

COLLEGE GOVERNANCE

CHAPTER THREE

3.1 FACULTY SENATE

Considered as early as 1985 as a possible successor to the Faculty Council and as an organization through which the Faculty could offer recommendations to the Administration on academic matters, the Faculty Senate became a reality in the fall of 1990. Since the advent of the Senate, the Faculty Council no longer exists.

The Faculty Senate's authority is outlined in the Faculty Senate Bylaws. According to the Bylaws, it exists to **recommend** academic policy to the Provost and Vice- Chancellor for Academic Affairs and to provide advice on matters related to general College concerns, most particularly educational mission of the College. The Faculty Senate Bylaws are in Appendix B of this document.

The Faculty Senate is comprised of representatives from academic departments and the faculty at-large. All Senators must be members of the Academic Faculty and only Academic Faculty are eligible to vote in the election of Senators. Each department shall be represented by two senators, whose term of office is staggered in a manner directed by the Senate to ensure a reasonable continuity. Non-tenure track faculty members, as a body, shall be represented by two senators elected from their number. The Faculty Senate will supervise their election according to the Bylaws. The term of service for each Senator is three years, beginning May 1 of the year elected. Senators may serve two consecutive terms after which they are ineligible for nomination for one year. Departmental elections are held by secret ballot early in the month of February. The Senate has the following officers: Chair, Vice Chair, Secretary, and Executive Officer. The Senate elects officers from its own membership. The Chair and Vice Chair must be tenured faculty members.

The Faculty Senate has regular monthly meetings at convocation period on the first Wednesday of each month. Special meetings may be called by the Chair or the Executive Committee or upon the written request of four members of the Senate with at least three working days notice except in cases of emergency. The Chair must provide the Faculty with an agenda and supporting materials at least one week in advance of regular meetings. All meetings are open to the public. The Senate may move into executive session as permitted in *Roberts Rules of Order, Revised*.

The Faculty Senate functions with the aid of standing and ad hoc committees, which make recommendations to the Senate as a whole. Members of standing committees shall be selected by the executive committee and may include faculty who are not members of the Senate and who may not qualify for such membership. Each committee is expected to meet at least once a

semester and send minutes to the Chancellor Provost, and the Secretary of the Senate. Resolutions considered by the Faculty Senate should have received prior consideration by the appropriate committee.

3.1.1 Faculty Senate Committees

3.3.2.1. Executive Committee

The Executive Committee shall be composed of the Officers of the Senate.

The Executive Committee shall:

1. place items of business on the agenda for any meeting of the Senate;
2. verify that the appropriate body has taken action on items placed on the Senate agenda;
3. conduct the business of the Senate between May and September;
4. appoint members to standing or ad hoc committees or may call for the election of a nominating committee;
5. create additional standing committees or create or dissolve ad hoc committees of the Senate; and
6. appoint *ex officio* and non-voting members of Senate committees.

3.3.2.2. Academic Enhancement Committee

The Committee shall be composed of six members selected from the Academic Faculty with each academic department being represented on a defined rotational basis. The Dean of the Faculty will serve ex-officio as a liaison between faculty and administration. Two members of the Committee will be replaced each year. When a vacancy arises, the new Committee member will be selected from the next unrepresented academic department, listed alphabetically. The Committee shall:

1. review, rank, and recommend candidates to the Provost for one semester academic enhancement leave;
2. recommend funding to the Dean of the Faculty for allocation of research stipend and/or relocation stipend;
3. review and evaluate follow-up documentation, matching accomplishments to goals;
4. review faculty requests for a one course reduction; and
5. provide unsuccessful applicants with a justification statement.

3.3.2.3. Undergraduate Studies Committee

The Committee shall be composed of five members and the Dean of Academic Programs and Curriculum, a non-voting ex officio. The Committee shall have jurisdiction for all undergraduate level academic matters at UVA Wise, including credit-bearing courses at off-campus sites. The Committee shall:

1. review proposals from departments, College administration, and individuals for new programs, modifications in programs, and deletion of programs and recommend action to the Senate.
2. review departmental proposals for minor course changes; change in course number, course title, course description, pre- and co-requisites, and course credits.
3. review departmental proposals for new courses and deletion of existing courses, and recommend action to the Senate;
4. review proposals for establishing special academic procedures such as honors programs and recommend action to the Senate;
5. review proposals for the renaming, addition, division or abolishment of a department and recommend action to the Senate; and
6. examine all proposals for curricular additions or changes for consistency with the College mission and goals, including implications for resource allocation.

3.3.2.4. Admissions and Financial Aid Committee

The Committee shall be composed of five members and, the Vice Chancellor for and the Director of Financial Aid.

The Committee shall:

1. review admission requirements, guidelines, and policies annually and recommend changes, if any, to the Senate;
2. review individual applications as request the Vice Chancellor for Enrollment Management and recommend actions;
3. review financial aid award policy and recommend changes, if any, to the Faculty Senate for action; and
4. review estimated costs for attending the College prepared by the Office of Financial Aid and recommend action to the Faculty Senate.

