BYLAWS
OF THE SALISBURY UNIVERSITY
FACULTY SENATE

Full document adopted by the Faculty to take effect July 1, 2018.

Last change approved by All Faculty on November 14, 2022.

Role and Objectives of the Faculty Senate

The Faculty Senate is the representative and deliberative body for conducting the business of the Salisbury University Faculty. In this role the Faculty Senate provides a clear, unified Faculty voice to the administration on academic policies and programs, Faculty affairs, and matters relating to the general academic environment of the institution. In order to fulfill its responsibilities, the Faculty Senate shall:

A. Expedite the business of the Faculty in public meetings, allowing input by the entire Faculty at all times;
B. Establish ad hoc, Faculty Senate Standing Committees and Faculty Senate Special Purpose Committees as needed;
C. Inform the Faculty of changes in policies or procedures that impact academic programs or Faculty affairs; and
D. Facilitate communication of concerns between the Faculty and the University's various constituencies; and
E. Perform such other duties as the Faculty directs.

Article I. Definition of Regents, University, Faculty, Units, Senate, and Senators

Section 1. Regents:

The Board of Regents of the University System of Maryland hereinafter shall be referred to as the *Regents*.

Section 2. University:

Salisbury University hereinafter shall be referred to as the *University*.

Section 3. Faculty:

University Faculty, hereinafter referred to as *Faculty*, includes all full-time (including contractual) employees of the University and all part-time tenured or tenure track employees of the University, at least half of whose cumulative duties each academic year include:

A. Teaching credit-bearing courses;
B. Serving as a Librarian;
C. Conducting research and/or similar professional activities;
D. Serving as an immediate supervisor, who does not report directly to the Provost, of several members of the Faculty;
E. Serving as an officer of the Council of University System Faculty;
F. Performing other duties not enumerated above, recommended by the Membership and Elections Committee, and approved by the Faculty Senate to be counted as Faculty duties.

Release time for duties other than those above may not be counted toward qualifying an individual as a member of the Faculty. References to “tenure” shall include “tenure or permanent status” throughout this document. Individuals who otherwise qualify as Faculty but who are on Faculty sabbatical leave or professional research leave continue to qualify as Faculty.

Section 4. Units:

A. The Faculty shall be partitioned into distinct groupings, hereinafter referred to as *Units*, each of which must meet the following requirements:
    i. The number of tenue-track or tenured Faculty in each Unit must be at least 2% of the total number of Faculty at the University;
    ii. Each Unit must have a designated administrator who is responsible for recommending directly to the Provost the hiring, continuance, rank, tenure, promotion, and salary of the Faculty in the Unit; and
B. Any Faculty member (as defined in Section 3) with duties in more than one Unit shall be designated as a member of at most one Unit, and any Faculty member (as defined in Section 3) not in a Unit shall be able to vote on all Faculty matters except those requiring Unit Membership.
C. For convenience of reference throughout these Bylaws, the Units are these:
The Charles R. and Martha N. Fulton School of Liberal Arts (FULTON),
The Richard A. Henson School of Science and Technology (HENSON),
The College of Health and Human Services (CHHS),
The Franklin P. Perdue School of Business (PERDUE),
The Samuel W. and Marilyn C. Seidel School of Education (SEIDEL), and
The University Libraries (LIBRARY).
Any change to this listing of Units requires a Bylaw amendment.
D. Faculty in each Unit listed in subsection C immediately above hereinafter shall be designated as FULTON, HENSON, CHHS, PERDUE, SEIDEL, or LIBRARY Faculty.

Section 5. Senate and Senators:

The Faculty Senate of the University hereinafter shall be referred to as the Senate, and its members as *Senators*.

Article II. Relationships among Faculty Senate, Senate Standing Committees and the Administration

Section 1. Senate Consults Faculty:

The Senate shall consult the Faculty as a whole body concerning policies, proposals, and problems of institutional and/or professional concern.

Section 2. Senate Meets Regularly:

The Senate shall meet regularly in public session, conduct business of interest to the Faculty, communicate its actions to the Faculty, and represent the Faculty when the Faculty so authorizes.

Section 3. President of the Senate Convenes and Presides:

The President of the Senate shall convene and preside at meetings of the Faculty and at meetings of the Senate.

Section 4. Senate's Role in University Governance:

The Senate shall coordinate Faculty participation in University governance and facilitate communication between the Faculty and the other University constituencies.

Section 5. Senate Speaks for Faculty:

Decisions of the Senate shall be considered decisions of the Faculty.

Section 6. Faculty Reconsideration of Senate Decisions:

Within ten working days of notification of the Faculty of a decision of the Senate, members of the Faculty may petition to convene the Faculty for reconsideration of said decision, in accordance with the procedures in Article IV, Section 4.D.

Section 7. Notification to Faculty of Senate Decisions:

The President of the Senate shall formally and promptly communicate in writing to the Faculty and to the appropriate administrator(s) all Senate and Faculty decisions. The administration shall respond in writing within a reasonable period of time, affirming Senate's recommendations; rejecting them; or sending them back for further consideration. Once the administration has affirmed a recommendation, it becomes University policy and shall be published in the appropriate University publications within a reasonable period of time.

