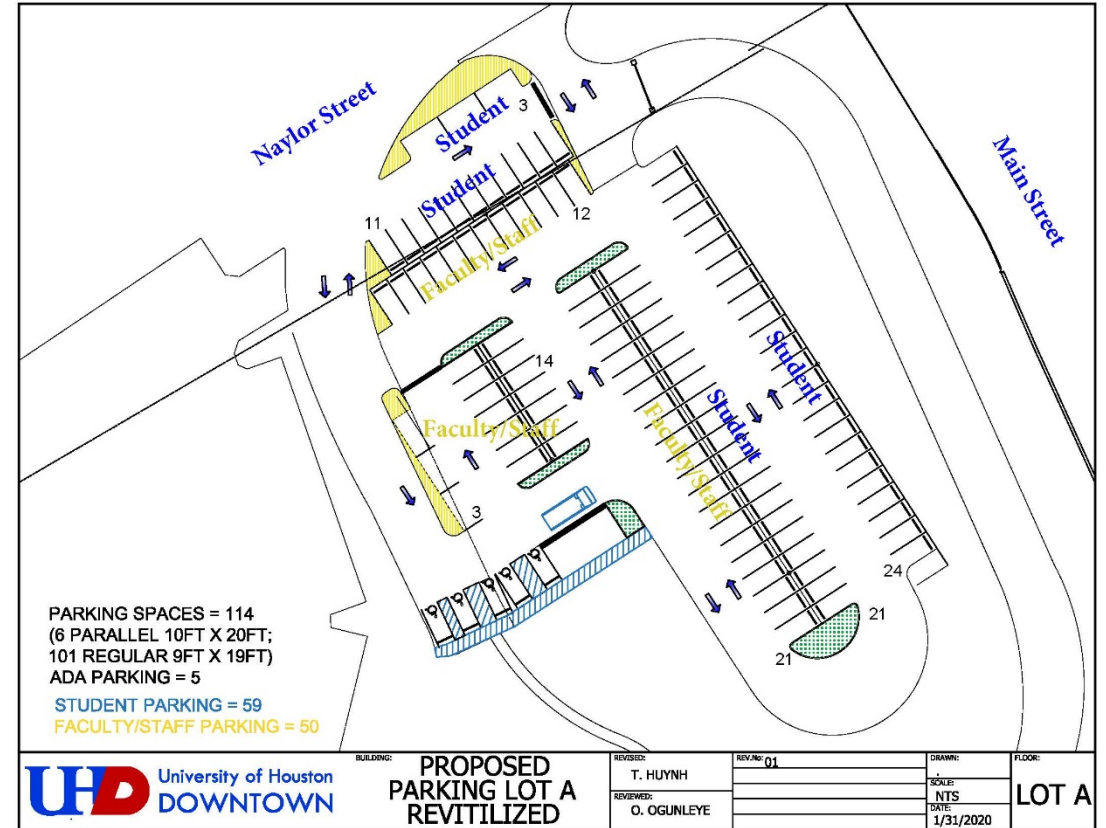


## SOUTHWEST LOT

