

## **RESOLUTION TO REVISE THE FACULTY SENATE CONSTITUTION AND BYLAWS**

**WHEREAS**, the outline of a substantial revision to the Virginia Tech system of shared governance was approved by the Board of Visitors in 2020-2021; and

**WHEREAS**, the detailed changes to the University Council Constitution and Bylaws necessitated by that outline have been completed by the President's Committee on Governance and are currently moving through shared governance; and

**WHEREAS**, the changes to the University Council Constitution and Bylaws require extensive changes to the Faculty Senate Constitution and Bylaws; and

**WHEREAS**, additional changes were made to the Faculty Senate Constitution and Bylaws at this time to improve the operation of the Faculty Senate and clarify its nature and procedures; and

**WHEREAS**, though the rules of the Faculty Senate and the University Council do not require approval by the Board of Visitors when the Faculty Senate Constitution and Bylaws are changed, the President's Committee on Governance determined that the extent of the revision to shared governance warranted such approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the Faculty Senate Constitution be updated as described below; and

**BE IT FURTHER RESOLVED**, that all portions of the Faculty Handbook and other relevant Virginia Tech documents be revised accordingly.

### **Recommendation**

That the above Resolution to Revise the Faculty Senate Constitution and Bylaws be approved.

June 6, 2022

# **Faculty Senate Constitution and Bylaws**

**Established Sep. 1, 1969**

(Last updated June 2022)

**Published by the Faculty Senate of Virginia Tech**

# Faculty Senate Constitution

## Article I. Name

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.

## Article II. Purpose

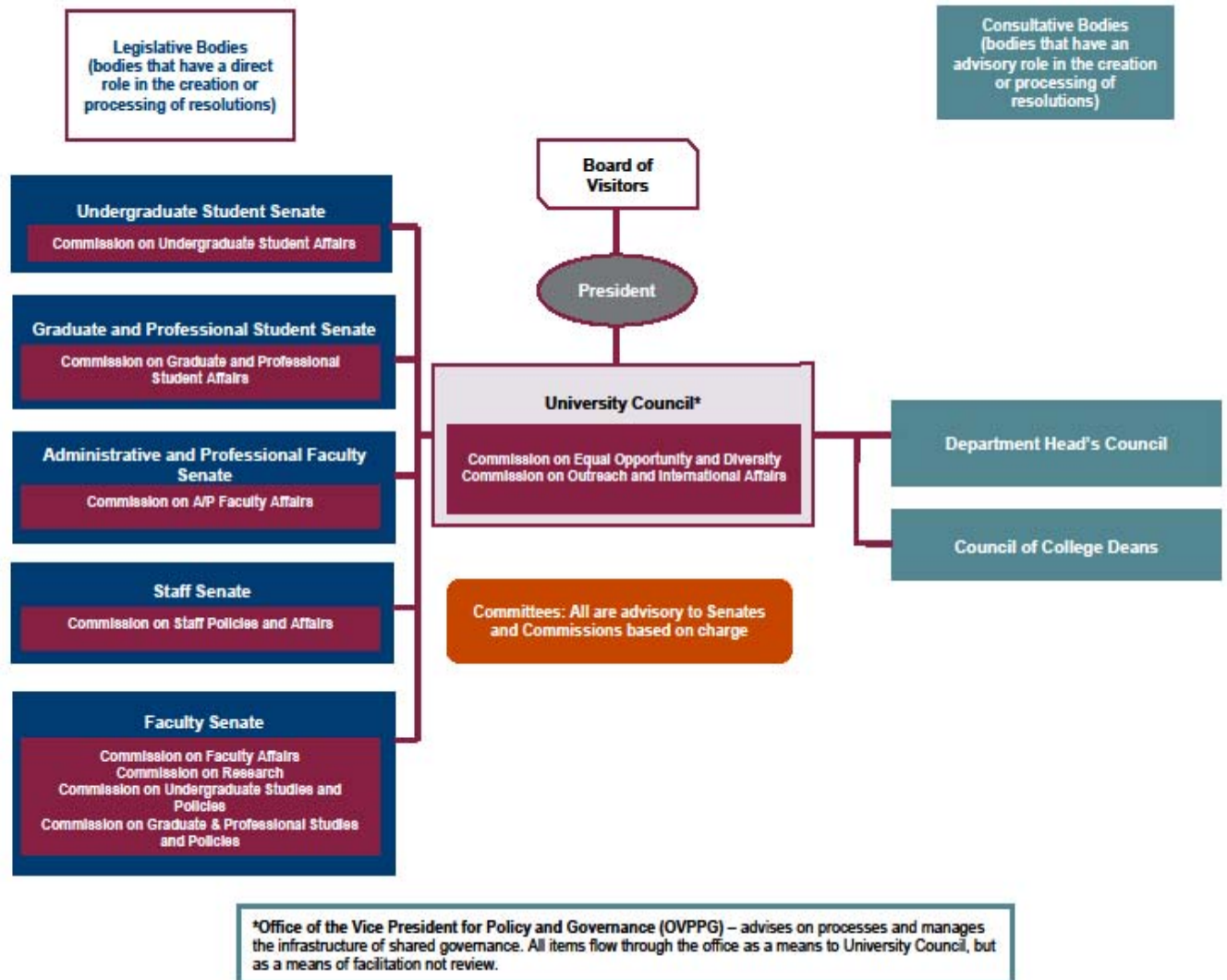
The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

# Governance Structure



## Article III. Functions

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance.
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- Advise and respond to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect, appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.
- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate’s ability to fulfill its purpose and carry out its functions.

Senators, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

## **Article IV. Membership**

### **Section 1. Composition**

The Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

### **Section 2. Eligibility**

Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

Interpretations of these eligibility requirements are provided in the Faculty Senate Bylaws.

### **Section 3. Principles of Representation**

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. The Faculty Senate Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators as prescribed in the Faculty Senate Bylaws.

### **Section 4. Nominations and Elections**

Eligibility to vote in the election of senators is limited to those eligible for membership under Article IV, Section 2 (see above). Nominations and elections are made as prescribed in the bylaws, including the timing of elections.

## **Section 5. Term of Membership and Vacancies**

Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

## **Section 6. Elected Alternates**

The Faculty Senate permits a department, college, the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a senator.

# **Article V. Officers**

## **Section 1. Officer Titles and Duties**

The Faculty Senate shall have a president, vice president, and operations officer elected by members of the Faculty Senate from elected senators. The previous president serves as the immediate past president. The president may appoint a parliamentarian from elected senators.

### **a. President**

The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration, presiding at all meetings of the Faculty Senate and cabinet, and performing duties prescribed in the constitution and bylaws. Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates *ex-officio* appointment, as is the case with the Commencement Committee.

### **b. Vice President**

The duties of the vice president include assisting and supporting the president and acting in their absence, monitoring the activities of the Faculty Senate commissions and the external standing committees, and performing other duties as prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

### **c. Operations Officer**

The duties of the operations officer include organizing all Senate operations, monitoring internal standing committees and work groups, organizing the election of faculty members to the Senate, and performing other duties as prescribed in the bylaws.

**d. Immediate Past President**

The duties of the immediate past president include advising the president; organizing the election of the Faculty Senate officers and other senate elections; and performing other duties as prescribed in the bylaws.

**e. Parliamentary (optional)**

The duties of the parliamentarian include advising the Faculty Senate on the application of the rules of order.

**Section 2. Nomination and Election of Officers**

The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. Additional nominations may be made from the floor of the Senate. The time and manner of election of officers are prescribed in the bylaws.

**Section 3. Term of Office and Vacancies**

Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

**Article VI. The Faculty Senate Cabinet****Section 1. Membership and Functions**

The members of the Faculty Senate Cabinet are the officers of the Faculty Senate and one senator from each college, the University Libraries, and the Virginia Tech Carilion School of Medicine. An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.

The functions of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Senate meetings; and to discharge duties in accordance with the Faculty Senate Constitution and Bylaws.

**Section 2. Nomination and Election of Cabinet Members**

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.



### **Section 3. Term of Office and Vacancies**

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

## **Article VII. The Commissions of the Faculty Senate**

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

### **Commission on Faculty Affairs (CFA)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

### **Commission on Graduate and Professional Studies and Policies (CGPSP)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

### **Commission on Research (COR)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care

and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

### **Commission on Undergraduate Studies and Policies (CUSP)**

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

## **Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups**

### **Section 1. Description**

Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees: external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are prescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are prescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate standing committees and work groups may be established or revised upon recommendation of the Faculty Senate president, the cabinet, or a senator, and approval by the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior prescribed in *The Faculty Handbook*. It is the venue for the examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the

faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as prescribed in *The Faculty Handbook*, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

## **Section 2. Membership, Terms of Membership, and Appointments**

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

# **Article IX. Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc Committees, and the Faculty Senate of Virginia**

## **Section 1. Principles of Representation**

Recognizing the importance of democratic processes, representation of the Faculty Senate within the various bodies of shared governance shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. Faculty Senate representatives shall keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate

of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.

## **Section 2. Faculty Senate Representation on the University Council Cabinet**

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in the selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

## **Section 3. Faculty Representation on the University Council**

Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve as *ex officio* members, and one senator from each college, who are elected by the Senate. Term of membership (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IV, Section 3 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead.

## **Section 4. Faculty Senate Representation on Senate and University Commissions**

The Faculty Senate holds membership on Faculty Senate and university commissions as prescribed in Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of the Faculty Senate Constitution. The commissions of the other senates are the Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA). Term of membership and the procedure to fill vacancies in unexpired terms are prescribed in Article VIII, Section 5 of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

## **Section 5. Faculty Representation on University Standing and Ad Hoc Committees**

The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. Nominations are requested on behalf of the president by the Office of the Vice President for Policy and Governance. Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX,

Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

### **Section 6. Faculty Representation on the Faculty Senate of Virginia**

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. The terms, functions, and duties of this representation are prescribed in the bylaws.

## **Article X. Meetings and Procedures**

### **Section 1. Regular Plenary Meetings of the Faculty Senate**

The Senate shall hold at least five regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

### **Section 2. Special Plenary Meetings of the Faculty Senate**

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

### **Section 3. Open Forum Meetings of the Faculty Senate**

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. Such meetings are called as prescribed in the bylaws.

### **Section 4. Cabinet Meetings**

Regular meetings of the cabinet shall be held at least once each month from September through May. Special meetings of the cabinet may be called at any time by the presiding officer.

### **Section 5. General Faculty Meetings**

The Faculty Senate may call a meeting of the general faculty.

### **Section 6. Standing Committee Meetings**

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

### **Section 7. Quorum**

Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or

standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

## **Section 8. Faculty Attendance**

Faculty members eligible for election to the Faculty Senate may attend but not vote in regular and special plenary meetings of the Faculty Senate.

## **Section 9. Guests**

Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.
- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

## **Section 10. Parliamentary Procedure**

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

## **Section 11. Voting on Senate Commission Resolutions and Other Matters**

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

# **Article XI. Amendments to the Constitution and/or Bylaws**

## **Section 1. Development**

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

## **Section 2: Approval of Amendments to the Constitution**

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

## **Section 3. Approval of Amendments to the Bylaws**

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

## **Section 4. Notice of Proposal**

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

# **Faculty Senate Bylaws**

## **Article I. Duties**

### **Section 1. Faculty Senators**

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

## **Article II. Membership**

### **Section 1. Composition**

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

### **Section 2. Eligibility**

The eligibility requirements for election to the Faculty Senate in Article IV, Section 2 of the constitution are interpreted as follows:

- a. An appointment is considered continuing unless the letter of appointment states otherwise.
- b. For the purpose of the Faculty Senate Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term shall apply only to those departments and



divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate Cabinet.

- c. The university-level, college-level, and University Libraries administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, deans, associate and assistant deans, and assistants to any of the preceding.
- d. A faculty member is considered to be studying for a degree at the university if they are currently pursuing a program of study that has been filed in the graduate school office.
- e. An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

### **Section 3. Principles of Representation**

#### *Departments*

- a. As established in the constitution, each department will have at least one senator.
- b. Schools that are a subdivision of a college are to be treated as departments.
- c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
- d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
  - i. All departments from that college will have one senator.
  - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.

- iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- e. Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

### *Colleges*

- a. As established in the constitution, each college will have at least one senator.
- b. The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.
- c. No college will have more than 20% of the total number of senators.
- d. The senators from each college will include:
  - i. Faculty Senate officers from that college.
  - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below).
  - iii. At least one senator from each department.
- e. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

## **Section 4. Nominations and Elections**

### *Nomination and Election of Faculty Senators*

- a. In January, the Faculty Senate operations officer will:
  - i. Request the number of eligible faculty members in each college and department from the Provost's Office.
  - ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify all college faculty associations of their electoral obligations under the Faculty Senate Bylaws.
- b. In February, those college faculty associations that are required to hold an election will:
  - i. Generate a slate of faculty nominees.
  - ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
- c. In February, the Faculty Senate operations officer will:
  - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
  - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
- d. In March, those departments that are required to hold an election as prescribed in Article II, Section 4(c) will:
  - i. Generate a slate of faculty nominees.
  - ii. Hold an election.
  - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators may be observers until the date of their term of office, and may participate and vote in elections for the organization of the following year's Faculty Senate, including the election of commission and committee members who represent the Faculty Senate.

#### *Nomination and Election of the Faculty Senate Cabinet*

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate president may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

#### *Nominations and Elections by the Faculty Senate (Including Officers)*

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret

ballot. Those elected shall take office two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

### **Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies**

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university-level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- d. Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. Senators appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate-nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

## **Section 6. Elected Alternates and Attendance**

Each department may elect one senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 2 of the bylaws will be applied.

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

# **Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair**

## **Section 1. Notification and Consideration of Absences**

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate president or vice president who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

## **Section 2. Resignation**

A senator is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate president (or in the president's case, the Faculty Senate vice president) or 2) are absent from a meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

### **Section 3. Removal of a Senator**

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

### **Section 4. Removal of an Officer, Cabinet Member, or Commission Chair**

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

### **Section 5. Replacement**

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

## **Article IV. Regular Plenary Meetings of the Faculty Senate**

Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. As prescribed in the constitution, at least five regular meetings shall be held each semester.

## **Article V. Special Plenary Meetings of the Faculty Senate**

Special plenary meetings of the Faculty Senate shall be called by request of the president and approval by the cabinet; by recommendation of the cabinet; or on petition of at least ten senators or twenty-five faculty members. Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an

additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

## **Article VI. Closed Sessions of the Faculty Senate**

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.

Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate entered a closed session, the topic(s) considered, and when the Senate exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

## **Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members**

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position, represent the interests of the Senate in cabinet discussions with administrators, communicate the deliberations of the cabinet to the Senate, and perform additional duties listed below.

### **Section 1. Faculty Senate Officers**

In addition to those prescribed in Article V of the constitution and Article I of the bylaws, officers will perform the following duties.

- a. President
  - i. Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to

the purpose and function of the Senate as prescribed in Articles I and II of the constitution.

- ii. Schedule a meeting of the officers, commission chairs, and administrative commission leaders to discuss commission agendas prior to the Senate's first regular plenary meeting in the fall.
- iii. Outline the Senate's objectives for the year at the earliest opportunity in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.
- iv. Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no later than four days prior to a meeting.
- v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.
- vi. Organize fall and spring discussions between the Senate and the president of the university and/or the provost.
- vii. Organize fall and spring meetings between the cabinet and the provost.
- viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee in consultation with the cabinet and with confirmation by the Senate.
- ix. Manage the Senate budget and consult with the cabinet on all budgetary decisions.
- x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.
- xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.
- xii. Prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting.

b. Vice President

- i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions' ongoing and upcoming work and create draft commission agendas as prescribed in Article XI, Section 2 of the bylaws.
- ii. Coordinate the Senate review of resolutions from Faculty Senate commissions and the Senate vote on commission resolutions as prescribed in Article XI, Section 3 of the bylaws.
- iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions as prescribed in Article XI, Section 4 of the bylaws.
- iv. Oversee the "Faculty Senate Position Development Process" (see Article XII of the bylaws).



- v. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Senate in the fall.
- c. Operations Officer
- i. Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
  - ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
  - iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
  - iv. Maintain the Senate website and other Senate–related software platforms.
  - v. Obtain a current list of faculty members eligible for membership in the Senate and organize the election of faculty members to the Senate as prescribed in Article II of the bylaws.
  - vi. Identify the college faculty associations that are required to hold a Faculty Senate election, notify all college faculty associations of their electoral obligations, and collect reports from college faculty associations as prescribed in Article II of the bylaws.
  - vii. Maintain a current list of senators and their membership as Senate representatives to all entities, including councils, commissions, committees, and work groups.
  - viii. Recommend new membership for the Senate’s internal standing committees and work groups to the president and the cabinet.
  - ix. Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.
- d. Immediate Past President
- i. Form and chair a committee of cabinet members who have chosen not to be considered for an officer position; organize this committee’s efforts to seek nominations for Senate officers and perform an open call for nominations by the Senate; prepare a slate of nominees for consideration by the cabinet; present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, present the slate of nominees to the Senate for its consideration and vote, in accordance with Article V, Section 6 of the constitution. For the timing of this process, see Article II, Section 4 of the bylaws.
  - ii. Oversee the cabinet’s efforts to seek nominations or recommendations of Senate representatives to all bodies specified in Section 2 of this article (see below).
  - iii. If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.

## Section 2. Faculty Senate Cabinet Members

In addition to those prescribed in Article VI of the constitution and Article I of the bylaws, members of the cabinet will perform the following duties.

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. Assist the president in preparing the agendas for meetings of the cabinet and the Senate. (Cabinet members and Senators may move additions to the agenda at the time of adoption by the cabinet or Senate.)
- c. Prepare a slate of senators to be nominated for election as officers of the Senate.
- d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
  - i. Senate representatives on the University Council (one per college).
  - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
  - iii. Senators on commissions.
  - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
- e. Consult with the president on the president's appointments to the external and internal standing committees and work groups.
- f. Review resolutions received from commissions, draft Senate resolution responses, and offer comments on resolutions in accordance with Article XI, Sections 3 and 4 of these bylaws.
- g. Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.
- h. Identify topics that require the application of the Senate position development process, inform the Policy and Handbook Committee of identified topics, and make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws.
- i. Call special meetings of the Senate as prescribed in Article X, Section 2 of the constitution.

## Article VIII. Faculty Senate Work Groups and Internal Standing Committees

In accordance with Article VIII, Section 2 of the constitution, the Faculty Senate may form work groups and internal standing committees as needed that report to the Faculty Senate by way of the operations officer and are subject to the purview of the Senate.

### Section 1. Internal Standing Committees

- a. College Faculty Association Committee: The members of the College Faculty Association Committee are the leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee are to strengthen college faculty associations' roles in shared governance, strengthen the communication between all College Faculty Associations and the Faculty Senate, and provide a forum for faculty leadership engagement.
- b. The Policy and Handbook Committee (PHC): The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process prescribed in Article XII of these bylaws, and consult with the Faculty Senate on matters of faculty interest prescribed in *The Faculty Handbook*. Committee members serve two-year terms and are eligible for reelection as prescribed in Article II, Section 5 of these bylaws.

## Article IX. Membership on Commissions and University Standing Committees

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

### Section 1. Commissions

- a. Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.
- b. Commission on Equal Opportunity and Diversity (CEOD): one senator.
- c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

- d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.
- e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).
- f. Commission on Outreach and International Affairs (COIA): two senators.
- g. Commission on Research (COR): one senator (in addition to the chair).
- h. Commission on Staff Policies and Affairs (CSPA): one senator.
- i. Commission on Undergraduate Student Affairs (CUSA): one senator.
- j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

## **Section 2. University Standing Committees**

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members to the following university standing committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

- a. Academic Support: one senator.
- b. Athletics: one senator.
- c. Budgeting and Planning: one senator.
- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

## **Article X. Faculty Representation on the Faculty Senate of Virginia**

### **Section 1. Membership**

According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator and as many as four representatives to the FSVA.

Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.

### **Section 2. Functions and Duties**

The functions and duties of the senator and faculty representatives to the FSVA are to:

- a. Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- b. Inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.
- c. Bring matters of faculty concern before the FSVA.

## **Article XI. Policy Review and Recommendation Process**

### **Section 1. Overview**

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

## **Section 2. Policy Planning**

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year.

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

## **Section 3. Senate Review of Resolutions from Faculty Senate Commissions**

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution

has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.

- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic communication (e.g., email).
- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: [Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine](#). Establishes the authority of VTCSOM to award tenure to its faculty. 1<sup>st</sup> CFA reading: 2/19/21. 2<sup>nd</sup> CFA reading: 3/5/21. 1<sup>st</sup> FS reading: 2/26/21. 2<sup>nd</sup> FS reading: 3/12/21.

#### **Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates**

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after

that are added to the agenda of the succeeding meeting.<sup>1</sup> Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of *The Faculty Handbook*. Revises chapter 7 of the *FH* to reflect the creation of the A/P Faculty Senate. Rcvd: 1/8/21. Due: 2/5/21. FS review: 1/21/21. Time to draft response: 12 days. Prelim. cabinet rec: waive.

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<sup>1</sup> Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.



## Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these “simple” resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.

- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.

# Faculty Senate Constitution and Bylaws

**Established Sep. 1, 1969**

(Last updated June 2022)

**Published by the Faculty Senate of Virginia Tech**

# Faculty Senate Constitution

## Article I. -Name

### ~~-and Purpose~~

This representative body shall be known as the Faculty Senate of Virginia Polytechnic Institute and State University, hereafter referred to as the Faculty Senate or the Senate.~~The purpose of the Faculty Senate is to create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

## Article II. -Purpose{ XE "Faculty Senate: Purpose" }

The purpose of the Faculty Senate is to represent the interests of faculty within Virginia Tech's system of shared governance (see below) and to work with the administration, A/P faculty, staff, and students to advance the shared goals of the university, including the creation and protection of a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.~~create an effective faculty organization that can enter into partnership for shared responsibility and cooperative action between the faculty, administration, staff, and students in order to promote the general welfare of the university.~~

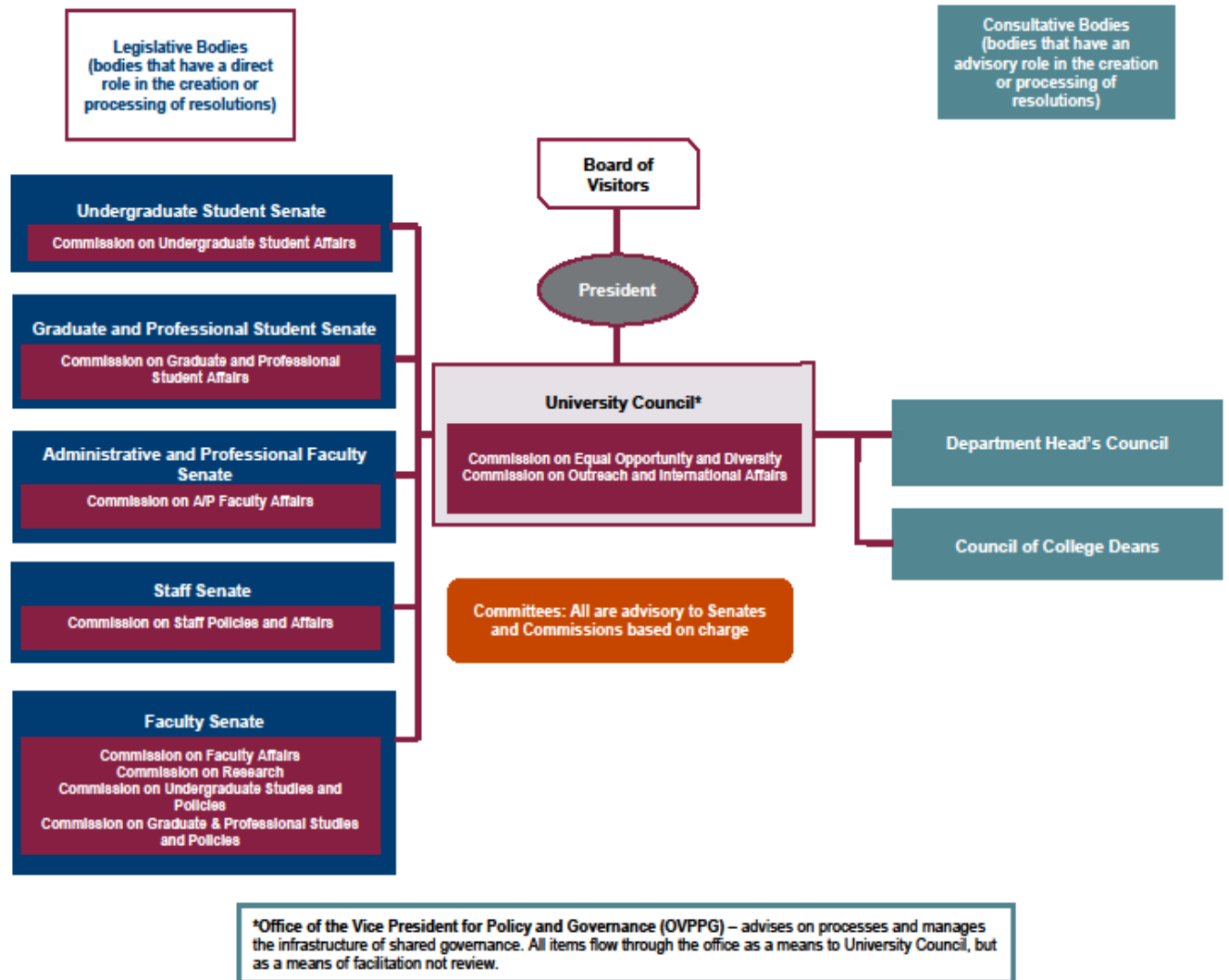
The Faculty Senate is part of the legislative system defined in the University Council Constitution. This system constitutes the main bodies for policy formation at Virginia Tech and also includes the University Council; the University Council Cabinet; the A/P Faculty Senate, the Staff Senate, the Undergraduate Student Senate, and the Graduate and Professional Student Senate; the university and senate commissions; and the standing committees of the University Council. The senate commissions formulate and recommend policies to the senates, which in turn recommend policies to the University Council; the university commissions formulate and recommend policies directly to the University Council. The University Council makes policy recommendations to the president of the university. Final authority rests with the president and the Board of Visitors. Because these bodies constitute a legislative system, their functions, relationships, and the processes they hold in common will be defined in the University Council Constitution and Bylaws. All aspects of the Faculty Senate not defined in those documents will be defined in the Faculty Senate Constitution and Bylaws.

