

Roger Williams University

Faculty Senate

Operational Procedures and By-Laws

A. General

1. The First Vice President will coordinate communications for the Senate, namely: a) oversee publication and distribution of Minutes and Reports; b) maintain records; c) oversee the preparation and publication of the Senate calendar as outlined in the constitution. (9/1/04)
2. The Second Vice President will act as Senate parliamentarian and serve as a liaison between the Executive Committee and the Standing committees. (9/1/04)
3. In the event of an urgent situation that arises between regularly scheduled meetings of the Faculty Senate, e.g., between semesters, the Executive Committee will call the Senate into emergency session. If a quorum cannot be raised, the Executive Committee exercising due discretion will 1) by unanimous vote act on behalf of the whole body and 2) submit its action for review at the next regularly scheduled meeting of the Senate. (12/3/03)
4. Executive Committee minutes will be distributed to all faculty once they have been approved by all meeting participants. (10/6/04)
5. The Faculty Senate will conduct at least one faculty-only caucus per semester run by *Robert's Rules of Orders*, sense of the meeting votes, and with minutes taken. (3/2/05)
6. If there is a disagreement between the Faculty Senate and the University Administration, the following procedure will occur: At the next regularly scheduled senate meeting or at a special meeting called by the Senate President, the impasse motion will be on the agenda and if approved by 2/3 faculty senate, a letter will be sent to the chairperson of

the Board of Trustees detailing the Senate's position on the issue.
(9/1/04)

B. Meetings

1. The Provost and Senior Administrators are invited to attend Senate meetings on a regular basis. (9/3/03)

2. Representatives from Student Senate are allowed to attend Faculty Senate Meetings on a regular basis as non-voting participants. Students may be required to leave based on simple majority vote by faculty senators. (10/6/04)

3 The Senate will limit open discussion on any given topic to 5 minutes after which time a motion of action will be called for. If a motion to extend is made, the discussion limit will be extended to 10 minutes.
(11/3/04)

C. Elections

1. In the event of a change in the University organization that results in the loss of an independent school, Senators elected from that school would complete the current year of their term. (9/1/04)

2. The Faculty Senate Election Committee will circulate nomination forms to eligible faculty in each school and division as specified by the Faculty Senate Constitution. Faculty members will have one week to remove their names from the nomination form by returning their copy of the form to the Election Committee with their names stricken from the list of those eligible to serve. The committee will construct a ballot for election purposes from the remaining names and will distribute it to all eligible voters. Instructions to voters will indicate the number of candidates for whom they may vote depending on how many seats are open for that unit during that election year (e.g., if the unit has one seat to fill that year, voters may cast a vote for one candidate; if two seats are vacant, two votes may be cast, etc.) The candidate(s) with the largest pluralities will be declared the winner(s). Election results will be reported at the Faculty Senate's March meeting. (2/4/04)

3. Following the election of senators from academic units, the committee will distribute nomination forms to all eligible faculty for senators-at-large. The names of senators with continuing terms and the names of members newly elected will be removed from the list. Faculty members will have one week to remove their names from the nomination form by returning their copy of the form to the Election Committee with their names stricken from the list of those eligible to serve. The committee will construct a ballot for election purposes from the remaining names and will distribute it to all eligible voters. Instructions to voters will indicate the number of candidates for whom they may vote, depending on the number of vacancies in the at-large seats for the coming year. The candidates receiving the largest pluralities will be announced as winners at the April meeting of the Senate. In the event of a tie for the final position(s), the faculty at large shall elect the final representative(s) in a run-off election between those who tied for the position. (2/4/04)

D. Committees

1. Chairs of Senate Standing Committees will be elected by a majority vote of the Senate. (9/1/04)
2. All Standing Committee reports shall be subject to approval by the Faculty Senate. (10/1/03)
3. Chairs of all Senate committees will distribute minutes through the Secretary of the Faculty Senate. (9/1/04)
4. Committee Chairs should forward minutes to the Secretary of the Faculty Senate no later than 10 days after committee meetings (10/6/04)
5. All Standing Committee reports will be delivered in writing to all Senators twenty-four hours before presentation to the Faculty Senate assembled. (5/3/2006)
6. Faculty Senate representatives to non-Senate committees will submit written minutes or a brief written report of Committee actions to the Senate. (9/1/04)