162 PARKING SPACES

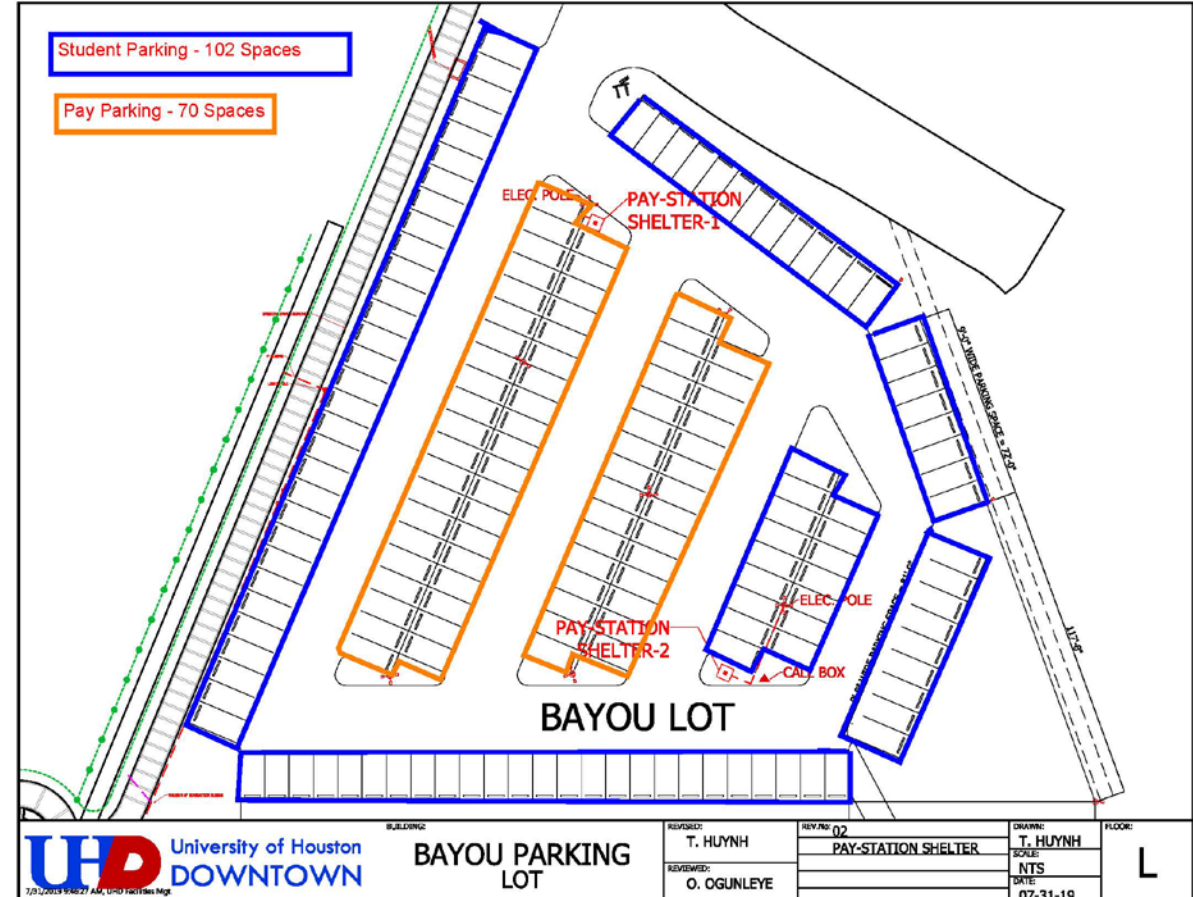