In order for this system to function as intended, the roles and authority of its different components as presented in this document must be maintained, and participants in shared governance are expected to adhere to these statements of purpose, function, or charge. Senate and commission charges identify the areas of legislative authority and responsibility for the relevant body. These charges are not exhaustive: when questions arise regarding the relevance of the topic of a resolution to a commission or senate charge, they will be addressed to the University Council Parliamentarian, and if necessary, the University Council Cabinet. Per Article III Section 3 of the University Council Bylaws, the University

Council Cabinet will review all resolutions for agreement with the commission charge. Determination of the authority of a commission to advance a resolution rests with the University Council Cabinet and the University Council.

Faculty Senate policy recommendations are advanced in the form of resolutions as prescribed in Article III of the University Council Bylaws and Article XI of the Faculty Senate Bylaws.

## Governance Structure



### Article III. — Functions{ *XE "Faculty Senate: Functions"* }

In accordance with Article VII of the University Council Constitution, the functions of the Faculty Senate are as follows:

“The Faculty Senate shall be representative of the faculty as prescribed in chapter one of *The Faculty Handbook* and have the authority and responsibility to act on their behalf through legislative recommendations concerning academic policies and regulations, educational standards, curricula, methods of instruction, faculty status, matters of equity and diversity that affect the faculty environment, and the working conditions of faculty, among other topics.”

The Faculty Senate also has the right to consider any matter of general interest to its members and to seek wider discourse on these topics within our system of shared governance. However, concerns that fall outside the purview of the Faculty Senate or of its commissions as delineated in the University Council Constitution may not be advanced as resolutions.

More specifically, the functions of the Faculty Senate are to:

- Provide leadership in the formulation of academic and educational policies.
- Develop policy recommendations both within the Senate and through its assigned commissions that advance the interests of faculty and the missions of the university.
- Express the views and preferences of faculty regarding university affairs and policy recommendations that impact faculty no matter their point of origin within our system of shared governance; to express opinion on university affairs as the Faculty Senate deems appropriate and necessary;
- Apply the disciplinary knowledge and perspective of faculty members to the issues and aims of shared governance.
- Coordinate the efforts of and partner with the college faculty associations.
- establish within the laws applicable to Virginia Polytechnic Institute and State University an effective means for Advise ing and responding to the university commissions, the University Council, the administration, and the Board of Visitors on university affairs.
- ~~to participate in the formulation of academic and educational policies that concern more than one college, division, or center;~~
- ~~to consider policies, programs, and other matters that the administration, college faculties, student organizations, and individuals of the faculty may propose;~~
- Actively communicate with the other participants in shared governance through formal and informal channels in a timely manner.
- ~~to afford avenues and procedures whereby communications within the university may flow freely, fully, and systematically;~~
- ~~to help create, maintain, and protect a university environment conducive to the richest growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights;~~
- Accept and share responsibility with the administration, staff, and students in all efforts to improve the stature and usefulness of the university.
- Elect,
- Appoint, or recommend members to the University Council, senate and university commissions, and university standing committees.

- Provide referral for individual concerns and issues to appropriate organizations or personnel.
- Evaluate the nature and procedures of the Faculty Senate in an ongoing manner in order to improve the senate's ability to fulfill its purpose and carry out its functions.~~to provide university faculty with a voice in matters of broad concern.~~

~~Senators~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

## **Article ~~III~~IV. –Membership{ XE "Membership: Senate" }**

### **Section 1. –Composition:**

~~–The membership of the~~ Faculty Senate consists of 100 elected faculty members as determined and apportioned by the processes outlined in Article II of the Faculty Senate Bylaws. Except as noted in the bylaws, the majority of senators are elected by and represent the interests of their unit (e.g., department or school).

### **Section 2. –Eligibility**

~~–Faculty members who hold full-time and continuing departmental appointments in the following tracks are eligible for election to the Faculty Senate: tenured and tenure-track, collegiate, clinical, professor of practice, and instructor (the college faculty); continued appointment and continued-appointment track (University Libraries and extension faculty); research professor, research associate, and research scientist (the research faculty); and tenured track, tenure-track, tenured-to-title track, tenure-to-title track, secondary, adjunct, clinical preceptor, and instructor (the VTCSOM faculty). Qualified faculty members who currently hold primary appointments in administrative positions at the college or university level or within the University Libraries and faculty members studying for a degree at the university are ineligible for election to the Faculty Senate or to vote in Faculty Senate elections.~~

Because of their instructional, research, and service expectations, University Libraries faculty who hold a continued appointment or are on the continued appointment-track, though classified as A/P faculty, are eligible to be members of the Faculty Senate. All other A/P faculty with instructional or research responsibilities, such as Extension agents, project associates, or instructors in the University Libraries, are eligible to serve in the A/P Faculty Senate.

~~A faculty member is eligible for election to the Faculty Senate and to vote in the election of faculty senators if the faculty member holds: (1) the rank of professor, associate professor, assistant professor, or instructor; this includes faculty in the clinical professor series, professor of practice series, collegiate professor series, and all ranks of instructor; (2) a full-time and continuing appointment to the University; (3) an appointment or tenure in an academic department, University Libraries, or Extension. Although otherwise qualified,~~



~~those faculty members in administrative positions at the college level, the university level, or the library, and those faculty members studying for a degree at the university are ineligible.~~ Interpretations of these eligibility requirements are ~~defined~~ provided in the Faculty Senate ~~B~~bylaws.

### Section 3. ~~Principles of Representation~~:

Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each department and college shall be represented by at least one senator. Additional representation is prescribed in the bylaws. ~~Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.~~ The Faculty Senate ~~cabinet~~ Cabinet, upon recommendation of the operations officer, shall adjust annually the number of faculty senators ~~in accordance with~~ as ~~prescribed in~~ the Faculty Senate ~~bylaws~~ Bylaws.

### Section 4. ~~Nominations and Elections~~

∴ Eligibility to vote in the election of senators ~~from the respective colleges or the library~~ is limited to ~~all~~ those eligible for membership under ~~A~~ Article IIIV, section Section 2 (see above) ~~2. Candidates for the Faculty Senate are nominated and elected by each college or library faculty in the same manner as the officers of its faculty organization. In the absence of a formal faculty organization, n~~ Nominations and elections are made as prescribed in the bylaws. The time for nomination and election of senators is prescribed in the bylaws, including the timing of elections. ∴

### Section 5. ~~Term of Membership and Vacancies~~

∴ Senators are elected for a term of three years, or until their successor is elected, and are eligible for re-election as prescribed in Article II, Section 5 of the bylaws. Senators serve until their successors take office. Vacancies in unexpired terms are filled as prescribed in the bylaws.

### Section 6. ~~Elected Alternates~~

∴ The Faculty Senate permits a department, the college, or the University Libraries, and the Virginia Tech Carilion School of Medicine to elect alternates who may attend Faculty Senate meetings and vote in the absence of a ~~senator from the same college or library.~~

## Article ~~IV~~ IV. ~~Officers~~

### Section 1. ~~Officers~~ Officer Titles and Duties { ~~XE "Officers: Titles and Duties"~~ }

∴ The ~~officers of the~~ Faculty Senate shall have a ~~are the~~ president, vice president, and operations officer, ~~and immediate past president~~ elect ~~by members of the Faculty Senate~~

from elected senators. The previous president serves as the immediate past president. The president may appoint a ~~member of the Faculty Senate to serve as~~ parliamentary, ~~who may be a senator or a faculty member eligible for election to the Senate from elected senators.~~

**a. ~~Section 2.~~ President{ XE "Officers: President" }:**

~~-The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration,;~~presiding at all meetings of the Faculty Senate and cabinet,; and performing duties prescribed in the constitution and bylaws ~~or appropriate to the office.~~ Due to the demands of the office, the president is ineligible for membership on commissions or university standing committees, unless policy designates ex-officio appointment, as is the case with the Commencement Committee.

**b. ~~Section 3.~~ Vice President{ XE "Officers: Vice President" }**

~~;-The duties of the vice president include assisting and supporting the president ~~and the operations officer~~ and acting in their absence,;~~monitoring ~~the activities of the Faculty Senate Commissions~~commissions and the external standing committees,; and performing other duties as ~~defined~~prescribed in the bylaws. Though not required, the vice president typically chairs the Commission on Faculty Affairs.

**c. ~~Section 4.~~ Operations Officer{ XE "Officers: Operations Officer" }**

~~;-The duties of the operations officer include organizing all ~~S~~senate operations,;~~ monitoring ~~internal s~~Standing ~~c~~Committees and ~~w~~Work ~~g~~Groups,;organizing the election of faculty members to the ~~S~~senate,; and performing other duties ~~defined~~as prescribed in the bylaws.

**d. ~~Section 5.~~ Immediate Past President**

~~;-The duties of the immediate past president include ~~assisting and supporting~~advising the president~~and acting in their absence~~; organizing the election of ~~the~~ Faculty Senate officers and other senate elections; and performing other duties as ~~defined~~prescribed in the bylaws.~~

**e. ~~Section 6.~~ Parliamentary (optional)**

The duties of the parliamentary include advising the Faculty Senate on the application of the rules of order.

## Section ~~27~~6. -Nomination and Election of Officers:

-The Faculty Senate cabinet shall nominate a slate of officers and nominees for other senate elections. -Additional nominations may be made from the floor of the ~~S~~senate. -The time and manner of election of officers are ~~prescribed~~ described in the bylaws.

## Section ~~83~~7. -Term of Office and Vacancies:

-Officers are elected for a term of one year or until their successor is elected and are eligible for re-election as prescribed in the bylaws. The beginning and ending dates of the terms of office are prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as are full terms.

# Article VI. -The Faculty Senate Cabinet, ~~Standing Committees, and Work Groups~~

## Section 1. ~~The Faculty Senate Cabinet~~Membership{ XE "Membership: Cabinet" } and Functions

:-The members of the Faculty Senate ~~e~~Cabinet are the officers of the Faculty Senate, and one senator from each college, ~~and the~~ University Libraries, and the Virginia Tech Carilion School of Medicine, library. ~~An officer may serve as their college's representative on the cabinet, provided that they are elected in that capacity by senators from their college, not represented by the officers. Given the variability of faculty experience in shared governance, the president of the Faculty Senate may also appoint up to two non-voting advisors to the cabinet.~~

~~Faculty Senate cabinet members who are not senate officers are elected for a term of one year by caucus of the senators of the respective colleges and are eligible for re-election as prescribed~~ described in the bylaws. ~~The functions and duties of the cabinet are to serve as the executive committee of the Faculty Senate, to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between Ssenate meetings; to nominate or recommend Ffaculty Ssenate representatives to all entities, including councils, commissions, committees, and working groups, as prescribed in the bylaws; and to discharge other duties in accordance with parliamentary procedure and described in accordance with the Faculty Senate Constitution and Senate Cconstitution and Bbylaws.~~

## Section 2. Nomination and Election of Cabinet Members

Cabinet members who are not Senate officers are elected by caucus of the senators of their respective colleges. The time and manner of election of officers are prescribed in the bylaws.

### **Section 3. Term of Office and Vacancies**

Cabinet members are elected for a term of one year, or until their successor is elected, and are eligible for re-election as prescribed in the bylaws. Vacancies in unexpired terms are filled in the same manner as full terms.