Section 8. Authority of Senate Committees:

The Senate Standing Committees shall be empowered to make studies, reports, recommendations, and decisions in specific areas within the purview of their delegated responsibilities. Several committees are charged in these Bylaws with exercising appeal, hearing, and judicial responsibilities or otherwise making recommendations concerning Faculty matters directly to the University administration. All other committee decisions shall be communicated to the Senate for approval.

Article III. The Senate and its Officers

Section 1. The Senators:

The number of Senators shall be three times the number of Units. Two Senators shall be elected from and by each Unit. The remaining Senators shall be elected at-large from and by the entire Faculty.

If the number of Units or the distribution of Faculty within Units should change, the Senate shall utilize the Units and Faculty distributions enunciated in the Bylaws.

Section 2. Officers of the Senate:

The Senate shall elect annually from among the Senators a Vice President, a Secretary, and a Webmaster. The elected Vice President of the Senate shall assume the duties of President of the Senate for the following year. The duties of the Senate officers are specified below.

A. The President of the Senate shall:
   i. Preside at all meetings of the Faculty and of the Senate;
   ii. With the advice and consent of the Senate appoint Designated Senators to Senate committees;
   iii. Formally, promptly, and in writing notify the Faculty and appropriate administrators of decisions of the Senate and of the Faculty. Upon receipt of the administration's formal written response to Senate or Faculty recommendations, the President of the Senate shall communicate those responses to the Senate and the Faculty; and
   iv. Perform such other duties as the Senate shall direct.

B. The Vice President of the Senate shall:
    i. Assume the duties and responsibilities of the President of the Senate whenever the President of the Senate is unavailable to serve;
    ii. Maintain a complete, accurate, and current listing of these Bylaws;
    iii. Maintain a complete, accurate, and current listing of policies and procedures adopted by the Senate and by the Faculty and communicate such policies and procedures to the appropriate committee(s); and
    iv. Perform such other duties as the President of the Senate or the Senate shall direct.

C. The Secretary of the Senate shall:
    i. Prepare and distribute to the Faculty all agendas and minutes of meetings of the Faculty and of the Senate;
    ii. Maintain records of all actions of the Faculty and of the Senate;
    iii. Ensure that policies recommended by the Senate and authorized by the administration are published in The Faculty Handbook; and
    iv. Perform such other duties as the President of the Senate or the Senate shall direct.

D. The Webmaster of the Senate shall:
    i. Maintain and update the Senate's website;
    ii. Publically post all Senate policy recommendations and formal written Administrative responses;
    iii. Publically post all Senate meeting dates, agendas, minutes, and working documents;
    iv. Publically post the most current version of these Bylaws, which shall be provided by the Vice President of the Senate
    v. Publically post, at least once annually, a current listing of Faculty, which shall be provided by the Membership and Elections Committee;
    vi. Publically post, at least once per semester, a current listing of members of the Senate, of all Senate committees, and of all representatives to other organizations, including their terms of office, their disciplines and departments and Units, their tenure status, and all other information relevant to their qualifications to serve;
    vii. Serve as the Designated Senator on the Membership and Elections Committee;
    viii. Make changes and/or corrections approved by the President of the Senate: and
    ix. Perform such other duties as the President of the Senate or the Senate shall direct.

E. The Officers of the Senate acting together shall:
    i. With the advice and consent of the Senate appoint ad hoc committees;
    ii. Receive requests for Faculty action from all members of the University community, take appropriate action, and respond to those concerned in a timely manner;
    iii. Refer matters requiring Faculty action to Senate Standing Committees, to ad hoc committees, to the Senate, or to the Faculty as they judge to be appropriate;
    iv. Receive reports from Senate Standing Committees, from ad hoc committees, and from other groups and organizations, and forward these reports to the Senate or to the Faculty for consideration;

v. Prepare agendas for meetings of the Senate and the Faculty; and
vi. Coordinate and facilitate communication among the Senate, Senate Standing Committees, ad hoc committees, the Faculty, and other groups and organizations.

Article IV. Rules, Meetings, Quorums, and Voting

Section 1. Robert's Rules of Order:

Unless otherwise specified in these Bylaws, the latest edition of Robert's Rules of Order shall provide parliamentary procedures for conducting the business of the entire Faculty, the Senate, and committees.

Section 2. Faculty and Senate Meetings:

The Senate and/or the entire Faculty shall meet in open plenary session during the academic year at least once each month during September, October, November, December, February, March, April, and May. These meetings shall be so scheduled that they do not conflict with the meetings of the Governance Consortium and shall be held typically on the second or the fourth Tuesdays of each month. The meeting schedule may be adjusted in order to comply with the academic calendar. Additional meetings of the Senate and/or the entire Faculty shall be held as is necessary to conduct Faculty business. Meetings shall normally be held on Tuesday afternoons between 3:30 p.m. and 5 p.m. and shall be announced and open to all Faculty.

Section 3. Committee Meetings:

All committee meetings shall be open to all Faculty except when a committee's business concerns personnel or similar sensitive matters.