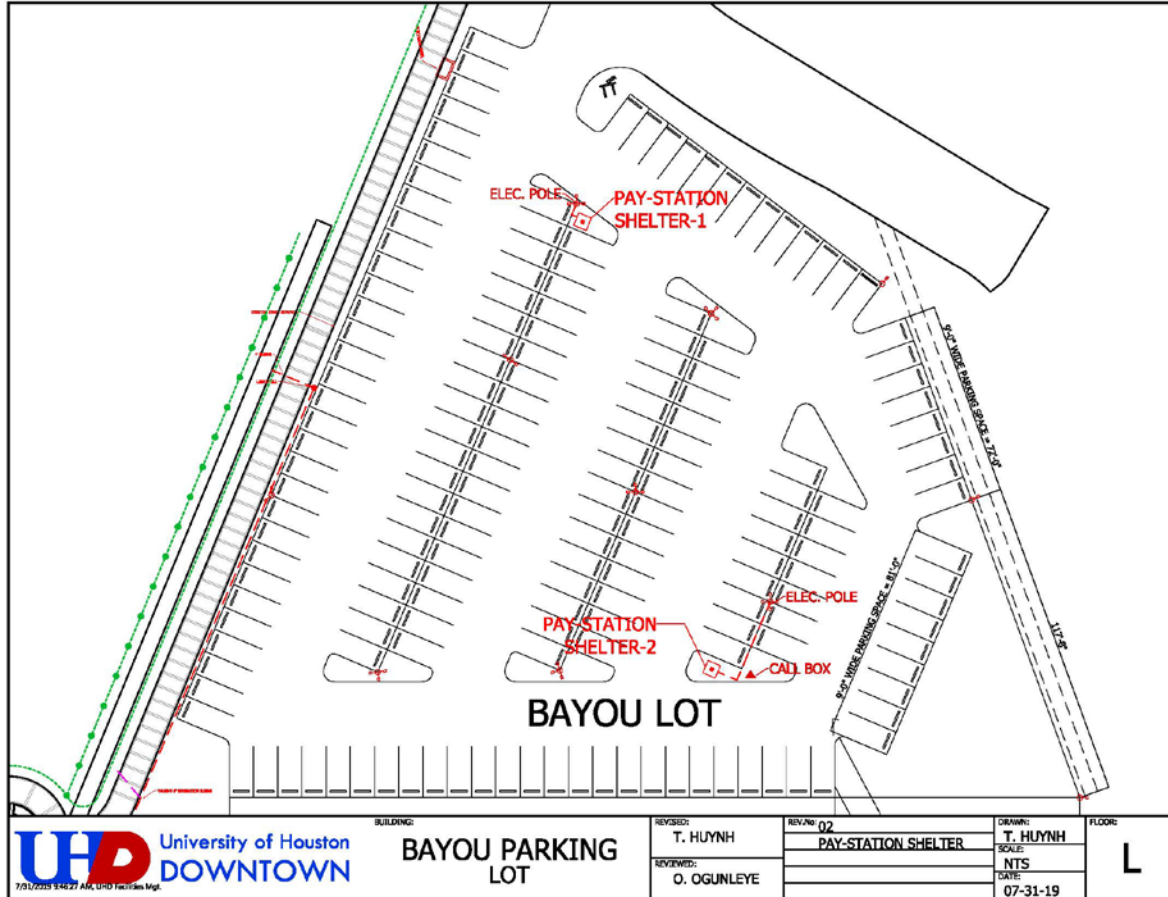
SCALE: 1" = 50'-0"