## **Article VII. The Commissions of the Faculty Senate**

All policy recommendations of the Faculty Senate must first be advanced and approved by one of its commissions before they are voted on by the Senate. The commissions of the Faculty Senate are the Commission on Faculty Affairs (CFA), the Commission on Graduate and Professional Studies and Policies (CGPSP), the Commission on Research (COR), and the Commission on Undergraduate Studies and Policies (CUSP).

Though senate commissions are part of senates, their charges and membership are maintained within the University Council Constitution and cannot be altered directly by the senates. Charges of senate commissions are defined in Article VIII of the University Council Constitution and repeated here for convenience.

The chairs of the Faculty Senate Commissions will be senators elected or appointed as prescribed in the bylaws.

**Commission on Faculty Affairs (CFA)** { XE "*Commissions: Commission on Faculty Affairs*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures affecting faculty working conditions and the professional standing of all faculty who qualify for membership in the Faculty Senate. Areas for consideration include commencement; academic freedom and faculty morale; procedures for appointing, evaluating, disciplining, and recognizing faculty, including department heads and chairs; tenure and/or promotion, benefits, academic and personal leave, and extra-university professional activity; and matters of equity and diversity that affect faculty.

**Commission on Graduate and Professional Studies and Policies (CGPSP)** { XE "*Commissions: Commission on Graduate and Professional Studies and Policies*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning graduate and professional academic matters. Areas for consideration include admissions, academic progress, degree requirements, commencement; registration and scheduling; graduate curricular standards and expectations, advising, and instruction, both of and by graduate students; research involving graduate students; financial assistance including assistantships, scholarships, and fellowships; and library resources.

**Commission on Research (COR)** { XE "*Commissions: Commission on Research*" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning research and research faculty. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual property; animal care and human subjects; indirect costs and returned overhead; research facilities, centers and institutes, and library resources; and liaison with affiliated corporations and institutes.

**Commission on Undergraduate Studies and Policies (CUSP)** { XE "Commissions: Commission on Undergraduate Studies and Policies" }

Charge: To study, formulate, and recommend to the Faculty Senate policies and procedures concerning undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, undergraduate curricular standards and expectations, advising, and instruction; student honors and awards; financial aid, scheduling, and registration.

## **Article VIII. Faculty Senate External and Internal Standing Committees and Work Groups**

### Section 1. Description~~Section 2. Standing Committees and Work Groups~~

~~—~~ Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. The actions of all standing committees are subject to review by the Faculty Senate.

There are two types of Faculty Senate standing committees:— external and internal. External Faculty Senate standing committees serve the needs of the faculty as a whole, report to the vice president of the Senate, are describedprescribed in *The Faculty Handbook*, and are summarized in the Faculty Senate Constitution (see below). Internal Faculty Senate standing committees serve the internal operations of the Faculty Senate, report to the operations officer, and are describedprescribed in Article XIII of the Faculty Senate Bylaws.

Faculty Senate. — Standing committees and work groups report to the Faculty Senate. All standing committee and work group actions (excepting those of the Committee on Reconciliation) are subject to review by the Faculty Senate. Additional ss standing committees and work groups may be established or revised upon recommendation of the Faculty Senate ~~President~~president, the cabinet, or a senator, and approval ~~of by~~ the Faculty Senate. In addition to Senate approval, the establishment or revision of external Faculty Senate standing committees requires approval through the resolution process.

The **Committee on Faculty Ethics** receives and considers charges of violations of faculty ethics that involve the abuse of professional responsibilities as outlined in the principles of ethical behavior as prescribed in *The Faculty Handbook*. It is the venue for the

examination of possible violations of the standards for research, teaching, and appropriate behavior with colleagues and students that do not cross legal thresholds, such as behavior that is offensive but does not meet the standard for discrimination/harassment. The committee has an investigatory and reporting role.

The **Committee on Reconciliation** offers advice and counsel to faculty members who seek it, particularly in relation to disputes with immediate supervisors or university administrators. The committee has a designated role within the grievance process to assist in resolving disputes that are eligible for consideration as a grievance if so requested by the faculty member, and can help facilitate conversations between faculty members and their supervisors with the goal of reaching mutually agreeable solutions. Faculty members may also consult the committee regarding serious disagreements with immediate supervisors or other university administrators over issues that are not eligible for consideration within the grievance process. In contrast to the Faculty Review Committee, the Committee on Reconciliation operates informally as a facilitator, similar to the University Ombuds Office. It meets with the respective parties to determine if there is common ground for resolution of the matter, facilitating a solution that is agreeable to the principal parties and consistent with university policy and practice.

The **Faculty Review Committee** oversees the movement of grievances through the grievance process as ~~prescribed in *The Faculty Handbook's* grievance process~~, provides faculty review of faculty grievances that are not resolved at the college level, and considers appeals in the promotion and tenure or continued appointment process when the provost does not concur with a positive recommendation from the University Committee on Promotion and Tenure or the University Committee on Promotion and Continued Appointment. The committee has an investigatory and reporting role.

## **Section 2. Membership, Terms of Membership, and Appointments**

Memberships and terms of membership for external standing committees are prescribed in the *Faculty Handbook*. Membership and terms of membership for internal standing committees are prescribed in the Faculty Senate Bylaws.

The president of the Faculty Senate, with the advice of the cabinet, appoints members to and selects the chair of all external Faculty Senate standing committees. Members of internal standing committees are selected in the same manner, but chairs of internal standing committees are elected by the committee members subject to the concurrence of the president.

~~See the *Faculty Handbook* for composition and function descriptions of these committees. Standing committees and work groups include the Committee on Reconciliation and others as prescribed in the bylaws.~~

~~*Committee on Reconciliation:* The Committee on Reconciliation is composed of tenured faculty members eligible for membership in the Faculty Senate. The rules for membership~~



~~on the Committee on Reconciliation are contained in the bylaws. Members are nominated by the Faculty Senate cabinet and elected by the Faculty Senate. At least one member shall be a senator. Faculty appointed to administrative positions with responsibility for recommending promotions, salary adjustments, and distribution of teaching, research, and extension assignments are ineligible for membership. A member is elected for a term of three years and is eligible for re-election as prescribed in the bylaws. The committee elects its chair and secretary. The functions and duties of the Committee on Reconciliation are to offer advice and counsel to faculty members who seek it; to consider private matters of privilege, academic freedom, and tenure submitted to it by members of the faculty or administration; and to assist members of the faculty and the administration in resolving such questions as those of academic freedom and tenure.~~

~~*Other Committees:* The membership of the Faculty Senate Standing Committees is determined by processes contained in the Faculty Senate Bylaws. These committees include the Faculty Review Committee and the Ethics Committee.~~

## **Article ~~VIII~~.—Faculty Senate Representation on the University Council Cabinet, University Council, Senate and University Commissions, University Standing and Ad Hoc ~~and~~ Committees, and the Faculty Senate of Virginia**

### **Section 1. -Principles of Representation**

~~:-Recognizing the responsibility importance of democratic processes, the representation of the faculty Faculty Senate to select their representatives within the on the University Council and various bodies university of shared governance commissions and committees shall be determined by election, except for *ex officio* appointments or appointments made at the prerogative of the president or cabinet. , the Faculty Senate and the college and library faculties shall elect such representatives. Faculty Senate representatives to these organizations shall always keep in mind that the prime function of such bodies is policy making and that the implementation of policies and programs is properly the responsibility of administrators. In all cases, Faculty Senate members or Faculty Senate representatives who serve on shared governance bodies are expected to represent the position of the Faculty Senate in the formulation of policy; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of Faculty Senate concern before the body.~~

### **Section 2. Faculty Senate Representation on the University Council Cabinet**

The president of the Faculty Senate shall serve as an *ex officio* member and co-chair of the University Council Cabinet. The president of the Faculty Senate, with the advice of the Faculty Senate Cabinet and the confirmation of the Faculty Senate, shall ~~also appoint~~ appoint two additional Faculty Senate members to the University Council Cabinet. While preference shall be given to the vice president and the immediate past president, experience in shared governance should be a significant factor in ~~thee~~ selection. Term of membership (one-year) is prescribed in Article VI, Section 4 of the University Council ~~or~~ Constitution. Eligibility for reappointment is ~~dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws.

### **Section 32. -Faculty Representation on the University Council**

~~÷ The~~ Faculty Senate representation on the University Council shall include the president, vice president, and immediate past president, who serve president as ex officio members, and and six one senator s from each college, who are elected to serve on the University Council by the Senate. Faculty Senate shall represent more than half of the colleges. Term of office membership (three-years) and the procedure to fill vacancies in unexpired terms are ~~prescribed dprescribed~~ prescribed in ~~article Article~~ IV, ~~section Section 2-3~~ of the constitution of the University Council Constitution. Eligibility for reelection is ~~prescribed dprescribed~~ prescribed in Article II, Section 5 of the Faculty Senate Bylaws. If the office of immediate past president is vacant, the operations officer will serve in their stead. The functions and duties of senators on the University Council are to represent the position of the Faculty Senate and the faculty on pertinent matters considered by the University Council; to inform the Faculty Senate of pertinent matters to be considered and of actions taken by the University Council; and to bring matters of faculty concern before the University Council.

### **Section 43. -Faculty Senate Representation on Senate and f University Commissionss:-**

The Faculty Senate holds membership on Faculty Senate and university commissions as ~~defined prescribed in by~~ Article VII of the University Council Bylaws. The Faculty Senate Commissions are also listed in Article VII of ~~this constitution~~ the Faculty Senate Constitution. The commissions of the other senates are the ~~including, but not limited to, the following~~: Commission on Administrative and Professional Faculty Affairs (CAPFA), the Commission on Graduate and Professional and Student Affairs (CGPSA), the Commission on Staff Policies and Affairs (CSPA), and the Commission on Undergraduate Student Affairs (CUSA). ~~Classified Staff Affairs, Commission on Faculty Affairs, Commission on Graduate Studies and Policies, The university commissions are the Commission on Equal Opportunity and Diversity (CEOD) and the Commission on Outreach and International Affairs (COIA), Commission on Research, Commission on Student Affairs, Commission on Undergraduate Studies and Policies, and Commission on University Support.~~ Term of office membership, eligibility for re-election, and the procedure to fill vacancies in unexpired terms are prescribed in a Article VIII, section Section 4-5 of the constitution of the University Council Constitution. Eligibility for reelection is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. The functions and duties of Faculty Senate representatives on university commissions are to represent the position of the Faculty Senate and the faculty in the formulation of policy; to inform the Faculty Senate of pertinent matters to be



~~considered and of actions taken; and to bring matters of faculty concern before the university commissions.~~

#### **Section 54. -Faculty Representation on University University Standing and Ad Hoc Committees:**

~~The Faculty Senate representatives on university standing and *ad hoc* committees are nominated by the Faculty Senate and appointed by the president of the university. When nominations for university committees are requested on behalf of the president by the Office of the Vice President for Policy and Governance, by the president of the university, senate nominees are nominated by the Faculty Senate and college and library faculty representatives are nominated by their respective faculties. Term of appointment and responsibilities are prescribed in article As prescribed in Term of membership on university standing committees (three-years) and the procedure to fill vacancies in unexpired terms are prescribed in Article IX, Section 3 of the University Council Constitution. Eligibility for reappointment is prescribed in Article II, Section 5 of the Faculty Senate Bylaws. In accordance with VIII of the constitution of the University Council. Faculty Senate representatives on university standing and *ad hoc* committees threes Faculty Senate nominated representatives are eligible for nomination B~~

~~to a second consecutive term but may not serve more than six consecutive years. The functions and duties of faculty representatives on university committees are to represent the position of the faculty in the discharge of the functions and duties of the committee; to inform the Faculty Senate of pertinent matters to be considered and of actions taken; and to bring matters of faculty concern before the committee.~~

#### **Section 65. -Faculty Representation on the Faculty Senate of Virginia:—**

The Virginia Tech Faculty Senate holds membership on the Faculty Senate of Virginia. -The terms, functions, and duties of this representation are ~~described~~ prescribed in the bylaws.

### **Article VHX. -Meetings and Procedures**

#### **~~ADD stuff about voting~~**

#### **Section 1. -Regular Plenary Meetings of the Faculty Senate:—**

The ~~s~~Senate shall hold at least ~~two~~ threefive regular plenary meetings each fall and spring semester and other meetings as prescribed in the bylaws.

#### **Section 2. -Special Plenary Meetings of the Faculty Senate:—**

Special plenary meetings of the Faculty Senate may be called by the presiding officers at any time, including June, July, and August, upon recommendation of the cabinet. Requests for special meetings may be made as prescribed in the bylaws.