Section 4. Convening the Faculty:

The Faculty shall meet as a body to conduct business when convened by the President of the Senate, who shall preside. Such meetings of the Faculty shall be announced in advance and publicly convened:

A. At the discretion of the President of the Senate; or
B. Upon request of the President of the University; or
C. Whenever the Senate so directs; or
D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Faculty.

Section 5. Convening the Senate:

The Senate shall meet to conduct business when convened by the President of the Senate who shall preside. Such meetings of the Senate shall be announced in advance and publicly convened:

A. At the discretion of the President of the Senate; or
B. Upon request of the President of the University; or
C. Whenever the Senate so directs; or
D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Senate.

Section 6. Quorum of the Faculty:

A quorum of the Faculty shall be a majority (that is more than half) of the total number of Faculty.

Section 7. Quorum of the Senate:

A quorum of the Senate shall be two-thirds of the total number of Senators.

Section 8. Quorum of a Committee:

A quorum of a committee shall be a majority of voting members of the committee.

Section 9. Voting:

Except as specified in Robert's Rules of Order or elsewhere in these Bylaws, motions in meetings of all Faculty groups described in these Bylaws shall be passed by majority vote of those voting members in attendance, provided a quorum is present when the vote is taken.

Section 10. Senate Referral of Referendum for a Full-Faculty Vote:

The Senate may determine that a particular decision, which would impact the Faculty as a whole, should be decided by a vote of the full Faculty. The following process shall be used.

The Faculty Senate shall pass a motion, which includes a referendum, at an open plenary session during the academic year that passes with no less than two-thirds of all Senators casting affirmative votes to approve the motion.

The Faculty Senate shall notify the Faculty of the decision.

The Faculty Senate shall distribute the referendum and other relevant materials in the same manner in which other Senate materials are distributed to the Faculty.

The Faculty Senate shall organize at least four open meetings for deliberation on the referendum, no fewer than two of which shall be made available to the Faculty via distance technology. The Senate may, at its discretion, organize or set up other mechanisms for discussion among the Faculty on the referendum.

The President of the Senate, the Vice President of the Senate, or any other Senator designated by the President of the Senate shall moderate open meetings in accordance with Robert's Rules of Order.

The Senate shall produce a mandate, which may differ from the referendum, on which the Faculty will vote. The mandate shall be distributed to the Faculty in the same manner in which other Senate materials are distributed to Faculty at least one week before voting commences.

The Membership and Elections Committee of the Senate shall conduct the full-faculty vote in accordance with its procedures. For a full-faculty vote, at least two-thirds of the Faculty must vote on the mandate in order for the decision to be binding upon the Senate. If that condition is met, the mandate shall be passed by a simple majority of the Faculty voting on the mandate. If that condition is not met, the Senate will consider the full-faculty vote as advisory and may, at the Senate's discretion, choose to decide on behalf of the Faculty.

Article V. Elections, Term Limits, Recalls and Removals, Vacancies, and Voting and Membership Eligibility

Section 1. Conduct of Elections:

Elections may be conducted in meetings of the Faculty, in meetings of the Units, in meetings of the Senate, in meetings of the committees, by written ballot, or by other means as approved by the Senate. The Membership and Elections Committee of the Senate shall conduct all elections for Senators, for members of Senate Standing Committees, and for Faculty Representatives to Other Faculty Organizations.

Section 2. Election of Senators from Each Unit:

The Faculty in each Unit shall elect the two Senators from that Unit, to terms of office of three years, with each term beginning on August 15 following the election, and with each term ending on August 14 of a subsequent year. Should a Unit fail to elect a Senator for any term, a member of the Faculty shall be elected at-large for one year, after which the Unit shall have the opportunity to elect a replacement for the remainder of the term.

Section 3. Election of Committee Members from Each Unit:

The Faculty in each Unit shall elect those members of committees who represent that Unit. Should a Unit fail to elect a member of a committee for any term, a member of the Faculty shall be elected at-large for that term. Each member of a committee shall have a term beginning on August 15 following the election and ending on August 14 of a subsequent year.

Section 4. Election of At-Large Senators:

The Faculty as a whole shall elect the at-large Senators to staggered terms of office of three years, with each term beginning on August 15 following the election and ending on August 14 of a subsequent year.

Section 5. Election of At-Large Members of Committees:

The Faculty shall elect the at-large members of committees to terms as specified in these Bylaws. Each member of a committee shall have a term beginning on August 15 following the election and ending on August 14 of a subsequent year.

Section 6. Election of Senate Officers:

The Senate shall elect its officers, with the exception of the President of the Senate, subsequent to the election of new Senators and new members of committees. Senate officers shall serve one year terms beginning on August 15 and ending on August 14 of the following year. The current Vice President of the Senate shall serve as President of the Senate the following year.

Section 7. Term Limits:

No Faculty member may serve as a voting member of the Senate or as a voting member of any Senate Standing Committee for more than six out of any seven consecutive academic years.