Faculty/Staff Parking - 85 Spaces  
Student Parking - 77 Spaces

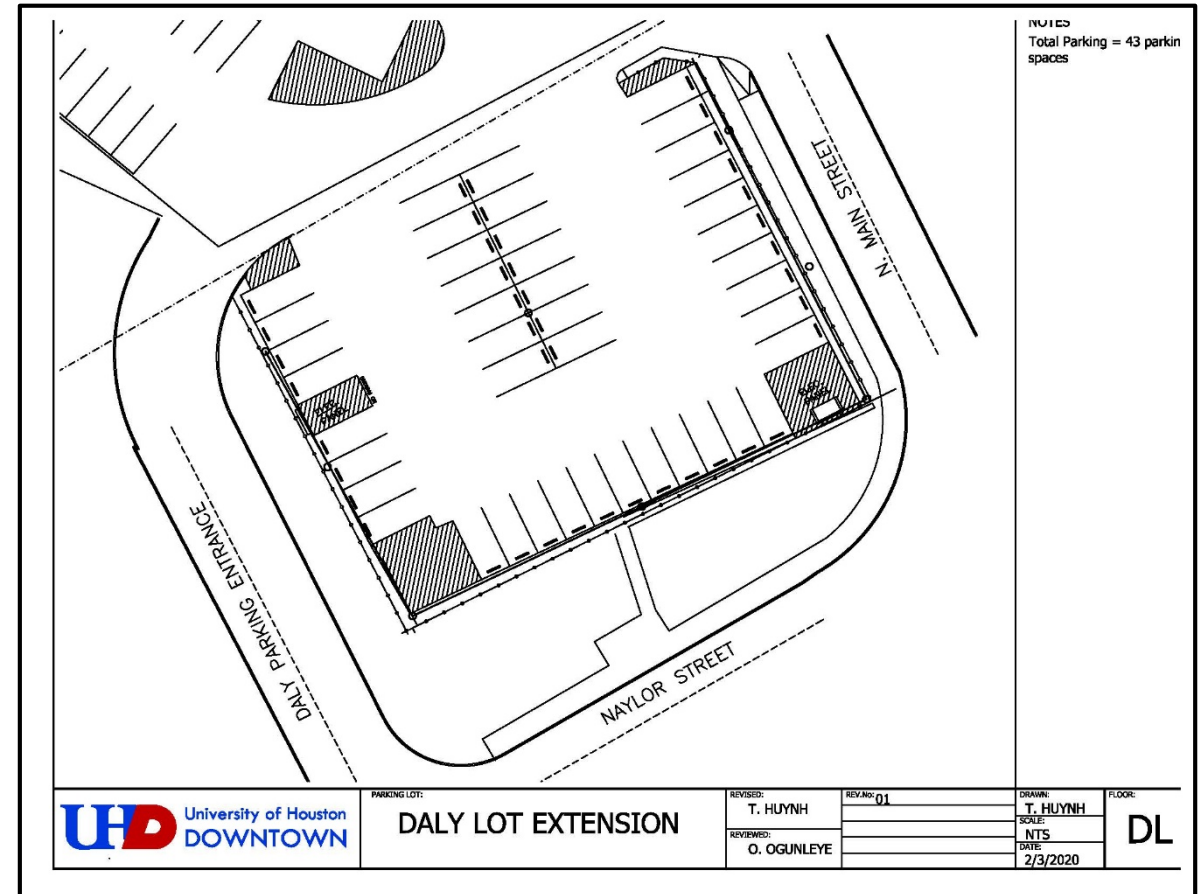




# UHD Bayou Parking



# UHD Daly Parking Extension



Questions? / Comments?

# University of Houston-Downtown Faculty Senate Constitution

Original Adoption: 1978

*Amended Fall 1998*

*Amended Spring 2010*

*Amended Spring 2014*

*Amended Spring 2016*

*Amended Spring 2017*

*Amended Spring 2020 (draft 2/2/20)*

*The members of the faculty of the University of Houston-Downtown established this Constitution to provide an instrument for cooperative action in attending to such professional goals as the members may select.*

**Article One: Membership**

**Article Two: Officers**

**Article Three: Meetings**

**Article Four: Committees of the Faculty Senate**

**Article Five: University Standing Policy Committees**

**Article Six: Amending Procedure**

## **ARTICLE ONE: MEMBERSHIP**

### ***Section One—Senate Membership***

The Faculty Senate shall consist of a president-elect, a president, a past president, a secretary, and elected representatives from all academic departments of the university.

### ***Section Two—Faculty Assembly***

All university employees holding academic rank as full-time faculty [e.g. lecturers, clinical and tenured/tenure-track], shall be eligible to serve in the Faculty Senate, and shall constitute the Faculty Assembly.

### ***Section Three— Representation***

To be eligible to serve as a Faculty Senator, tenure-track nominees must have been members of the UHD faculty assembly (or equivalent at another university) for at least six long semesters prior to serving. This generally means the first time that new faculty members are eligible to serve on Faculty Senate is the beginning of their fourth year at UHD.

Each academic department of each degree granting college shall elect at least one representative from the tenured/tenure-track faculty to the Senate. Departments with more than 15 tenured/tenure-track faculty members eligible to serve in the

Senate shall elect one additional representative for every additional 10 tenured/tenure-track faculty members, or major fraction thereof, in the department on **April 1 of the current year** (see the table below). If a department is allotted more than one Senator, at least one of those Senators must be a tenured faculty member.

<b>Tenured/tenure-track faculty on April 1</b>	<b>Faculty Senators Following Academic Year</b>
1-15	1
16-25	2
26-35	3
36-45	4
46-55	5

Additionally, each college is eligible to elect one lecturer and/or clinical faculty to serve as a representative for their college. If no lecturer and/or clinical faculty is elected, the seat will remain vacant until the next election. There is no previous appointment requirement for a college’s lecturer and/or clinical faculty nominee.