**Section 3. -Open Forum Meetings of the Faculty Senate:-**

Open forum meetings may be called to provide an opportunity for all segments of the university to express their views on an issue of general concern. -Such meetings are called as prescribed in the bylaws.

**Section 4. -Cabinet Meetings:-**

Regular meetings of the cabinet shall be held at least once each month from September through May. -Special meetings of the cabinet may be called at any time by the presiding officer.

**Section 5. -General Faculty Meetings:-**

The Faculty Senate may call a meeting of the general faculty.

**Section 6. -Standing Committee Meetings:-**

Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and distributes it to all members prior to each meeting.

**Section 7. -Quorum:-**

~~A majority~~Fifty percent plus one of the total membership, excluding non-voting members and vacant positions, shall constitute a quorum for all meetings of the Faculty Senate, cabinet, or standing committees, except open forum meetings where no quorum is required. In the absence of a quorum, a meeting can be held but no votes taken or decisions reached, except votes on motions to obtain a quorum or to adjourn the meeting.

**Section 8. -Faculty Attendance:-**

Faculty members eligible for election to the Faculty Senate may attend but not vote in ~~Faculty Senate~~ regular and special plenary meetings of the Faculty Senate.

**Section 9. -~~Visitors~~Guests:-**

~~While~~Any Virginia Tech faculty member, employee, or student may attend plenary and open forum meetings of the Faculty Senate as a guest. ~~Bb~~The Faculty Senate by majority vote may exclude visitors from attending meetings, with the understanding that guests:

- May participate in discussions if and when recognized by the chair but cannot vote or make motions for consideration.

- Will treat participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- May be removed from a meeting by the request of any member and a majority vote of the members in attendance.
- May not displace a regular member of the body when seating/space is limited.

Members of the public who wish to attend Faculty Senate meetings should contact the president of the Faculty Senate.

## **Section 10. -Parliamentary Procedure:-**

The parliamentary rules used by the University Council, subject to special rules as may be adopted by the Faculty Senate, shall govern the procedures of the Faculty Senate, cabinet, commissions, and standing committees.

## **Section 11. Voting on Senate Commission Resolutions and Other Matters**

All resolutions advanced to the Senate by the Faculty Senate commissions must have first and second readings and be voted on by the Senate, either by means of a consent agenda or by actual vote. Senate votes will be carried out via the same software used by the University Council. ~~Pursuant to~~In accordance with Article XI, Section 5 of the University Council Constitution, Senate votes on resolutions are by recorded ballot. The nature of voting on all other matters shall be determined by the Faculty Senate as a whole.

# **Article ~~VIII~~XI. -Amendments to the Constitution and/or Bylaws**

## **Section 1. Development**

Amendments to the constitution and/or bylaws may be developed by whatever means the Senate deems appropriate. Amendments to the constitution require a Commission on Faculty Affairs resolution; amendments to the bylaws do not.

One-fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a meeting of faculty eligible for election to the Faculty Senate to make changes to the Faculty Senate Constitution.

## **Section 2: Approval of Amendments to the Constitution**

Amendments to the constitution become effective upon the following sequence of actions:

- a. An affirmative majority vote by the CFA.
- b. An affirmative vote of two-thirds (2/3) of the senators present and voting, provided that a quorum has been reached.
- c. An affirmative vote in the University Council of the majority of members present and voting, provided that a quorum has been reached.
- d. Approval by the president of the university.

### **Section 3. Approval of Amendments to the Bylaws**

Amendments to the bylaws become effective upon an affirmative vote of the majority of the senators present and voting, provided that a quorum has been reached, and requires no further approval.

### **Section 4. Notice of Proposal**

Notice of proposal to amend the constitution and/or bylaws shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. The proposed amendment shall be distributed with the agenda.

#### **Section 1. Amendments to the Constitution:—**

~~Notice of proposal to amend the Faculty Senate constitution shall be given in the Faculty Senate agenda and considered at no fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken on an amendment at the second meeting. A copy of the proposed amendments shall be distributed with the agenda.~~

~~A two thirds affirmative vote of the membership is required for approval of changes followed by approval by the University Council and president of the university. One fifth of faculty eligible for election to the Faculty Senate may petition the president of the university to convene a convention of faculty eligible for election to the Faculty Senate to make changes in the Faculty Senate constitution.~~

#### **Section 2. Amendments to the Bylaws:—**

~~Notice of proposal to amend the bylaws shall be given in the agenda and considered at not fewer than two meetings of the Faculty Senate prior to voting. A vote may be taken at the second meeting.~~

# Faculty Senate Bylaws

## Article I.: Duties

### Section 1. Faculty Senators

Senators are expected to:

- a. Attend plenary Senate meetings and other meetings required due to Senate-related service commitments.
- b. Familiarize themselves with Senate procedures.
- c. Develop an understanding of the issues considered by the Senate.
- d. Vote on the resolutions advanced by the commissions of the Senate.
- e. Report regularly to their constituents on Senate proceedings and represent the interests of their constituents in Senate discussions.
- f. Treat other senators and participants in shared governance with respect and in accordance with the expectations for decorum outlined in *Robert's Rules of Order*.
- g. Serve on at least one of the councils, commissions, and committees that comprise shared governance, either at the Senate or university level, if appropriate positions are available.

### Section 2. Officers and Cabinet Members

In addition to the duties of senators listed above, officers and cabinet members are expected to:

- Fulfill their obligations as specified in the constitution and bylaws.
- Attend cabinet meetings and all other meetings required by their position.
- Represent the interests of the Senate in cabinet discussions with administrators.
- Communicate the deliberations of the cabinet to the Senate.

## 1. Principles of RepresentationArticle II.: Membership

### Section 1.

#### A. TerminologyComposition-

The limit of 100 senators established in the constitution can be increased if necessary for reasons contained in Section 3(d) of this article (see below).

1. With respect to Membership, and Nomination and Election of Senators, the following applies

- ~~a. University Libraries is to be treated as a college.~~
  - ~~b. Schools that are a subdivision of a college are to be treated as departments. The School of Medicine is to be treated as a college.~~
  - ~~c. The term “department” is understood to mean an academic department in which at least one eligible faculty member resides.~~
  - ~~d. The terms “faculty”, “faculty member”, and “eligible faculty member” are understood to mean faculty members eligible for Faculty Senate membership pursuant to Article III, Section 2 of the Faculty Senate Constitution.~~
  - ~~e. The terms “officer”, “senate officer” and “faculty senate officer” are understood to mean the officers of the Faculty Senate pursuant to Article IV of the Faculty Senate Constitution.~~
  - ~~f. The terms “cabinet”, “senate cabinet” and “faculty senate cabinet” are understood to mean the Faculty Senate Cabinet pursuant to Article V, Section 1, of the Faculty Senate Constitution.~~
- Section 2. Eligibility

2. The eligibility requirements for election to the Faculty Senate in Article IIIIV, section Section 2 of the constitution of the cFaculty Senate onstitution are interpreted as follows:

~~a.~~

- a. ~~a.~~ An appointment is considered continuing unless the letter of appointment states otherwise.

~~b.~~

- b. ~~b.~~ The term academic department ~~For the purpose of the Faculty Senate constitution-Constitution and Bylaws, the term “department” is understood to mean an academic unit in which at least one eligible faculty member resides. The term~~ shall apply only to those departments and divisions that are actively involved in the teaching of credit courses or the awarding of degrees in specific academic disciplines. The precise interpretation of this term will be made by the Faculty Senate ~~cabinet~~Cabinet.

~~c.~~

- ~~d.~~ ~~e.~~ The university-level, college-level, and University library~~Libraries~~ administrators are the president, provost, associate and assistant provosts, vice presidents, associate and assistant vice presidents, ~~the~~ deans, associate and assistant deans, and assistants ~~s~~ to any of the preceding.

~~c.~~

- d. ~~d.~~ A faculty member is considered to be studying for a degree at the university if ~~the faculty member is~~they are currently pursuing a program of study that has been filed in the graduate school office.

e.—

- e. ~~3.~~—An eligible faculty member who is not affiliated by appointment with an academic department is assigned by the Faculty Senate ~~cabinet~~ Cabinet to the department the cabinet considers most appropriate.

All senators are eligible for election or appointment to additional shared governance roles and to vote in these elections.

The eligibility requirements for non-senators who serve in shared governance roles are the same as the eligibility requirements for the election of faculty members to the Faculty Senate.

### **B. Section 3. Membership Principles of Representation**

#### Departments

- a. As established in the constitution, each department will have at least one senator.
  - b. Schools that are a subdivision of a college are to be treated as departments.
  - c. Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes. (The term “departments with limited faculty resources” implies that the joined departments would qualify for exactly one representative. If the joined departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.)
  - d. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:
    - i. All departments from that college will have one senator.
    - ii. The total number of senators prescribed in Article IV, Section 1 of the constitution will be increased so that each department in that college will have one senator.
    - iii. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate officer or their college faculty association representative for the upcoming term is a member of that department.
- ~~a.e.~~ Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.

#### Colleges

- a. As established in the constitution, each college will have at least one senator.
- a. ~~The University Libraries and the Virginia Tech Carilion School of Medicine are to be treated as colleges.~~
- b. ~~1. There will be 100 senators unless an increase is required as defined in section D.~~
- c. ~~2. Each college will have at least one senator.~~
- c. ~~3. No college will have more than 20% of the total number of senators.~~
- d. ~~4. The senators from each college will include: Faculty Senate Officers remain senators, although not necessarily officers, for one year following their service as an officer.~~
  - i. Faculty Senate officers from that college.
  - ii. One senator elected by the respective college faculty association, if not waived (under Article II, Section 4(b), see below of the bylaws).
  - iii. At least one senator from each department.
- e. ~~5. Insofar as possible within these bounds, the number of senators from each college will be proportional to the number of faculty members in the college.~~

The Virginia Tech Carilion School of Medicine will have one senator per department as an interim step in the process of the school's addition to shared governance. This exception to the standard method of election will be evaluated in 2026.

### ~~C. College Representation~~

- 1. ~~The senators from each college will include-~~
  - a. ~~Faculty Senate Officers from that college; and~~
  - b. ~~One senator elected by the respective College Faculty Association, if not waived (under Article II, Section A); and~~
  - c. ~~At least one senator from each department; and~~
  - d. ~~Insofar as possible within these bounds, the number of senators from each department will be proportional to the number of faculty members in the department.~~

### ~~2. The School of Medicine will have eleven senators.~~

### ~~D. Department Representation~~

- 1. ~~Two departments with limited faculty resources may join to elect a representative. A simple majority of faculty members in each department must agree to joining and the vote on joining must take place before each senatorial election. These joined departments are then considered a single department for election purposes.~~
  - a. ~~The term "departments with limited faculty resources" implies that the joined departments would qualify for exactly one representative. If the joined~~



~~departments would have a combined number of faculty that makes them eligible for two or more representatives, then those departments cannot join.~~

~~2. In the unusual case that the allotted number of senators for a college is less than the number of departments in that college:~~

~~a. All departments from that college will have one senator; and~~

~~b. The total number of senators prescribed in Article I, section B will be increased so that each department in that college will have one senator; and~~

~~c. Departments that have an unfilled position in the senate for the upcoming term will hold an election, except if a Faculty Senate Officer or their College Faculty Association representative for the upcoming term is a member of that department.~~

#### ~~E. Number of Eligible Faculty Members~~

~~1. In January, the Faculty Senate Secretary/Treasurer~~

~~a. Will request the number of eligible faculty members in each college and department from the Provost's Office; and~~

~~b. May contact the head/chair of any department and provide them with the Faculty Senate eligibility definitions and request from them the number of eligible faculty members in the department; and~~

~~c. Will identify the College Faculty Associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify those College Faculty Associations of their electoral obligations under the Faculty Senate Bylaws.~~

~~2. In February, the Faculty Senate Secretary/Treasurer will~~

~~a. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet who will make the final determination on the number of eligible faculty members; and~~

~~b. Identify the departments that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term and notify those departments of the number of senators that must be newly elected for the department and their electoral obligations under the Faculty Senate Bylaws.~~

#### Section 4. Nominations and Elections

##### *Nomination and Election of Faculty Senators*

a. In January, the Faculty Senate operations officer will:

i. Request the number of eligible faculty members in each college and department from the Provost's Office.

ii. Identify the college faculty associations that are required to hold a Faculty Senate election by virtue of having an unfilled position in the senate for the upcoming term, and notify ~~those~~ college faculty associations of their electoral obligations under the Faculty Senate Bylaws.

b. In February, those college faculty associations that are required to hold an election will:

i. Generate a slate of faculty nominees.

ii. Hold an election.