Section 8. Recalls or Removals:

Senators from a Unit and members of committees from a Unit may be recalled at any time by a majority vote of the Faculty in the Unit. At-Large Senators and at-large members of committees may be recalled at any time by a majority vote of the entire Faculty. Officers of the Senate may be recalled at any time by a majority vote of the entire Senate. In any case not mentioned here, a majority of the entire constituency that elects an individual may vote to recall that individual at any time. A recall is effected by either of the following procedures, and a vacancy exists immediately upon completion of either procedure:

Recall

A. A petition of recall, signed by a majority of the entire constituency that elected the individual, is certified by the Membership and Elections Committee, effecting the immediate recall of the individual; or
B. A petition of recall is signed by at least ten percent of the constituency that elected the individual, a special meeting of the constituency is called, a majority of the entire constituency votes to recall the individual, and the result is certified by the Membership and Elections Committee.

Removal

A. The chairperson of a committee submits to the chairperson of the Membership and Elections Committee a signed petition of recall to remove an inactive committee member; and
B. The Membership and Elections Committee approves the petition of recall and removes the inactive committee member.

Section 9. Filling Vacancies:

Should vacancies of no longer than one semester occur either for terms of Senators, for terms of members of Senate Standing Committees, or for Faculty representatives to other Faculty organizations, the Membership and Elections Committee shall appoint a temporary replacement. Vacancies of longer than one semester shall be filled by special elections conducted by the Membership and Elections Committee.

Section 10. Determining Voting and Membership Eligibility:

The Membership and Elections Committee shall maintain a complete, accurate, and current listing of all members of the Faculty, and the listing at the time of elections shall determine eligibility both to vote in the elections and to serve on the Senate and its committees. The Membership and Elections Committee shall resolve all questions regarding any individual's membership in the Faculty and/or membership in a Unit.

Article VI. Eligibility for Election, Limit of Election to Faculty Senate Committees, Designated Senators on Senate Standing Committees, Minor Committee Modifications

Section 1. General Eligibility of Faculty:

All members of the Faculty are eligible to serve as Senators, as members of Senate Standing Committees, and as Faculty representatives to other Faculty organizations, provided they meet the specific requirements for service for these organizations as stated elsewhere in these Bylaws.

Section 2. Eligibility to Serve as Senators:

Senators and Faculty seeking election as Senators must be available to meet on Tuesdays between 3:30 p.m. and 5:00 p.m. each week throughout the academic year.

Section 3. Voting Members on Committees:

Members of the Faculty shall be elected as voting members to no more than two Standing Committees of the Senate and no more than one Special Purpose Committee of the Senate. Members of the Faculty elected to the Senate shall be elected as a voting member to no more than one Standing Committee of the Senate and no more than one Special Purpose Committee

of the Senate. Other constituencies of the University shall elect and/or appoint voting members to Standing Committees as these Bylaws shall elsewhere provide.

Section 4. Different Disciplines:

No Senate Standing Committee shall have two elected members from any one academic discipline. The term "academic discipline" shall normally mean "academic department" or "library," although the Senate may determine that a given academic department includes two or more academic disciplines.

Section 5. Designated Senators on Committees:

The President of the Senate, with the advice and consent of the Senate, shall appoint to each Standing Committee a Designated Senator, preferably from among those Senators already elected to the committee. Unless either the Senator was also elected to the committee or the description of the committee states that the Designated Senator shall be a voting member, the Designated Senator shall be a non-voting member. Each Designated Senator has the following responsibilities:

A. Communicating to the Senate, without breach of confidentiality, the nature and status of issues before the committee; and
B. Convening, at the direction of the Senate, a meeting of the committee in order to elect committee officers and/or to conduct specific business.

Section 6. Minor Committee Modifications:

The Faculty Senate may make minor, editorial modifications to a committee described in Article VII of these Bylaws as appropriate in order to account for administrative restructuring, changes of title, and reassignment of duties, provided:

A. These modifications affect only ex officio, non-voting members of the committee;
B. These modifications do not materially change the nature, charge, or functioning of the committee;
C. The proposed modifications are distributed to the entire Faculty at least two weeks prior to the Senate taking action on them; and
D. The Senate approves such editorial modifications by no less than a two-thirds vote of the entire Senate.

Article VII. Senate Standing Committees

Faculty members elected to Senate Standing Committees shall serve three-year terms. The Membership and Elections Committee shall adjust the ending dates of terms for those members of committees who are being elected in order that approximately one-third of the voting Faculty members on each committee have terms ending each year.

Unless otherwise addressed, should an elected Faculty member not be the Designated Senator on the committee, a Designated Senator shall be appointed by the President of the Senate to serve on the committee, and unless otherwise specified shall be non-voting.

Ex officio members of committees shall be non-voting unless otherwise specified, and each shall be able to designate a designee as is necessary.

Each committee shall elect its chairperson annually, unless otherwise specified.

Section 1. Membership and Elections Committee:

The purposes of the committee shall be to:

A. Maintain a complete, accurate, and current listing of Faculty and share this list at least once annually with the Webmaster for public posting;
B. Maintain a complete, accurate, and current listing of the members of the Senate, of all Senate committees, and of all representatives to other organizations, including their terms of office, their disciplines and departments and Units, their tenure status, and all other information relevant to their qualifications to serve, and share this list at least once per semester with the Webmaster for public posting;
C. Recommend to the Senate procedures for appointing replacements to fill vacancies, conducting elections, determining terms of office, and deciding other matters related to the committee's responsibilities;
D. By whatever procedures are approved by the Senate: actively seek nominations for vacant positions, certify eligibility of candidates, prepare ballots, conduct elections, and certify and announce election results;
E. By whatever policies are approved by the Senate: remove inactive members from committees in accordance with Article V, Section 8; and
F. By whatever procedures are approved by the Senate: appoint replacement Senators or members of committees to fill vacancies of no longer than one semester, and conduct special elections to replace Senators or members of committees to fill vacancies of longer than one semester.