***Section Four—Terms of Office***

The term of office for each senator shall be two years.

No senator may serve more than two consecutive terms. Terms of office shall run from August 15 through August 14.

In the event of a vacancy prior to the normal expiration of a term, a special election shall be held within thirty days to fill the unexpired term.

The terms shall be overlapping, per department, with approximately one-half of the senators being elected each year. Initial terms of office of one year or of two years shall be determined by lot. As departments add or lose senator positions due to total faculty count, the Senate President will dictate term lengths of 1 or 2 years for new elections as needed to maintain the overlapping term mandate.

Senators may run for re-election.

In the event a senator misses three meetings in a single semester, the President of the Faculty Senate will send a notice of that fact to the senator’s department for distribution to the department faculty.

***Section Five—Senator Elections***

Each spring, each department shall elect by secret ballot the number of representatives to which it is entitled. The Committee on Credentials and Elections **determines** procedures for department elections.

If the department has a tenured faculty member currently serving as a senator, then the departmental nominees for a new or replacement position may be tenured or tenure-track. However, if a department that is allotted more than 1 senator does not have a tenured representative (or it is a department of less than 16 faculty that has a sole tenured representative who is being replaced), the nominees are limited to tenured faculty only, unless there are no tenured faculty available.

The candidates for lecturer and/or clinical faculty seats, defined in Section Three, are only voted on by lecturers and/or clinical faculty in their respective colleges. Tenured/tenure-track candidates are only voted on by tenured/tenure-track faculty in their respective departments.

Elections of senators must be conducted prior to April 15.

#### ***Section Six—Removal of Senators***

Two or more faculty from the senator's own department must send a written request for a removal vote to the Faculty Senate President who will then notify the Committee on Credentials and Elections to conduct the vote for removal and certify the results no later than 3 weeks after the request was submitted.

A senator may be removed from office by a secret ballot vote of two-thirds [2/3] of the faculty assembly members of the department which the senator represents.

If the senator in question is on the Committee on Credentials and Elections, that senator shall be temporarily excused from the committee.

#### ***Section Seven—Voting Rights***

All faculty members may attend and participate in discussions at the regular meetings, though only members of the Faculty Senate may propose motions and vote.

#### ***Section Eight—Other Representatives***

Components of the university other than academic departments may be authorized by the regular Senate membership to elect nonvoting representatives to the Senate. Any component of the university desiring such representation may petition the Faculty Senate for authorization to elect a non-voting representative. Authorization requires a two-thirds vote of the Senate.

### **ARTICLE TWO: OFFICERS**

#### ***Section One—Officers and Voting Rights***

The faculty senate shall have a president-elect, a president, a past president, and a secretary.

The president-elect, the past president and the secretary shall be regular voting members of the Senate, but the president shall vote only to break a tie.

***Section Two—Officer Elections***

Senate officers shall be elected at large through secret ballots distributed by campus mail or secure, anonymous electronic means to all members of the Faculty Assembly.

Elections for officers shall be held prior to April 1.

If a member of the Senate representing a department is elected to a Senate office, that Senate position shall become vacant.

The election will be run by the Committee on Credentials and Elections as follows and in accordance with any other general elections identified in this constitution:

1. The Committee on Credentials and Elections shall circulate an open call for nominations to all members of the Faculty Assembly and subsequently a ballot listing no more than three nominees for each office.
2. Faculty members who wish to run for Senate office but who were not included on the ballot by the Committee on Credentials and Elections may have their names listed on the ballot by submitting to the Committee a petition signed by at least ten percent [10%] of the membership of the Faculty Assembly.
3. If no candidate for Senate office receives a majority of votes cast, a run-off election between the two candidates receiving the greatest number of votes shall be held within ten days.
4. If an election yields a winner with a victory margin of less than one percent [1%] of the total votes cast, a recount must be conducted within one week.
5. The President and President-elect must be tenured members of the faculty assembly at the time of the election.

