

Approved by faculty vote: 1-26-07

## **Journalism and Communications College Faculty Senate**

### **Section 1 - Preamble**

The College Faculty Senate is an elected representative body of the faculty, with its leadership elected by the College Faculty Senate, that acts on behalf of the faculty and is responsible for working with unit administration to develop and oversee the operation of shared governance within the College.

To ensure the success and vitality of shared governance in exercising decision-making responsibilities on issues and policies affecting faculty, the administration will seek appropriate input from the College Faculty Senate, consider it, and provide feedback and rationale about the final decisions made.

### **Section 2 – Role of the College Faculty Senate**

Following the guidelines from the Report of the Presidential-Faculty Senate Joint Task Force on Shared Governance, the Dean will share authority and responsibility with the Faculty. The Faculty may convey authority to the College Faculty Senate to act on its behalf as is appropriate. Shared governance includes:

#### 2.1 Determination

The College Faculty makes final determination on certain matters, such as curriculum, criteria for tenure and promotion, evaluation of students, and recommendations regarding accreditation.

#### 2.2 Recommendations

The College Faculty makes recommendations on certain matters, including but not limited to the College budget and technology decisions that impact teaching and research.

#### 2.3 Consultation

The College Faculty must have an opportunity for consultation with the Dean (or designee) on other matters connected with the priorities and policies of the College and their implementation. To consult means to have input into the decision-making process, and especially to be informed of the nature and rationale for the decisions before they are made.

### **Section 3 - Composition of College Faculty Senate**

3.1 The College Faculty Senate will be nine elected members with two members elected by each academic department and one member elected by the non-affiliated faculty.

3.2 The names of all faculty members in the department will appear on the department's ballot unless a faculty member requests to have his/her name removed from consideration.

3.3 A chair and vice chair of the College Faculty Senate will be elected by the Senate for a one-year term.

3.4 Administrators, defined as deans and department chairs, are not eligible to serve on the College Faculty Senate.

### **Section 4 - Term of office**

4.1 The College Faculty Senate will meet during fall and spring semesters. The Senate will be called into special session during the summer semester only in emergency situations.

4.2 The length of a term is two years.

A faculty member may be elected to the College Faculty Senate for two consecutive terms (4 years total).

4.3 A faculty member who has served two consecutive terms may seek reelection after being off the College Faculty Senate for one year.

4.4 The terms of office will be established on a rotating basis so no more than five members are elected each year. [For the first year, the representative elected to the Senate with the most

votes will serve a two-year term. The other representative will serve a one-year term. The elected representative of the non-affiliated faculty will serve a two-year term. That establishes the rotation of members for the next election.]

- 4.5 In the event that a representative cannot fulfill the term or is removed from the position due to non-attendance or by the vote of the representative's unit, the representative's unit will elect a replacement for the remainder of the term. In the event that no one in the unit is willing to fill the seat, the position will be filled by an at-large election.

## **Section 5 - Duties of the College Faculty Senate**

- 5.1 Collaborate with the college committees and establish a mutual accountability process.
- 5.2 Develop a process for actively soliciting input from the faculty.
- 5.3 Regularly report to the faculty regarding issues and actions of the Senate.
- 5.4 Call faculty meetings as needed and set the agenda for those meetings. Hold at least one faculty meeting during each fall and spring semester.
- 5.5 Recommend policies to the Dean and other administrative bodies.
- 5.6 Receive, consider, refer and approve matters submitted in writing to the Senate including recommendations from Standing Committees, Special Committees, or individual faculty members.
- 5.7 Refer matters to the Faculty as a whole as appropriate based on recommendations from Standing Committees, Special Committees, or individual faculty members.
- 5.8 Investigate and make recommendations on matters referred to the Senate by the Faculty.
- 5.9 Review the Mission, Goals, Constitution, By-laws, and Policies of the College every four years, or as requested, and recommend revisions to the Faculty.
- 5.10 Provide an official faculty body for representing the college faculty on issues of concern with the university administration.
- 5.11 Develop a process for resolution of conflict between the faculty and the administration.
- 5.12 Consider concerns and act upon recommendations presented by student groups or the support staff within the College.
- 5.13 Meet at least monthly during fall and spring semesters to accomplish the duties outlined above and as needed.
- 5.14 Additional meetings may be called by the Senate President/Chair or on petition of three members of the Senate.
- 5.15 Meet at least monthly with the administration.