- iii. Report the results of the election to the Faculty Senate operations officer. If the college faculty association does not exist or does not supply the election results by the end of February, the college waives its right to a college faculty association representative in the Senate, but does not change the total allotment of senators to that college.
  - c. In February, the Faculty Senate operations officer will:
    - i. Propose a number of eligible faculty members for each college and department to the Faculty Senate Cabinet, who will make the final determination on the number of eligible faculty members.
    - ii. Identify departments that are required to hold an election by virtue of having an unfilled position or positions in the Faculty Senate for the upcoming term and notify those all departments of the number of senators that must be elected for each department to fulfill its electoral obligations under the Faculty Senate Bylaws.
  - d. In March, those departments that are required to hold an election (under as prescribed in Article II, Section 4-(c)) will:
    - i. Generate a slate of faculty nominees.
    - ii. Hold an election.
    - iii. Report the results of the election to the Faculty Senate operations officer.

Senate terms begin with the first Senate meeting in the fall semester. Newly elected senators shall may be observers until the date of two weeks prior to the first day of classes in fall, the effective date of their term of office on the first day of August, and -They, but may attend and may participate and vote in elections for the organization of the following year's Faculty Senate, and in including the selection of commission and committee members who represent the Faculty Senate.

Senate terms end two weeks following the date of commencement in spring on the last day of July. *Nomination and Election of the Faculty Senate Cabinet*

In August or September, at the first Senate meeting of the fall semester, senators from each college will caucus and elect their cabinet representative for the coming year. As stated in Article VI, Section 1 of the constitution, college representation in the cabinet may be provided by an officer, but colleges have the option to elect a separate representative. To facilitate this option, officers must abstain from the discussion and election of cabinet representatives. After the cabinet is formed, the Faculty Senate President may appoint one or two advisers to the cabinet and should review this decision with the cabinet and the Faculty Senate.

#### *Nominations and Elections by the Faculty Senate (Including Officers)*

In April, the Faculty Senate Cabinet shall solicit nominations for all positions within shared governance that must be filled by the Faculty Senate within the coming year, including the officers of the Senate. No later than the penultimate plenary meeting, the

Faculty Senate cabinet shall present a slate of nominees for Senate representation on the relevant commissions, committees, and councils. Permission of candidates must be obtained before names are placed in nomination. Nominees are elected by majority vote of senators present and voting, provided that a quorum has been reached. Elections are by secret ballot. Those elected shall take office ~~on the first day of August~~two weeks prior to the first day of classes in fall, except for the officers of the Senate, whose term begins the first day after the June Board of Visitors meeting.

### **Section 5. Eligibility for Reelection or Reappointment (Term Limits) and Vacancies**

Senators are eligible for reelection or reappointment within the bounds of the term limits presented below. Unless noted, term limits can be extended by a two-thirds affirmative vote of senators present and voting, provided that a quorum has been reached. In all cases, partial terms will be treated as full terms. The standard term for university--level service (University Council, commissions, etc.) is three years.

- a. President, vice president, and operations officer: three consecutive one-year terms in one office.
- b. Immediate past president: one one-year term. A president elected for a second or third term may request that the immediate past president serve as an advisor to the cabinet.
- c. Cabinet members (who are not officers): three consecutive one-year terms.
- ~~a-d.~~ Senators: while academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive three-year terms, the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.
- e. ~~Senators~~ appointed to the University Council Cabinet: three consecutive one-year terms.
- f. Faculty Senate representatives elected to the University Council and senate and university commissions: three consecutive three-year terms.
- g. Faculty Senate--nominated representatives to university standing committees: three consecutive three-year terms.
- h. Members of the external standing committees: a two-year appointment with a limit of three consecutive terms. (This information is included here for reference only, as these terms are prescribed in the *Faculty Handbook*.)
- i. Members of the Policy and Handbook Committee: a three-year appointment with a limit of three consecutive terms.

After two years absence from any role, senators and faculty are eligible for re-election or re-appointment to that same role for the maximum amount of time allowed.

In order to fulfill their role as immediate past president, the Faculty Senate president must remain a senator for one year following their service as president.

In the case of a vacancy caused for any reason, including replacement by a department or University Libraries faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.

**D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.**

## **Section 6. Elected Alternates and Attendance**

### **II. Nomination and Election of Senators**

#### **A. College Faculty Association (CFA) Elections**

~~In February, those College Faculty Associations that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election. If the CFA does not exist or does not supply the election results by the end of February, the college waives its right to a CFA representative in the senate, but does not change the total allotment of senators to that college.~~

#### **B. Department Elections**

~~In March, those departments that are required to hold an election (under Article I, Section E) will~~

- ~~1. Generate a slate of faculty nominees; and~~
- ~~2. Hold an election; and~~
- ~~3. Report to the Faculty Senate Secretary/Treasurer the results of the election.~~

~~**C. Newly elected senators shall be observers until the effective date of their term of office on the first day of August, but may attend and participate and vote in elections for the organization of the following year's Faculty Senate and in the selection of commission and**~~

~~committee members who represent the Faculty Senate. Senate terms end on the last day of July.~~

~~D. Eligibility: While academic units (e.g., departments) are encouraged to limit Faculty Senate representatives to no more than three consecutive terms (full or partial), the determination for eligibility for reappointment shall be made by a vote among faculty within the academic unit.~~

### III. Faculty Senate Vacancies

~~A. In the case of a vacancy caused for any reason, including recall by a department or library faculty, the respective faculty, at its next meeting, shall elect a representative to fill the unexpired term.~~

~~B. Each department may also elect one alternate senator to fill in as an alternate when a senator cannot attend individual meetings or is on research or other leave. Unless arrangements have been made with the operations officer and approved by the cabinet for an alternate to fulfill a senator's obligations, the expectations for attendance expressed in Article III, Section 12 of the bylaws will be applied.~~

If not already serving on the Faculty Senate, colleges faculty associations are encouraged to assign their faculty association president as an alternate for the Faculty Senate.

## ~~Colleges are encouraged to assign their faculty association presidents as an alternate for the Faculty Senate.~~ Article III. Resignation or Removal of a Senator, Officer, Cabinet Member, or Commission Chair

### Section 1. Notification and Consideration of Absences

If a senator is struggling to attend meetings required by their position, they should notify the Faculty Senate President or Vice President who will schedule a meeting between the senator and Senate officers in which special circumstances for absences will be discussed and considered. Under normal circumstances, automatic resignation due to absences from meetings will proceed as described below.

### Section 21. Resignation

A senator or is deemed to have resigned from the Faculty Senate if they 1) submit a letter of resignation to the Faculty Senate President or 2) are absent from plenary senate meetings three times in one semester or four times in one academic year.

An officer, cabinet member, or commission chair is deemed to have resigned any of these positions if they 1) submit a letter of resignation to the Faculty Senate President (or in the president's case, the Faculty Senate Vice President) or 2) are absent from a

meeting required by their position two times in one semester or three times in one academic year (for officers and commission chairs) and three times in one semester or four times in one academic year (for cabinet members).

Absences are not cumulative across positions.

### **Section 32. Removal of a Senator**

A senator may be removed from the Senate for failure to fulfill their duties as specified in the constitution and bylaws. The removal process is initiated when ten senators sign a statement calling for removal that includes the reasons for their request and supporting evidence. Upon receipt of this statement from the claimants, the president will add this proposed action to the agenda of the Senate, at which time the claimants will state their charges and the senator will be allowed to respond. At the following meeting, the Senate will vote on the matter by secret ballot. A 2/3 vote of the Senate is necessary to remove a senator. A senator so removed is unable to serve in the Senate for the next five years.

### **Section 43. Removal of an Officer, Cabinet Member, or Commission Chair**

An officer, cabinet member, or commission chair may be removed from their position for failure to fulfill their duties as specified in the constitution and bylaws. The process for removing an officer, cabinet member, or commission chair from their position is the same as removal of a senator from the Senate, except that a senator removed from any of these positions remains a member of the Faculty Senate but cannot hold any of these positions for the next five years.

### **Section 54. Replacement**

When a senator resigns or is removed, their department will be asked to elect a replacement.

When an officer, cabinet member, or commission chair resigns or is removed, that position is filled as soon as possible by a majority vote of the Senate, providing that a quorum has been reached. The cabinet arranges a slate of candidates for any position that becomes available in this manner.

**~~A. Regular elections: Each year the Faculty Senate cabinet shall solicit nominations for all offices and committees from the senate. At the last regular spring meeting, the Faculty Senate cabinet shall present a slate of nominees for senate representation on the University Council and commissions, and for Faculty Senate committee membership. Permission of candidates must be obtained before names are placed in nomination. Elections by secret ballot shall~~**

~~be conducted after nominations are presented at each meeting. A plurality vote shall elect. Those elected shall take office on the first day of August.~~

~~B. **Eligibility:** For purposes of nomination, voting, and election, 'faculty' includes any person eligible to serve in the Faculty Senate as defined in article III, section 2 of the Faculty Senate constitution. Faculty Senate officers may serve more than three consecutive full terms in one office only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate cabinet members who are not senate officers may serve more than three consecutive full terms only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Members of the Committee on Reconciliation may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership. Faculty Senate nominated representatives to University Committees may serve more than three consecutive terms (full or partial) only if they are elected by a two-thirds majority vote of the Faculty Senate membership.~~

## **Article IV. Regular Plenary Meetings of the Faculty Senate**

~~A.~~ Regular plenary meetings of the Faculty Senate shall be held each semester at a time set by the president and approved by the Faculty Senate. ~~Per~~As ~~prescribed in the~~ constitution. ~~A~~at least two-five regular meetings shall be held each semester.

## **Article VI. Special Plenary Meetings of the Faculty Senate**

~~A.~~ Special plenary meetings of the Faculty Senate shall be called by request of ~~by~~ the president and of the senate upon approval by recommendation of the cabinet; by recommendation of the cabinet; ~~or~~ on petition of at least ten senators or twenty-five faculty members.

~~B.~~ Requests for special plenary meetings shall include a statement of the purpose of the meeting. A special plenary meeting can be an additional meeting or a meeting conducted in total or in part as a closed (or executive) session.

## **Article VI. Closed Sessions of the Faculty Senates**

The Faculty Senate can meet in a closed session to consider topics that require the identification of an individual or individuals involved in or party to sensitive matters relating to instruction, scholarship, or service. A closed session is for the purpose of discussion only; any action(s) recommended in a closed session must be approved in an open session.

A motion passed by majority vote of senators present and voting, provided that a quorum has been reached, is required to enter and exit a closed session.



Closed sessions are limited to senators and invitees who will be asked to speak to the topic(s) discussed.

The meeting agenda must identify the topic(s) to be covered in the closed session and no other topic(s) can be considered. The meeting minutes should indicate when the Senate ~~went into~~ entered a closed session, the topic(s) considered, and when the Senate ~~left~~ exited the closed session.

Minutes may be taken during a closed session but are not required. If minutes are taken, they must also be approved in closed session. To avoid calling another closed session to approve these minutes, they should be written during and approved at the end of the closed session. The minutes of a closed session can only be shared with participants of the meeting and should not be attached to the regular minutes.

~~Unauthorized sharing of what transpired in a closed session is punishable by expulsion from the Senate.~~

## **Article VII. Additional Duties of Faculty Senate Officers and Cabinet Members**

### Section 1.A. Duties of Faculty Senate Officers

Officers and cabinet members are expected to attend cabinet meetings and all other meetings required by their position; represent the interests of the Senate in cabinet discussions with administrators; communicate the deliberations of the cabinet to the Senate; and perform additional duties listed below.

### Section 1. Faculty Senate Officers

In addition to ~~the duties those dpr~~prescribed in ~~in Article IV of the e~~Article V of the constitution and Article I of the bylaws, ~~the duties of the the officers~~, ~~are will~~ perform the following duties.