The committee shall have seven voting members: one Faculty member elected by and from each Unit, plus the Webmaster of the Senate who shall be the Designated Senator to this committee.

Section 2. Undergraduate Curriculum Committee:

The purposes of the committee shall be to:

A. Make recommendations to, and receive suggestions from, the Provost and/or the chairs of the several departments for the general coordination and improvement of the University academic program; and
B. Approve all additions, deletions, and changes in the undergraduate curriculum, except those pertaining to alignment with General Education requirements.

The committee shall have eight voting members: one Faculty member elected by and from each Unit, and two elected at-large; one student selected annually in a manner determined by the Student Government Association. Library Faculty are precluded from membership on this committee as they serve as members of the Unit Curriculum Committees. Ex officio members: the Provost, the Registrar, and the Dean of Libraries.

Section 3. Academic Policies Committee:

The purposes of the committee shall be to:

A. Establish academic policies, including those concerning academic standards and retention, the marking system, and standards for academic probation;
B. Advise and adjudicate on individual scholastic problems and matters of academic dishonesty; and
C. Act as a board of appeal on academic matters for students and Faculty.

The committee shall have nine voting members: one Faculty member elected by and from each Unit except the Library, and one elected at-large; one undergraduate student selected annually in a manner determined by the Student Government Association, one graduate student selected by the graduate council in consultation with the Dean of Graduate Studies

and Research; and the Dean of Students. Ex officio members: the Provost, the Registrar, and the Dean of Graduate Studies and Research.

Section 4. Library and Learning Resources Committee:

The purposes of the committee shall be to:

A. Review and make recommendations to the University administration concerning the use of technology in teaching and learning, including but not limited to planning and policies;
B. Serve in an advisory capacity to the Manager of Instructional Design and Delivery about issues regarding technology and learning;
C. Confer with, and make recommendations to, the Dean of Libraries concerning library policy, role, and growth; and
D. Serve as a Faculty Liaison to the Library and to the Information Technology Department regarding resources and technology for teaching and learning.

The committee shall have seven voting members: one Faculty member elected by and from each Unit, and one elected at-large. Ex officio members: the Chief Information Officer, the Manager of Instructional Design and Delivery, and the Dean of Libraries.

Section 5. Faculty Development Committee:

The purposes of the committee shall be to:

A. Foster the intellectual development of the Faculty; and
B. Promote teaching excellence by sponsoring lectures, symposia, debates, seminars, and other activities the members deem appropriate.

The committee shall have six voting members: one Faculty member elected by and from each Unit except the Library, and one elected at-large. Ex officio members: the Manager of Instructional Design and Delivery, and the Assistant Provost for Faculty Success.

Section 6. Promotions Committee:

The purposes of the committee shall be to:

A. Develop and recommend to the Faculty policies and procedures for the evaluation by the committee of candidates for promotion and Emeritus status;
B. Review and recommend candidates for promotion and Emeritus status to the Provost;
C. Advise the President of the University concerning University-wide procedures and criteria for promotion and Emeritus status;
D. Recommend a list of candidates for promotion and Emeritus status to the Provost following the evaluation procedures; and
E. Meet with the Provost to formally discuss the merits of each candidate. Upon completion of this meeting, the Provost shall forward to the President of the University his/her recommendations for promotion and Emeritus status along with a copy of the recommendations of this committee.

The committee shall have eight voting members, all tenured at the associate professor rank or higher: one Faculty member elected by and from each Unit, and three elected at-large. In addition, two tenured Faculty members shall be elected as alternates, each of whom shall participate and vote only if replacing a recused, voting member of the committee or filling a vacancy. Library Faculty are precluded from membership on this committee as they have a separate, parallel committee to determine promotion and tenure. Members are required to recuse themselves from discussion and voting upon candidates who share the same immediate

supervisor. Immediate supervisors of Faculty are precluded from membership. Additionally, Faculty members serving on this committee shall not apply for promotion while serving on the committee. Also, no faculty member shall serve on this committee and the Faculty Welfare Committee simultaneously. Faculty who are unable to serve on the committee due to a leave (sabbatical, medical, research, etc.) of at least one semester shall retire from the committee and be replaced for the duration of his or her term with a tenured Faculty member at the rank of associate professor or higher elected by and from the Unit that the retiring member represented.

Section 7. Faculty Welfare Committee:

The purposes of the committee shall be to:

A. Study and make policy and procedural recommendations concerning salary schedules, contracts, insurance, retirement, sabbaticals, merit pay increases, and related matters;
B. Receive and study individual problems related to Faculty welfare, and then offer its recommendations to appropriate agencies; and
C. In accordance with the University Grievance Policy, hear all formal Faculty grievances except for those dealing with academic freedom and tenure or with retrenchment appeals.