7. Each school/college curriculum committee must forward approved minutes of all meetings to the Secretary of the Faculty Senate for distribution to all faculty. (2/2/05)
8. Faculty who wish to have an issue considered by a Senate standing committee may submit that request directly to the appropriate committee. The committee may begin discussion of that suggested issue, but it must report the issue at the next regularly scheduled Faculty Senate meeting so the Faculty Senate may review and formally assign that issue to that committee. (3/3/04)
9. University Life Committee recommendation to invite two students to the University Life Committee as voting members of the committee is approved. (10/1/03)
10. University Life Committee recommendation to invite a representative from Student Affairs to regularly attend University Life meetings as a voting member is approved.. (12/3/03)
11. University Curriculum Committee is not to accept any curricular proposals that have not been circulated to all faculty in advance of their consideration by the UCC. (12/7/05)

E. Standing Committee Agendas

1. Admissions and Enrollment:

- a. Strengthening Academic Advising; (9/3/03)
- b. Improving Retention; (9/3/03)
- c. Exploring the University's graduate admissions policy; (11/3/04)
- d. Overseeing the First Year Experience (FYE) and making recommendations to the Faculty Senate; (2/2/05)
- e. Overseeing graduate admissions and enrollment, (9/3/08)

2. Curriculum:

- a. Overseeing periodic reviews of degree programs; (9/3/03)
- b. Reviewing all curriculum matters; (10/1/03)
- c. Reviewing deletion of all courses and programs; (5/3/06)
- d. Reviewing graduate curriculum matters; (9/3/08)

3. Academic Standards and Policies:

- a. Determining Rate of Progress Policy; (9/3/03)
- b. Reviewing incomplete and mid-term grade policies; (9/3/03)
- c. Recommending class standard credit requirements; (9/3/03)
- d. Recommending course withdrawal policy; (10/5/05)
- e. Filling of three faculty positions on the University Academic Appeals Committee by referring the names of the appointed directly to the Provost and informing the Faculty Senate; (11/3/04)
- f. Reviewing policies for honors-level undergraduate research and scholarship; (11/3/04)
- g. Considering the honors program and issues related to it; (12/1/04)
- h. Reviewing graduate program standards and policies, (9/3/08)

4. Faculty Development:

- a. Reviewing faculty involvement in evaluation and tenure; (9/3/03)

- i. b.. Developing Professor Emeritus benefits; (9/1/04)
- b. Nominating one tenured faculty member to serve on the Merit Appeals Committee and to bring this name to the Senate for confirmation; (12/1/04)
- c. Receiving and administering the Provost's Teaching Colloquium funds; (10/6/04)
- d. Submitting to the Faculty Senate twice each academic year a list of ways in which to spend the Provost's Colloquium Funds for approval by the Senate simultaneously with the approval by the Provost; (2/2/05)
- e. Recommending to the Faculty Senate regarding the Excellence in Teaching Award; (4/6/05)

5. Steering:

- a. Reviewing the University's Mission statement; (9/3/03)
- b. Making recommendations on Facilities and the Master Plan; (9/3/03)
- c. Chair of the Steering Committee, or designee, representing Senate on the Master Planning Committee; (12/1/04)
- d. Reviewing the relations of School of Continuing Studies to the schools/college; (9/7/05)

6. University Life:

- a. Making recommendations concerning the Academic calendar; (9/3/03)
- b. Investigating residential life; (9/3/03)
- c. Making recommendation for Adjunct faculty support; (11/3/04)

- d. Consider development of an Administrative Handbook for all faculty; (9/7/05)
- e. Chair of University Life or his/her designee representing Senate on the University Academic Integrity Committee. (2/2/05)
- f. Making recommendations concerning university life of graduate students; (9/3/08)

updated 9/08