In the first year of the new president-elect structure, both a president and president-elect must be elected. Thereafter, only a president-elect must be elected annually.

***Section Three—Terms of Office***

Terms of all officers shall begin August 15.

Persons elected to the president-elect position shall be expected to serve 3 years, with one year as president-elect, one year as president, and one year as past-president.

A president-elect must be elected every year.

The secretary position is a two-year position, to be elected in every even-numbered year. No person may hold the same office for two consecutive terms.

Each past president, president-elect, and secretary shall receive one course release per long semester. The president shall receive two course releases per long semester.

**The president should not serve on shared governance committees or the Grievance committee during their term due to possible conflicts of interest and is discouraged from pursuing major committee work elsewhere due to workload.**

#### ***Section Four—Vacancies***

If the office of the president becomes vacant, the president-elect shall become president, serving in that capacity to complete the unfinished term as well as the following year.

In the event of a vacancy prior to the normal expiration of a term of the president-elect or the secretary, a special election shall be held within thirty days to fill the unexpired term.

In the event of a vacancy in the office of the past president, that vacancy will not be filled.

#### ***Section Five—President***

The functions of the president are to:

1. Preside over meetings of the Faculty Senate,
2. Make regular Senate meeting agendas available to the faculty assembly by the Friday prior to each Senate meeting,
3. Report official Senate action to the President of the university and other appropriate administrative authorities,
4. Ensure that all provisions of the Constitution are executed,
5. Transmit from the president and provost information on matters of general interest to the faculty,
6. Serve as representative to the University Faculties Executive Council,
7. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies,
8. Call special meetings of the Senate or faculty assembly when appropriate and required by the constitution.

#### ***Section Six—President-Elect***

The functions of the president-elect are to:

1. Preside over meetings of the Faculty Senate in the absence of the president,
2. Serve as chairperson of the Committee on Credentials and Elections,



3. Assist the Faculty Senate president,
4. Serve as representative to the University Faculties Executive Council,
5. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies,
6. Supervise the administration of the faculty climate survey in the spring of every odd-numbered year,
7. Serve in any capacity designated for the Faculty Senate President-Elect in any university precedent or policy.

***Section Six—Secretary***

The functions of the secretary are to:

1. Compile and maintain a complete set of minutes of the meetings of the Senate and of the Faculty Assembly,
2. Send a draft of the minutes to Members of the Faculty Assembly, Provost, and relevant participants within a week of each meeting. When finalized and approved by Senate, post minutes to the Faculty Senate website prior to the next Senate meeting.
3. Keep a record of members present at each meeting,
4. Maintain the financial records of the Senate,
5. Conduct all Senate correspondence,
6. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies.

***Section Eight—Past President***

The functions of the Past-President are to:

1. Assist the Senate President as needed.

***Section Nine—Removal of Officers***

Senate officers may be removed from office by a two-thirds [2/3] vote of the Faculty Assembly.

A vote for removal is called after a two-thirds [2/3] vote of the Faculty Senate membership or after a petition signed by one-third of all Faculty Assembly members. The Faculty Assembly petition must be presented to and certified by the Committee on Credentials and Elections.

The Committee on Credentials and Elections must conduct the recall vote within 10 days of the Faculty Senate vote or of the certification of the Faculty Assembly petition.

**ARTICLE THREE: MEETINGS**

***Section One—Meetings and Agendas***

The Faculty Senate shall normally meet twice every month during the fall and spring academic semesters on the first and third Tuesdays of the month.

The date of any of these meetings may be changed by a two-thirds [2/3] vote of the Senate.

The University President, or designated representative, is invited to sit with the Senate in its regular meetings. An agenda of business to be considered by the Senate shall be posted publicly and distributed to the faculty assembly at least one day prior to each regular meeting.

***Section Two—Quorum***

Sixty percent [60%] of the total Senate membership shall constitute a quorum.

***Section Three—Meeting Conduct***

All meetings of the Senate and its committees shall be conducted according to the edition of Robert's Rules of Order identified by the Senate Executive Committee unless otherwise stipulated by a two-thirds [2/3] vote of the members present.