#### a. ~~President 1. President~~

- i.—Report regularly to the Senate and the cabinet information received from faculty, administration, the Board of Visitors, and other parties that relates to the purpose and function of the Senate as ~~dpr~~prescribed in ~~Faculty Senate Constitution~~ Articles I and II of the constitution., ~~as appropriate.~~
- i. —
- ii.—
- iii.—
- a) ~~Schedule~~ Schedule a meeting of the officers, commission chairs, and administrative commission leaders to ~~finalized~~discuss commission agendas prior to the



~~Senate's first regular plenary meeting in the fall. To outline the year's objectives at the opening session of the Faculty Senate in the fall.~~

ii. ~~\_\_\_\_\_~~

iv. ~~To outline~~ Outline the Senate's objectives for the year at the earliest opportunity ~~Senate's opening session~~ first regular plenary meeting the Faculty Senate in the fall after providing the full Senate an opportunity to suggest and comment on objectives and consulting with the cabinet.

iii. ~~\_\_\_\_\_~~

v. ~~\_\_\_\_\_~~

iv. ~~b) Prepare the agenda for Senate and cabinet meetings in consultation with the cabinet and provide the agenda to the operations officer no fewer later than four days prior to a meeting~~ g) To prepare and distribute an annual report of the Faculty Senate's accomplishments during the year to the senate Senate, faculty, administration, and Board of Visitors.

v. Oversee the functioning of the Senate and make temporary adjustments in work assignments based on the capacity of officers or cabinet members to fulfill their roles.

vi. ~~\_\_\_\_\_~~

a. ~~\_\_\_\_\_~~

vi. ~~e) Organize fall and spring presentations to~~ discussions between the Senate by and the president of the university and/or the provost.

viii. ~~\_\_\_\_\_ Organize fall and spring presentations~~ meetings between to the cabinet by and the provost.

vii. ~~\_\_\_\_\_~~

viii. Appoint members of the Committee on Faculty Ethics, the Faculty Review Committee, the Committee on Reconciliation, and the Policy and Handbook Committee (in consultation with the cabinet and with ~~through~~ confirmation by the Senate).

ix. ~~To Manage the Faculty Senate budget. The president will consult and consult with the cabinet on all budgetary decisions.~~

x. Attend all meetings of the Board of Visitors and deliver an address at each meeting representing current topics of interest to faculty and report to the Senate and/or the cabinet on topics of interest to faculty provided by the Board of Visitors, as appropriate.

xi. Request information from faculty and senators pertaining to the following year's objectives no later than the senate's last plenary meeting in the spring.

xii. ~~To prepare and distribute to the Senate, faculty, administration, and Board of Visitors an annual report of the Senate's accomplishments in time for the June Board of Visitors meeting. during no later than one week following the Senate's last plenary meeting in the spring the year to the Senate, faculty, administration, and Board of Visitors.~~

- Consult with the cabinet in preparation for presenting the Senate’s objectives for the year no later than one week prior to the Senate’s first plenary meeting in the fall.

b. Vice President

- ~~ix~~.i. Organize a meeting between the officers, commission chairs, and the chair of the Policy and Handbook Committee no ~~later~~fewer than two weeks prior to the first plenary meeting of the Senate in the fall to discuss the commissions’ ongoing and upcoming work and create draft commission agendas pursuant to as ~~dprescribed~~ in Article XI, Section 2 of the bylaws.
- ~~x~~.ii. C~~o~~ordinate the Senate review of resolutions ~~under consideration by~~from Faculty Senate commissions, ~~including and the Senate vote on commission resolutions as dprescribed in Faculty Senate Bylaws Article XI,X, Section 3 of the bylaws.~~
- ~~xi~~.iii. Assist in the Senate review of resolutions from non-Faculty Senate commissions and the Senate position development process pursuant to as ~~dprescribed~~ in Article XI, Section 4 of the bylaws.
- ~~xii~~.iv. Oversee the “Faculty Senate Position Development Process” (see Article XII of the bylaws).
- Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the Ssenate in the fall.

~~xiii~~.v.

c. Operations Officer

- i. ~~a)~~ Distribute the agenda no fewer than three days prior to each meeting of the Senate and the cabinet.
- ii. Maintain records, attendance, and minutes for each meeting of the Senate and the cabinet.
- ~~xiv~~.iii. Distribute minutes of Senate and cabinet meeting minutes to senators and post these minutes to the Senate website and other Senate–related software platforms.
- ~~xv~~.iv. Maintain the Senate website and other Senate–related software platforms.
- ~~xvi~~.v. Obtain a current list of faculty members eligible for membership in the Faculty Senate, ~~identify and notify all departments of Senate membership eligibility rules and vacancies,~~ and organize the election of faculty members to the Senate pursuant as dprescribed in Article II of the bylaws, Section E4(a).
- ~~xvii~~.vi. Identify the Ccollege Ffaculty Aassociations that are required to hold a Faculty Senate election, notify all Ccollege Ffaculty Aassociations of their electoral obligations, and collect reports from Ccollege Ffaculty Aassociations as dprescribed in Article II of the bylaws.
- ~~xviii~~.vii. Mmaintain a current list of senators and their membership as Ssenate representatives to all entities, including councils, commissions, committees, and working groups.

- ~~xi.~~ ~~To Recommend new membership for the Faculty Senate's internal standing Committees and Work-work Groups-groups to the pFaculty Senate Faculty Senate President and the cabinet.~~
- ~~xx.viii.~~ ~~Assist in the Senate review of resolutions from commissions and the Senate position development process pursuant to Faculty Senate Bylaws Article XX.~~
- ~~ix.~~ ~~Maintain a list of all nominees for election or appointment to the councils, commissions, and committees on which senators, or faculty members nominated by the Senate, serve. See Section 2 below.~~

#### d. Immediate Past President

- ~~xxi.i.~~ ~~Form and chair a sub-committee of cabinet members who have chosen not to be considered for an officer position; to convene and chair-organize this sub-committee's efforts of cabinet members to seek nominations for Faculty Senate officers and perform an open call for nominations by the the Senate; and prepare a slate of officer-nominees for consideration by the cabinet; and to convene and chair a meeting of present this slate of nominees to the cabinet for review and approval; and on behalf of the cabinet, to prepare a present the slate of officer nominees to the Senate for its consideration and vote, by the Senate pursuant in accordance with the Faculty Senate Constitution Article IV, Section 6 of the constitution of the Faculty Senate Constitution. For the timing of this process, see Faculty Senate Bylaws Article II, Section 4 of the bylaws.~~

#### Oversee the cabinet's efforts

- ~~ii.~~ ~~b) To Chair meetings of the cabinet to seek nominations or recommendations of Faculty Senate representatives to all entities-bodies specified under pursuant to A in Section 2 of this article (see below).~~
- ~~xxiii.iii.~~ ~~If the office of immediate past president is vacant, the cabinet will elect a cabinet member to fulfill the duties outlined in subsections i and ii above.~~

~~To organize the election of faculty members to the senate Senate pursuant to Articles I, II and III of the Faculty Senate b) To o~~

## 2. Vice President

- ~~a) To chair the Commission on Faculty Affairs unless an alternate is chosen according to the Bylawsbylaws. Faculty Senate Bylaws Article XX. To assist the president by attending meetings, workshops, and other activities on behalf of the Faculty Senate presidentOrganize a meeting between Faculty Senate officers, commission chairs, and the chair of the Policy and Handbook Committee no later than two weeks prior to the first plenary meeting of the Senate in the fall to~~

~~discuss the commissions' ongoing and upcoming work and create draft agendas pursuant to Faculty Senate Bylaws Article XX, Section 2. Update the cabinet on commission agendas and policy development plans no later than one week following the first plenary meeting of the senate in the fall.~~

## Section 2. B. ~~Duties of the~~ Faculty Senate Cabinet Members

In addition to those ~~duties~~ prescribed in Article VI of the constitution ~~and Article I~~ of the bylaws, ~~members of the of the Faculty Senate Constitution, the duties of the cabinet~~ will perform the following duties. ~~are~~

- a. Report regularly to their respective colleges' senators and represent their interests in cabinet discussions.
- b. ~~4. To set the time and place and, together with~~ Assist the pFaculty Senate ~~President in~~, preparing the agendas for meetings of the cabinet and the Faculty Senate. ~~(Cabinet members and (SA-senators may move additions to the agenda at the time of adoption by the cabinet or Faculty Senate.)~~  
  - c. Prepare a slate of senators to be nominated for election ~~by the Senate~~ as officers of the Senate.
  - d. Prepare a slate of faculty senators to be nominated for election by the Senate to the following positions:
    - i. Senate representatives on the University Council (one per college).
    - ii. Chairs of the senate commissions (as noted in Article V, Section 3 of the constitution, though not required, the vice president typically chairs the Commission on Faculty Affairs).
    - iii. Senators on commissions.
    - iv. Senate representatives on university standing committees. Representatives are either senators or non-senator faculty members, depending on the committee. The president of the university must approve these appointments.
  - ~~b. Consult with the president on the president's appointments to the Committee on Faculty Ethics and the Faculty Review Committee. Monitor the activities of all officers and assist and support the operations officer in order that for their duties may to be discharged expeditiously.~~ Consult with the president on the president's appointments to the external and internal standing committees ~~Committee on Faculty Ethics and the Faculty Review Committee and work groups.:~~  
    3. ~~To Mmonitor or chair each of the Standing Committees and Work Groups in support of the Operations Officer in order that for their duties may to be discharged expeditiously.~~
  - e.
  - f. ~~1. To Rreview the resolutions forwarded received from commissions, draft Senate resolution responses, determine the process by which first and second readings of~~

~~resolutions will occur in the Senate, and offer comments on resolutions in accordance with Article XIX, Sections 3 and 4 of these bylaws.~~

g. ~~Determine the best approach for the development of a policy -- whether by a commission or work group, for example -- subject to concurrence by the Faculty Senate.~~

e. ~~Identify topics that require the application of the Senate position development process; inform the Policy and Handbook Committee of identified topics, and; make recommendations to the Policy and Handbook Committee following Senate discussions of identified topics as prescribed in Article XII of the bylaws. ; and determine the best approach for the development of a policy, subject to the concurrence of the Senate. to Assist and support the chairs of the Commissions, Standing Committees, and Work Groups; and to act in the absence of the chairs on the advice of the Faculty Senate officers.2. To monitor the activities of all officers and assist and support the Operations~~  
Q

d. —

e. —

f. ~~5. To Ceall special meetings of the Faculty Senate as provided in pursuant to Faculty Senate Constitution Aarticle VII, Ssection 2 of the Constitution.~~

g. ~~6. To Nnominate members of all standing committees for election by the Faculty Senate as required by the Faculty Handbook, and pursuant to Faculty Senate Constitution Article [FIND] and and Faculty Senate Bbylaws Article VII.~~

h. ~~7. To Nnominate Faculty Senate representatives to the University Council for election by the Ssenate.~~

i. ~~8. STo seek nominations from their respective colleges' departments faculties and/or senators the Faculty Senate for Ssenate elected representatives on university commissions, and to submit a list of nominees to the operations officer for election by the Faculty Senate.~~

j. ~~9. RTo recommend Faculty Senate nominees for membership on university committees when requested by the president of the university. (Recommendations should be made to the operations officer. TThe Faculty Senate must confirm such nominations.)~~

k. —

l. ~~11. NTo nominate a slate of officers as provided in pursuant to Faculty Senate Constitution Article IV, Section 6 of the constitution and Article VII, Section A of the bylaws.~~

m. ~~12. NTo nominate the chair of the Commission of on Faculty Affairs, typically the vice president. If the cabinet's nominee is not the vice president, tThe Faculty Faculty SSenate must confirm thise recommendation as an alternate to thewith the Faculty Senate yVice pPresident.~~

h. ~~10. MTo make nominations, insofar as possible, to ensure rotation of assignments and utilization of the talents of all faculty.~~

— ~~Call special meetings of the Senate pursuantas dprescribed in to Article IX, Section 2 of the constitution.~~

[MOVE DOWN]

i. \_\_\_\_\_

## **Article VIII. Faculty Senate Work Groups and Work Groups or Internal Standing Committees**

~~Per~~In accordance with Article VIII, Section 2 of the constitution, ~~T~~the Faculty Senate may form work groups ~~or and internal~~ standing committees as needed ~~that~~. ~~Each is to be led by a coordinator or chair elected by its members. The groups shall report to the Faculty Senate by way of the operations officer~~ and are subject to the purview of the ~~S~~senate.

### **Section 1. Internal Standing Committees**

a. College Faculty Association Committee: ~~The m~~~~The~~ members of the College Faculty Association Committee ~~will are the be the~~ leaders of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee ~~is are~~ to strengthen ~~College-college f~~Faculty ~~a~~Associations' roles in shared governance, ~~;~~strengthen the communication between all College Faculty Associations and the Faculty Senate, ~~;~~ and provide a forum for faculty leadership engagement.

~~a.b.~~The Policy and Handbook Committee (PHC): ~~The members of the Policy and Handbook Committee shall consist of two or more members of the Senate. The functions and duties of the Policy and Handbook Committee are to serve and advise the Senate and its commissions in the creation and/or revision of policy documents and resolutions, participate in the position development process d~~prescribed in Article XII of these bylaws, and ~~consult with~~ ~~serve in an advisory capacity to the~~ Faculty ~~Senate on~~ matters of ~~faculty~~ interest ~~described-prescribed~~ in ~~The Faculty Handbook. The Policy and Handbook Committee members serve two-year terms and shall consist of two or more members of the Senate and are eligible for reappointment~~election as ~~d~~prescribed in Article II, Section 5 of these bylaws~~H of the constitution.~~

### **Section 2. Work Groups**

~~There are no work groups at this time.~~

## **Article IXX. Membership oOn University Commissions and University Standing Committees**

In addition to electing the chairs of the Commission on Faculty Affairs, the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on

Undergraduate Studies and Policies, the Faculty Senate elects senators to the following commissions and university standing committees:

**~~Section 1. Commissions~~****~~A. Commission on Undergraduate Studies and Policies: The Faculty Senate elects two senators to the commission. Unless otherwise specified in the constitutions of the college faculty associations, college faculty representatives to the commission are eligible for election to the Faculty Senate.~~**

~~a.~~

~~b.~~a. \_\_\_\_\_ Commission on Administrative and Professional Faculty Affairs (CAPFA): one senator.