The committee shall have six voting members: one tenured Faculty member elected by and from each Unit. No faculty member shall serve on this committee and the Promotions Committee simultaneously. A voting member who is unable to serve on the committee due to a leave (sabbatical, medical, research, etc.) of at least one semester shall retire and be replaced with a tenured Faculty member elected by and from the Unit that the retiring member represented, who shall serve the remainder of the retiring member's term.

Section 8. Academic Freedom and Tenure Committee:

The purposes of the committee shall be to:

A. Review those appeals and problems concerning academic freedom and tenure that are referred to it; and
B. Initiate studies and offer recommendations to the administration or to other appropriate agencies.

The committee shall have five voting members: five tenured Faculty members elected at-large.

Section 9. Long Range Academic Planning Committee:

The Long-Range Academic Planning Committee exists to represent all academic and Faculty perspectives pertinent to the strategic planning processes of the University.

The purposes of the committee shall be to:

A. Study trends in higher education in order to appraise the programs of the University;
B. Assess the resources of the University to meet the needs identified;
C. Regularly seek input from various academic and administrative units, departments, stakeholders, and opinion leaders on campus to inform its deliberations;
D. Provide input for the mission of the University in terms of the constituency it serves, particularly from the standpoint of curricular offerings, both undergraduate and graduate; and
E. Provide input for programmatic changes consistent with changing enrollment patterns and/or the educational mission of the institution.

The committee shall have six voting members: one Faculty member elected by and from each Unit except the Library, and one elected at-large. Ex officio member: the Provost.

Section 10. International Education Committee:

The primary purpose of the IEC is to provide a voice and central resources for Faculty regarding international education at the University. In addition, the IEC will help coordinate various academic dimensions of international education between Faculty and other departments and offices across the University. The IEC will serve both the interests of students and Faculty in performing its role. In particular, the IEC involvement in international education includes matters pertaining to curriculum, scholarship, and service learning. Among other activities, in fulfilling this role the IEC will:

A. Serve as an advisory board to the Center for International Education;
B. Provide policy oversight and review on international education and related programs;
C. Provide Faculty voice and visibility in developing study abroad programs for University students and internationalizing the curriculum more broadly;
D. Serve as a centralized resource for Faculty in various aspects of internationalization, professional, and curriculum development;
E. Serve as a communication channel to the faculty for the comprehensive internationalization at the University; and,
F. Foster and facilitate communication between Faculty and departments and offices across the University as it pertains to international education.

The committee shall have six voting members: one Faculty member elected by and from each Unit. Ex officio members: a representative from the Center for International Education.

Section 11. Faculty Awards and Recognition Committee:

The purposes of the committee shall be to:

A. Receive from Faculty, students, and administrators nominations for distinctions, including the Distinguished Faculty Award, presented to eligible Faculty by non-student organizations, including USM, regional, national, and international committees, bodies, and organizations;
B. Develop procedures to evaluate nominations for such distinctions;
C. Review and submit recommendations to the Provost and President of the University of Faculty to be nominated for these distinctions;
D. Receive nominations, review and make recommendations, following USM guidelines, to the Provost and President of the University, of candidates for honorary degrees to be granted by the University; and
E. Explore and advertise additional means of recognition afforded by both on- campus and off-campus sources.

The committee shall have six voting members: one tenured full professor elected by and from each Unit except the Library, and one elected at-large. Additionally Faculty members serving on this committee shall not be eligible for any awards or recognition under the committee's review during the period of their service on the committee.

Section 12. Admissions and Readmissions Committee:

The purposes of the committee shall be to:

A. Review and recommend policies and procedures regarding admission, readmission, and retention issues;
B. Adjudicate student appeals for exceptions to the university's policies governing admission, readmission and academic standards in a manner that ensures the confidentiality of individual cases; and
C. Provide appropriate representation on the university Enrollment Management

Committee(s). These representatives should be voting members of the committee(s).

The committee shall have six voting members: one Faculty member elected by and from each Unit except the Library, and one elected at-large. Ex officio members: the Provost, the Director of Admissions, the Vice President of Student Affairs, the Registrar, and the Director of Counseling.

Section 13. Faculty Financial Oversight Committee:

The purposes of this committee shall be to:

A. Identify priorities and specific goals for each budget year, including but not limited to classroom and teaching resources, research sources, library resources, travel funds, departmental budgets, and compensation for administrative and service responsibilities;
B. Work with appropriate committees and administrators to identify ways and means for participating actively and effectively in the budget-making process in order to advocate and advance Faculty fiscal concerns;
C. Be a permanent addition to the Strategic Planning and Budgeting Committee; and
D. Request budget information from relevant administrative bodies in line with complete transparency; and
E. Conduct Inquiries into administrative budgetary decisions as decided by the FFOC and/or as directed by the Faculty Senate Executive Committee.

The committee shall have six voting members: one Faculty member elected by and from each Unit, and three non-voting members, chosen to provide expertise and continuity, appointed by the Faculty Senate President. Each of the members will be elected or appointed to staggered three year terms beginning on August 15 and ending on August 14 of a subsequent year.