***Section Four—Faculty Assembly***

A meeting of the Faculty Assembly shall be called at least once a year by the Faculty Senate president and a formal report made to the Assembly on the activities of the Senate. The Faculty Senate President may use the Faculty Awards Ceremony to serve this purpose.

The presiding officer of the Senate shall serve as presiding officer of Assembly meetings.

The secretary of the Senate shall serve as secretary for the Assembly meetings.

A quorum at Assembly meetings shall be a majority of the Assembly membership.

At Assembly meetings in which a quorum is present at the time of the vote, resolutions may be passed in the name of the faculty by a majority vote of all members present or may be referred to the Committee on Credentials and Elections to be voted on through a referendum.

At Assembly meetings in which a quorum is not present, resolutions may be proposed by a majority vote of all members present and must then be referred to the Committee on Credentials and Elections to be voted on through a referendum.

The Senate president must call a special Assembly meeting when requested to do so by a petition signed by twenty-five percent [25%] of the Assembly members or a majority vote of the Faculty Senate.

## **ARTICLE FOUR: COMMITTEES OF THE FACULTY SENATE**

### ***Section One—Standing Committees***

The following committees shall be standing committees of the Faculty Senate: the Executive Committee, the Committee on Credentials and Elections, and the Faculty Awards Committee.

The Faculty Senate may appoint such ad-hoc committees as are necessary for reviewing policies and policy changes and for conducting research and/or investigation on topics that are of concern to the faculty.

No department will have more than one member on any committee.

### ***Section Two—Executive Committee***

The Executive Committee shall consist of the president-elect, the president, the immediate past president, the secretary and three Senate members-at-large elected by the Senate. The at-large members elected by the Senate shall serve one-year terms but may be reelected. In electing the members-at-large, the Senate should strive for representation across all academic colleges.

Functions of the executive committee are to:

1. Prepare and distribute an agenda prior to each Senate meeting,
2. Act for the Senate on routine business and in the implementation of policies and procedures,
3. Receive and file all committee reports,
4. Meet with University leadership to discuss issues of general interest to the faculty and institution,
5. Nominate and appoint faculty members to serve on university and/or UH-System committees or task forces whenever the Committee on Credentials and Elections is not available to make nominations and the Faculty Senate is not available to appoint representatives.

### ***Section Three—Committee on Credentials and Elections***

The Committee on Credentials and Elections shall consist of the Senate President-elect, who shall serve as chair, and one member from each department. Members shall serve for two-year terms, overlapping as needed to retain continuity, with half of the members serving a one-year term during the first year of implementation.

Functions of the committee are to:

1. Nominate to the Senate for a vote, faculty members for all standing Senate Committees,
2. Nominate and conduct the election of Faculty Senate officers according to the guidelines in Article 2, Section 2,
3. Nominate to the Senate for a vote, faculty members to serve as faculty representatives on the committees or task forces of the university or system including the Faculty Affairs Committee, Academic Policy Committee, and University Curriculum Committee,
4. **Solicit committee nominations from the faculty,**
5. **Collect brief bios for all nominations, to be included on the ballot,**
6. Conduct other elections ordered by the Senate by secure and anonymous balloting processes,
7. Inform the Senate President, by February 1 of each year, of the number of representatives that each department is entitled to elect to the upcoming session of the Senate,
8. Investigate and report to the Senate all questions pertaining to elections. Final decisions on such questions shall be made by the Senate Executive committee,
9. Decide questions concerning an individual's eligibility for membership in the **Senate and other elected committee positions** and inform the Senate President of the decision,
10. Establish guidelines for the election of departmental representative to the Senate.

The Committee on Credentials and Elections will ensure that no more than three nominees for any one position are presented **for a vote to all elected positions**, applying such criteria as the committee deems necessary.