~~c.~~b. Commission on Equal Opportunity and Diversity (CEOD): one senator.

~~d.~~c. Commission on Faculty Affairs (CFA): nine senators (in addition to the chair).

~~e.~~d. Commission on Graduate and Professional Student Affairs (CGPSA): one senator.

~~f.~~e. Commission on Graduate and Professional Studies and Policies (CGPSP): two senators (in addition to the chair).

~~g.~~f. Commission on Outreach and International Affairs (COIA): two senators.

~~h.~~g. \_\_\_\_\_ Commission on Research (COR): one senator (in addition to the chair).

~~i.~~h. Commission on Staff Policies and Affairs (CSPA): one senator.

~~j.~~i. Commission on Undergraduate Student Affairs (CUSA): one senator.

~~k.~~j. Commission on Undergraduate Studies and Policies (CUSP): two senators (in addition to the chair).

## Section 2. University Standing Committees

Subject to approval by the president of the university, the Faculty Senate elects senators or faculty members makes nominations for appointment by the president of to the university to the following University Standing Committees (for more details on these appointments, see Article VIII of the University Council Bylaws):

a. Academic Support: one senator.

b. Athletics: one senator.

c. Budgeting and Planning: one senator.



- d. Campus Development: three faculty representatives.
- e. Climate Action, Sustainability, and Energy: four faculty representatives.
- f. Employee Benefits: three senators.
- g. Honor Council: three instructional or library faculty.
- h. Information Technology Services and Systems Committee: one senator and one tenured or tenure-track faculty representative.
- i. Intellectual Property: see the University Council Bylaws.
- j. Library: one senator.
- k. Transportation and Parking: three faculty representatives.
- l. University Curriculum Committee for General Education: two senators.

## ~~Article X. Faculty Representation On the Faculty Senate of Virginia~~ Article X. Faculty Representation On the Faculty Senate of Virginia

### ~~Section 1.A. Membership~~

~~According to the Faculty Senate of Virginia (FSVA) bylaws, the Virginia Tech Faculty Senate elects one senator two faculty and as many as four representatives, each of whom serves a three-year term, to the FSVA.~~

~~Senators serve a three-year term. The term of representatives is determined by each faculty senate, and the practice of the Senate is to elect representatives for one-year terms.~~

### ~~Section 2. B. Functions and Duties~~

~~The functions and duties of the senator and faculty representatives to the FSVA are to:~~

- a. ~~To~~ Represent the position of the Virginia Tech Faculty Senate and the faculty on pertinent matters considered by the FSVA.
- ~~b. To~~ I ~~inform the Virginia Tech Faculty Senate of pertinent matters to be considered and of actions taken by the FSVA.~~
- ~~c. To~~
- ~~d. To~~



~~e-c. To~~ Bring matters of faculty concern before the FSVA.

#### **XI. Committee On Reconciliation**

~~A. The Committee on Reconciliation shall consist of eight members.~~

## **Article XI. Policy Review and Recommendation Process**

### **Section 1. Overview**

The Faculty Senate is charged to develop policy recommendations that advance the interests of faculty and the missions of the university, and to express the views and preferences of faculty regarding all policy recommendations, no matter their point of origin within our system of shared governance.

For policy recommendations of the Faculty Senate to be advanced to the University Council, they must first be proposed as resolutions that are approved by one of its commissions (CFA, CGPSP, COR, and CUSP) and then by the full senate. Resolutions receive two readings in the senate: first reading opens the resolution for discussion and debate and second reading provides an opportunity for further discussion and to vote on the resolution. Resolutions are advanced by an affirmative vote of a simple majority of members present and voting, provided that a quorum has been reached, except for revisions to the senate constitution, which require a two-thirds majority vote of members present and voting. For more information on the policy review and recommendation process, including options for deferral of commission and senate readings, see Article III of the University Council Bylaws.

The Senate is expected to conduct its first and second readings of resolutions roughly concurrently with the first and second readings in its commissions, with a week between commission and senate readings whenever possible.

Commission chairs are expected to keep the cabinet and senate informed of their work, including the progress of resolutions through the commissions, and to meet with the cabinet and/or the Senate as necessary to facilitate the development and passage of resolutions.

While resolutions may be written by senators, they cannot be advanced directly by the Senate itself and must be processed by one of the Senate commissions prior to consideration by the Senate.

## **Section 2. Policy Planning**

According to the University Council Constitution (Article VIII, Section 2): “The senate commissions report to and work with their respective senates in accordance with their respective charges. Chairs of senate commissions shall coordinate their agendas with the appropriate senate and administrative office, and meet with senate leadership on a regular basis according to expectations included in senate bylaws.”

Prior to the start of the fall semester’s senate and commission meetings, the Faculty Senate officers will meet with commission chairs and members of the Policy and Handbook Committee (PHC) to discuss the commissions’ ongoing and upcoming work and to draft commission plans for the coming year. ~~The president will then schedule a meeting of the officers, commission chairs, and administrative commission leaders to finalize commission plans.~~

The officers will determine the best approach for the initial development of a policy, whether through a commission or by other means, such as a work group or task force, with the understanding that, however a policy recommendation is initially developed, it can only be advanced as a resolution through a commission. Once the cabinet is selected in the fall semester, they will review the commission agendas and policy development plans and recommend revisions. As soon as possible in the fall semester, the Senate will discuss the Senate’s legislative agenda.

## **Section 3. Senate Review of Resolutions from Faculty Senate Commissions**

- a. The commission chair notifies the vice president of the date of the first commission reading of a resolution so that the vice president can schedule the first reading of the resolution in the Senate.
- b. Prior to the first reading in the Senate, the vice president posts the resolution for Faculty Senate review and comment and notifies senators via email or announcement of the posting.
- c. Resolutions received prior to the completion of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting. Resolutions are also added to the Faculty Senate Cabinet agenda. Once a resolution has been added to these agendas, it is included on succeeding agendas until the Senate has voted on the resolution.
- d. The Faculty Senate cabinet forms a preliminary opinion about the resolution prior to its first reading by the Senate. If necessary, this can take place by electronic

communication (e.g., email).

- e. Faculty Senate and Faculty Senate cabinet agendas shall include a section for resolutions that will be voted on by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; the dates of the first and second commission readings; and the dates of the first and second readings in the Senate.
- f. At first Senate readings, all resolutions are discussed. The extent of the discussion depends on the response of senators and concerns about the nature of a resolution should be raised at this time. The commission chair leads the discussion, and along with senators who are members of the commission, answers questions about the resolution and takes notes on revisions recommended by the senators.
- g. If there is no clear consensus on whether the Senate supports a resolution, a straw ballot is conducted. If the Senate does not support passage of the resolution, the commission chair will meet with the cabinet to discuss if and how the resolution can move forward, including the possibility of deferring the second commission reading so that the commission has more time to develop the resolution.
- h. At second Senate readings, the commission chair again leads the discussion, after which the Senate votes on the resolution.

Example of what will be included in the Senate agenda for a resolution from one of the Senate commissions:

CFA 2020-21F: Resolution to Approve the Awarding of Tenure in the Virginia Tech Carilion School of Medicine. *Establishes the authority of VTCSOM to award tenure to its faculty.* 1<sup>st</sup> CFA reading: 2/19/21. 2<sup>nd</sup> CFA reading: 3/5/21. 1<sup>st</sup> FS reading: 2/26/21. 2<sup>nd</sup> FS reading: 3/12/21.

#### Section 4. Senate Review of Resolutions from University Commissions and Commissions of Other Senates

- a. As soon as available, resolutions are posted for Faculty Senate review and comment and senators are notified via email or announcement of the posting. Resolutions received prior to the posting of the Faculty Senate agenda (no later than Tuesday in the week of a Faculty Senate meeting) are added to that agenda; those received after that are added to the agenda of the succeeding meeting.<sup>1</sup> Resolutions are also added to the Faculty Senate cabinet agenda. Once a resolution has been added to these

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<sup>1</sup> Under normal (non-holiday) circumstances, the most time that could elapse between receipt of a resolution and its consideration in the Senate is a little over two weeks, leaving approximately two weeks to write a response, should one be required.

agendas, it is included on succeeding agendas until the comment on the resolution has been completed or the Senate's right to comment has been waived.

- b. The Faculty Senate cabinet forms a preliminary recommendation (waive comment; express support; express disapproval) prior to the consideration of the resolution by the Faculty Senate. If necessary, this can take place by electronic communication (e.g., email).
- c. Faculty Senate and Faculty Senate cabinet agendas include a section for resolutions under consideration by the Senate (see below). For each resolution, the following information is provided: resolution # and name; a summary of the resolution; when the resolution was received; when a response is due; the date of the senate review; the amount of time after senate review in which to write a response; and the preliminary cabinet recommendation (see examples below).
- d. Resolutions are discussed in the Faculty Senate at the request of any senator. If there is no clear consensus on how the senate wants to respond to a resolution, senators vote on the three options: waive comment; express approval; express disapproval. If no discussion is requested, the meeting moderator indicates the preliminary recommendation of the cabinet to make sure that the Faculty Senate agrees.
- e. Faculty Senate resolution responses are drafted by the cabinet. Senators who are not members of the cabinet may participate in writing the response, provided they can work within the time available. Responses reflect the consensus of the Faculty Senate and are posted for review by the Faculty Senate. If non-cabinet senators participate in drafting a response, editorial disagreements are resolved by the cabinet, which must have a minimum of three days to do so.

Example of what will be included in ~~an~~the Senate agenda from one of the University Commissions or a commission of other senates:

CAPFA 2020-21C: Resolution to Revise Chapter 7 of ~~T~~he Faculty Handbook. *Revises chapter 7 of the FH to reflect the creation of the A/P Faculty Senate.* **Rcvd:** 1/8/21. **Due:** 2/5/21. **FS review:** 1/21/21. **Time to draft response:** 12 days. **Prelim. cabinet rec:** waive.

## Article XII. The Faculty Senate Position Development Process

Given that most policy recommendations will be revisions of or amendments to existing policies, the majority of these resolutions will be developed directly by one of the Faculty Senate commissions and require little discussion in the senate itself. For these "simple" resolutions, first and second Senate readings will almost always provide sufficient time for Senate consideration.

More complicated policy work may require the creation of a working group or task force connected to the Senate or one of its commissions, or may be handled as a University Mission Initiative (see Article XII of the University Council Constitution) overseen by a committee that includes Faculty Senate representation but is not a part of the Senate itself. Because policy work of this nature often involves multiple Senate discussions across one or a span of years, it is critical that the senate employs a process for gathering the views of senators on a policy, reflecting those views back to them, refining those views, conveying them to departments in order to obtain and incorporate the feedback of faculty throughout the university, and repeating these steps as required to facilitate an informed Faculty Senate position on the policy.

The Faculty Senate position development process is as follows:

- a. The cabinet will identify topics that require the application of this process and inform the PHC chair accordingly.
- b. A member of the PHC will take notes during relevant Faculty Senate discussions.
- c. Based on those notes and other information that may be provided by the cabinet, a member of the PHC will write a summary policy report. In addition to a summary of the discussion, the report will include a list of open questions and concerns and an initial assessment of the overall Faculty Senate position on the topic.
- d. The report will be presented to the cabinet at the first meeting of the cabinet following the discussion in Senate, which is typically one week later. The author of the report will participate in and take notes on that discussion and write an updated version of the policy report based on recommendations or alterations suggested by the cabinet.
- e. The policy report will be made available to senators, reviewed at the next senate meeting, and revised by the PHC based on that discussion. Stages 2-5 will be followed each time the Senate or cabinet discusses the topic.
- f. At the discretion of the cabinet, senators will be asked to share and review the report with the faculty in their departments and inform the Senate of the outcome of those discussions.
- g. Also at the discretion of the cabinet, the Senate may use periodic straw ballots as a means of ascertaining the support of senators for a given policy or alternative policy options.
- h. Notes on Senate and cabinet discussions and iterations of the policy report will be maintained by the Senate in order to create a record of its evolving and ultimate position on the topic.

Nothing in this process alters the requirement that all resolutions advanced by the senate are processed initially by commissions and voted on by the senate.