Section 14. University Academic Assessment Committee:

The UAAC shall serve as both an advisory and an assessment coordination body on all matters related to academic assessment at the University as a whole. The UAAC shall make recommendations to the Senate concerning the development and implementation of assessment options relevant to instruction and learning outcomes.

The UAAC shall concern itself with the development, implementation and evolution of a comprehensive academic outcomes assessment plan. Specifically, the purposes of the committee shall be to:

A. Articulate and update a coherent plan for academic student outcomes assessment;
B. Articulate and update, in coordination with the General Education Oversight Committee, a coherent plan for ongoing assessment of the General Education curriculum;
C. Identify viable assessment processes and instruments that contribute to the development of meaningful assessment plans for academic departments, programs, and activities;
D. Assist all academic units in development, implementation, and use of their individual assessment programs to improve student learning;
E. Review assessment reports, in coordination with the General Education Oversight Committee, to evaluate the General Education program's effectiveness;
F. Promote the scholarship of learning and assessment for Faculty; and
G. Undertake other duties as assigned by the Senate.

The committee shall have seven voting members: one Faculty member elected by and from

each Unit, one elected at-large. One student selected annually in a manner determined by the Student Government Association shall serve a one year term as a non-voting member. Ex officio members: the Provost, and the Associate Vice President for Planning & Assessment.

Section 15. Honors Convocation Committee:

The committee shall, with regard to the awarding of academic honors, have the following purposes:

A. Select recipients for the Achievement Key, the Campus Life and Who's Who awards, from a list of nominations made by the Faculty at-large;
B. Sanction the presentations of all awards at the annual Honors Convocation;
C. Select the speaker for the annual Honors Convocation; and
D. Serve as an advisory body in matters related to Honor Societies and awards.

The committee shall have six voting members: six Faculty members elected at-large.

Section 16. General Education Oversight Committee

The purposes of the committee shall be to:

A. Create, regularly review, and update guidelines and processes to be used for approving General Education courses;
B. Approve the alignment of undergraduate courses with specific General Education requirements;
C. Coordinate with all academic units to ensure appropriate distribution and offerings of General Education courses;
D. Evaluate, in coordination with the University Academic Assessment Committee, the General Education program's effectiveness. Results shall be reported to the Senate annually;
E. Recommend modifications to the General Education program and its Student Learning Outcomes to the Senate. Recommendations must consider input from Faculty and the Office of Academic Affairs, and report on impact studies; and
F. Recommend modifications to its own Advisory Subcommittees to the Senate.

The committee shall have seven voting members: one Faculty member elected by and from each Unit and one Faculty member elected at-large. Ex officio members: the Provost; the Registrar; and the Director of University Analysis, Reporting, and Assessment.

The committee shall be supported by Advisory Subcommittees associated with specific General Education requirements. The number, structure, and composition of these subcommittees shall be explicitly described in the General Education Oversight Committee's standing rules.

The purposes of these subcommittees shall be to:

A. Recommend guidelines for the alignment of courses with their assigned General Education requirements to the General Education Oversight Committee;
B. Recommend the approval of specific courses for those requirements to the General Education Oversight Committee and, where courses are not recommended for approval, provide faculty with actionable advice for how they might be brought into alignment; and
C. Provide support for evaluation and faculty development associated with those requirements as needed.

Article VIII. Special Purpose Committees

Section 1. Faculty Mediation Committee:

The purposes of the committee shall be to:

A. Informally inquire into situations in which the administration wishes to dismiss a tenured or tenure-track Faculty member; and
B. Either effect a resolution, or determine that formal proceedings to consider the Faculty member's dismissal shall be instituted.

The committee shall have five voting members: five tenured members of the Faculty appointed through an agreement between the Senate, the administration, and the Faculty member. Should an appointed Faculty member not be a Senator, a non-voting Designated Senator shall be appointed by the President of the Senate to serve on the committee.

Section 2. Faculty Hearing Committee:

The purpose of the committee shall be to conduct formal hearings in those cases where mediation has failed, when the administration wishes to dismiss a tenured or tenure-track Faculty member.

The committee shall have five voting members: five tenured members of the Faculty elected by special election. Should an elected faculty member not be a Senator, a non-voting Designated Senator shall be appointed by the President of the Senate to serve on the committee.

Section 3. Faculty Retrenchment Committee:

The purposes of the committee shall be to:

A. Determine the need for retrenchment of Faculty, provided retrenchment has not already been mandated by the Regents; and
B. Prepare an institutional retrenchment plan once the need for retrenchment has been established.

All of the committee's meetings shall be publicized and open, and the committee shall abide by the following guidelines and procedures:

Determining the need for retrenchment: The President of the University, aided by such other administrators and Faculty as he/she may deem appropriate, shall continually review all programs of the University. Should this review suggest the likelihood of retrenchment of Faculty, the President of the University shall convene this committee and shall present the review to the committee for its consideration. The committee may determine the need for retrenchment of Faculty and such determination shall be reported to the President of the University for transmission to the Regents.

Establishing the need for retrenchment: On the date when the President of the University receives from the Regents written approval for retrenchment, the need for Faculty retrenchment shall have been established. Alternatively, should the Regents mandate retrenchment at the University, they shall so notify the President of the University in writing. Upon receipt by the President of the University of such a written directive to retrench Faculty, the need for retrenchment shall have been established.