The Committee on Credentials and Elections is also responsible for handling elections for the faculty positions required for the committees below, in addition to any others (notably, the University Standing Policy Committees in Article Five) assigned by policy, the constitution, or the Senate:

- Faculty Senator positions
- Faculty Senate Officer positions
- Grievance Committee (according to PS 10.A.02)
- Academic Affairs Council
- **Planning and Budget Development Committee**
- Funded Faculty Leave Committee
- Organized Research Committee
- Committee on Credential and Elections

#### ***Section Four—Faculty Awards Committee***

The Faculty Awards Committee is responsible for collecting nominations for the Faculty Awards ceremony every Spring semester. The chair of this committee is the

Teaching award winner from the previous ceremony. The rest of the committee consists of at least one representative from each department.

The logistical procedures and schedule for the Awards Committee and Ceremony are maintained and administered by the Faculty Senate Executive Committee and reviewed for needed revisions each summer.

## **ARTICLE FIVE: UNIVERSITY STANDING POLICY COMMITTEES**

### ***Section One—Definitions***

The following committees are designated as University Standing Policy Committees in PS 01.A.03, Section 2.5, the Academic Shared Governance Policy, dated 10/16/95, and by the Faculty Senate.

The University Standing Policy Committees include the Faculty Affairs Committee [PS 01.A.03, §2.5.1], the Academic Policies Committee [PS 01.A.03, §2.5.2], and the Curriculum Committee [PS 01.A.03, §2.5.3]. University Standing Policy Committees are responsible for developing and/or reviewing all university policies that directly affect the academic environment.

The Committee on Credentials and Elections nominates faculty representatives for University Policy Committees. The Faculty Senate then elects the faculty representatives to the university standing policy committees.

### ***Section Two—Representation and Terms***

University Standing Policy Committees shall have equal representation from the academic colleges whenever possible and no department should be represented by more than one person on any policy committee. **Faculty representatives to these committees must be tenured or tenure-track.**

Terms of committee members shall run from August 15 to August 14. At the first meeting of each academic year, each policy committee shall elect a chairperson and a secretary whose primary function is to keep a record of committee actions.

### ***Section Three—Faculty Affairs Committee***

The Faculty Affairs Committee is responsible for the review and recommendation of policies pertaining to faculty related issues and any matters affecting the professional lives of faculty. The committee is concerned with such faculty-related issues as rank and tenure, promotions, faculty benefits, course loads, faculty leaves, grievances, and academic freedoms and responsibility.

### ***Section Four—Academic Policies Committee***

The Academic Policies Committee is responsible for the review and recommendation of policies pertaining to academic standards, practices and regulations.

***Section Five— University Curriculum Committee***

The **University Curriculum Committee** is responsible for the review and recommendation of policies pertaining to the development and approval of new courses, new degree programs and other curriculum changes and requirements.

***Section Six—Selection of Representatives***

Faculty representatives to other university committees and councils may be selected through standard Committee on Credentials and Elections procedures or other alternative procedures as agreed to by the Faculty Senate or by election when appropriate.

The Faculty Senate Executive Committee is responsible for working with the President's office and the Vice President of Academic Affairs/Provost's office to identify all university committees on which faculty representatives will serve.

***Section Seven —University Councils***

The acting President and President-Elect of the Faculty Senate automatically serve on the following two bodies. **The Credentials and Elections Committee also elects four faculty representatives, one from each college, to both bodies.**

- University Academic Affairs Council [PS 01.A.03]
- Planning and Budget Development Committee

**ARTICLE SIX: AMENDING PROCEDURE**

***Section One—Approval by Senate***

Amendments to this constitution may be presented by any senator at any meeting of the Faculty Senate and shall be voted on at the next regular meeting, provided that is at least one week between the two meetings. If two-thirds [2/3] of the Senate membership supports a proposed amendment, the amendment shall be presented to the Faculty Assembly for a vote.

***Section Two—Approval by Assembly***

Between fifteen and thirty days after the Senate approves an amendment, the Committee on Credentials and Elections shall submit by campus mail or secure and anonymous electronic means the amendment(s) and ballots to the Faculty Assembly. Ratification of proposed amendments shall require the support of two thirds [2/3] of those voting in the election.