3.3.2.5. Athletic Committee

The Committee shall be composed of three faculty members appointed by the Faculty Senate, the Faculty Athletic Representative, Athletic Administrators as necessary. The Committee shall:

1. review and advise on internal guidelines and policies regarding student participation in intercollegiate programs;
2. recommend policy concerning the governance of intercollegiate athletic programs including such matters as academic progress of student athletes and other relevant issues;

3. serve as an intermediary for sharing information between the Faculty Senate and the Athletic Department; and
4. serve as members of the Chancellor's Intercollegiate Athletics Council, an advisory committee charged with oversight of the department of athletics and chaired by the Faculty Athletic Representative.

3.3.2.6. Faculty Development Committee

The Committee shall be composed of five members. The Committee shall:

1. prepare guidelines, announce programs, and review applications for resources made available under the headings of Professional Travel, Mini Leaves, Summer Research, and General Research;
2. recommend allocation of resources for Summer Research Grants to the Provost;
3. oversee the nomination and selection of faculty members for faculty awards;
4. assist in planning faculty retreats and other activities related to faculty development; and recommend changes in faculty development policies to the Faculty Senate.

3.3.2.7. Finance Committee

The Committee shall be composed of three members. The Vice Chancellor for Finance and Operations shall serve as a non-voting *ex officio*. The Committee shall:

1. participate in discussions at all major steps in preparation of the College operating budget, including budget addenda;
2. present a general outline of the College operating budget to the faculty each fall and solicit faculty opinion.;
3. auditors' reports

3.3.2.8. Graduate Studies Committee

The Committee shall be composed of five members and the Associate Provost of Academic Programs and Curriculum (*ex officio*). The Committee shall have jurisdiction for all graduate academic matters at UVA Wise, including credit-bearing courses at off-campus sites. The Committee shall:

1. review proposals from departments and the College administration for new graduate programs, modifications in programs, and deletion of programs and recommend action to the Senate.
2. Review Departmental proposals for minor course changes; change in course number, course title, course description, pre- and co-requisites, and course credits.
3. review departmental proposals for new courses and deletion of existing courses; and recommend action to the Senate;
4. review proposals for the renaming, addition, division or abolishment of a department or institute and recommend action to the Senate; and
5. examine all proposals for curricular additions or changes for consistency with the College mission and goals, including implications for resource allocation.

3.3.2.9. Non-tenure Track and Adjunct Faculty Committee

1. The Committee will consist of two subcommittees: Non-tenure track faculty and Adjunct faculty. The committee will be chaired by the Vice-Chair of the Faculty Senate who will be responsible for convening meetings, communicating with sub-committee members, and reporting to the Faculty Senate.
2. Each sub-committee shall consist of five members, including both non-tenure track Senators. The other three members will be non-tenure track faculty for the Non-tenure track sub-committee and adjunct faculty for the Adjunct subcommittee. (To be eligible for adjunct seats, an adjunct must have taught at least one class during the current academic year.)
3. Each Committee shall:
 - a. review employment practices and policies regarding all non-tenure track employees, and recommend changes to the Senate as needed;
 - b. review policies and practices regarding promotion, merit benefits, and job security, making recommendations to the Senate as necessary regarding non-tenure track and adjunct faculty;
 - c. develop resources for non-tenure track academic and professional development;
 - d. develop uniform policies regarding adjunct employment practices for review by the Senate; and
 - e. work to integrate all non-tenure track faculty fully into the academic community, raising awareness of their integral role in the College's mission

3.3.2.10. Promotion and Tenure Procedures Committee

The Committee shall be composed of three tenured faculty Dean of the Faculty *ex officio*. The Committee shall:

1. review criteria and procedures periodically for appointment, reappointment, promotion, and tenure of faculty;
2. review the application of appointment, tenure, and promotion criteria and procedures periodically for effectiveness and fairness; and
3. recommend changes in the criteria and procedures to the Senate.

3.3.2.11. Teacher Education Admissions Committee

The Committee shall be composed of twelve⁹ members including the Director of the Teacher Education Program. Additionally, the Chair of the Education Department will serve as an ex-officio member for conducting

student interviews when another member is unable to serve.¹⁰ The Committee may divide into subcommittees for the purpose of interviewing candidates for the teacher education program. The Committee shall:

1. recommend criteria for admission to the teacher education program; and
2. review applications and recommend approval or denial of admission to the Teacher Education Program.

3.1.2 Elected Committees

3.3.3.3 Promotion and Tenure Committee

THIS COMMITTEE HAS MIGRATED TO ACADEMIC AFFAIRS AND IS NOW CONSIDERED A “COLLEGE COMMITTEE” RATHER THAN A “SENATE COMMITTEE”

3.3.3.4 Faculty Relations Committee

This committee is comprised of fourteen full-time Academic Faculty members. Elections for the Faculty Relations Committee are conducted by the Faculty Senate as outlined in the charter and governing by-laws of the Faculty Relations Committee. A copy of the by-laws is in Appendix A of this document. The functions of the Faculty Relations Committee are to:

1. Investigate and mediate disputes between members of the faculty and administrative officers;
2. Investigate and mediate disputes between and among faculty members; and
3. Consider policy recommendations concerning faculty relations.

3.3.3.5 Post Tenure Review Committee

IN THE NEW FACULTY HANDBOOK, THESE RESPONSIBILITIES HAVE BEEN INCLUDED IN THE DUTIES OF THE PROMOTION AND TENURE COMMITTEE