Preparing an institutional retrenchment plan: Once the need for Faculty retrenchment has been established, and within three months of the determination of the need for retrenchment, the committee shall develop the retrenchment plan in accordance with the retrenchment policy of the Regents. Additional Faculty and legal counsel for the University shall be consulted by

the committee as appropriate. The specific retrenchment plan shall be recommended to the Regents by the chairperson of the committee, and simultaneously circulated to the Faculty, administration and the student body.

Submitting the institutional retrenchment plan to the Regents: This institutional retrenchment plan, which shall include all options and alternative actions that have been or can be pursued as well as the fiscal and programmatic impact of such actions, shall be submitted to the Regents for review and approval at least three months prior to any implementation action by the University.

Required materials in retrenchment plans: Recommendations to reduce or discontinue a program or department shall consider, among other factors, the University mission, the role of the program/department within the University, student credit hour production within the program/department for at least a two-year period, student-Faculty ratios, and the projection of student enrollments. These data shall be included as a part of the retrenchment plan submitted to the Regents. The affected program(s)/department(s) shall be clearly identified and the reasons for reduction or discontinuance of the program/department shall be included in the plan submitted to the Regents.

The committee shall have eleven voting members:

- Five ex officio Faculty members;
- The chairperson of the Faculty Welfare Committee;
- The chairperson of the Academic Policies Committee;
- Three University delegates to the Council of University System Faculty;
- Three department chairpersons (or their equivalent), elected by their department chairperson peers from departments not already represented by ex officio Faculty above, and not from program(s) or department(s) being recommended for retrenchment;
- A Designated Senator from a department not already represented above; and
- Two ex officio administrators: the President of the University, who shall be the chairperson, and the Provost, or his/her designee.

Section 4. Retrenchment Appeals Committee:

The purpose of this committee shall be, in accordance with procedures and guidelines for retrenchment as published by the Regents, to hear appeals from Faculty whose employment at the University is terminated under said guidelines.

The committee shall have five voting members: five Faculty members elected at-large by special election, at least three of whom are tenured, with no two members sharing the same immediate supervisor. Members cannot be from the program(s) or department(s) appealing retrenchment. Should an elected Faculty member not be a Senator, a non-voting Designated Senator shall be appointed by the President of the Senate to serve on the committee.

Article IX. Faculty Representatives to Other Faculty Organizations

Section 1. Council of University System Faculty (CUSF):

The Faculty shall elect an appropriate number of representatives to CUSF. CUSF consists of Faculty representatives elected by the faculties of the constituent institutions of the University System of Maryland, with the number of each institution's CUSF representatives determined by its number of full-time Faculty members. CUSF advises and makes recommendations to the Chancellor and also reports regularly to the Board of Regents on matters of System-wide professional and educational concern to the Faculty and on matters to which Faculty bring special expertise. Additional information is available on the System website: http://www.usmd.edu/.

Section 2. Maryland Higher Education Commission Faculty Advisory Council (MHEC FAC):

The Faculty shall elect an appropriate representative to MHEC FAC. MHEC FAC consists of delegates elected from among and representing full-time and adjunct Faculty in all segments of higher education in Maryland: public and independent colleges and universities, for-profit institutions, and proprietary schools and colleges. MHEC FAC advises the Secretary of Higher Education and the MHEC on policies affecting higher education in Maryland, particularly those of concern to Faculty. Additional information is available on the MHEC website: http://www.fac-mhec.csmd.edu/index.htm.

Article X. Approving or Amending Bylaws

Section 1. Minor Committee Modifications:

Amendments that are minor, editorial modifications resulting from administrative restructuring, changes of title, and reassignment of duties may be adopted in accordance with Article VI, Section 6.

Section 2. Communicating Proposed Bylaws or Proposed Bylaw Amendments to the Faculty:

The Senate may submit proposed Bylaws and proposed Bylaw amendments in writing to the Faculty at any time. Proposed Bylaws and proposed Bylaw amendments may also be submitted in writing to the Faculty by any member of the Faculty, provided the proposal carries the endorsing signatures of no fewer than ten percent of the Faculty.

Section 3. Time Requirement:

In order for the Faculty to take action on any proposed Bylaws or proposed Bylaw amendments, the Faculty must have received the proposal no less than one week prior to voting.

Section 4. Voting Requirements to Approve:

At least seventy-five Faculty members must vote in a referendum on Bylaws or on proposed amendments to these Bylaws, and at least two-thirds of those who vote in the referendum must approve proposed Bylaws or proposed Bylaw amendments in order for them to be adopted.

Section 5. Method of Voting:

Voting to approve proposed Bylaws or to approve proposed Bylaw amendments may be at a meeting of the entire Faculty, by meetings of Units, by written ballot, or by other means as determined by the Senate.

Section 6. Amendments to Proposed Bylaws or to Proposed Bylaw Amendments:

Proposed Bylaws and proposed Bylaw amendments may be amended only at a meeting of the entire Faculty.

Section 7. Date of Effect:

Unless specified otherwise by the proposed Bylaws or by the proposed Bylaw amendments, Bylaws and Bylaw amendments shall take effect immediately upon approval by the Faculty.