

Serial Number #13-14—13

TO: President David Dooley  
FROM: David Byrd, Chairperson of the Faculty Senate

1. The attached BILL titled, Report to the Faculty Senate of the Constitution, By-Laws and University Manual Committee, January 2014, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on January 23, 2014.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective February 13, 2014, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.



David Byrd  
Chairperson of the Faculty Senate

January 24, 2014

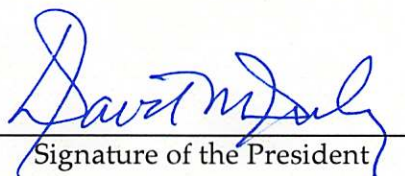
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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved ☒.
- b. Approved subject to Notice to the Board of Education \_\_\_\_.
- c. Approved subject to final approval by Board of Education \_\_\_\_.
- d. Disapproved \_\_\_\_.



Signature of the President

5.2.14  
(date)

# **CONSTITUTION, BY-LAWS AND UNIVERSITY MANUAL COMMITTEE— JANUARY 2014 REPORT TO THE FACULTY SENATE**

## **Informational matters**

At its December 11, 2013 meeting, the Constitution, By-laws, and University Manual (CBUM) Committee had an item on its agenda that seemed a no-brainer: Replacing “Board of Governors (for Higher Education),” occurring in many University Manual passages, by “Board of Education,” and replacing the first chapter of the University Manual, containing a detailed description of the Board of Governors for Higher Education, with a brief temporary chapter, stating the essentials concerning the new Board of Education, to be updated when the Board would have “fleshed out” its own description.

Concerning the many University Manual passages containing the expression, “Board of Governors,” there were a few for which it seemed prudent to investigate whether the responsibilities listed actually would fall under the new board; but by and large, the task seemed simple—except that between the “fashioning” of the agenda and the actual CBUM Committee meeting, the Board of Education voted to establish two separate sub-councils, one being concerned with elementary and secondary education, the other with postsecondary education.

In consequence, the CBUM Committee voted to delay the Manual update until there is clarity concerning the new Rhode Island higher education governance structure, including about “who does what.”

Thus, totally ignore, for the time being, Chapter 1 (and Appendix A) of the University Manual; for the rest of the Manual, whenever you read, “Board of Governors,” think, “That’s probably supposed to be ‘Board of Education’ or perhaps the Higher Education sub-council, whatever its name is going to be.”  
**In other words, “Patience, people ...”**

## **Matters requiring Faculty Senate confirmation**

At its December 11, 2013 meeting, the CBUM Committee voted to propose changes to Chapter 11 of the University Manual. The objectives of these changes are as follows:

(1) Making it possible to update the portions of the University Manual under Senate jurisdiction more frequently than only once a year (pretty much immediately after a Senate legislation involving UM changes has been approved by the President); (2) developing procedures ensuring that the administrative UM sections will not once again become as outdated as they did over the past couple of years; (3) eliminating the mandate that periodically, updated printed copies of the UM be published; (4) making sure that a website be developed on which superseded Manual provisions are kept.

Below, please find first Chapter 11 of the University Manual as it would read if the Faculty Senate approves, without amendments, the changes proposed by the CBUM Committee, second, a documentation of the changes, with additions to the current Chapter 11 printed in red and underlined, deletions crossed out.

### **Chapter 11 - Procedures for Changing the Manual [proposed version]**

**11.10.10** Changes to the University Manual may be made through legislative action of the Faculty Senate and in accordance with the Constitution and By-laws of the Faculty Senate. Final action by the Senate on a proposal to change the Manual shall not be taken unless the proposal appears on the agenda for the meeting. A proposal which appears on the agenda may be amended from the floor and final action on the amended version may be taken at that meeting.



**11.10.11** Changes to the University Manual may also be made by the President in those areas for which he or she has responsibility and authority.

**11.10.12** The Coordinator, Faculty Senate, shall be the editor of the University Manual; shall assist the Constitution, By-laws, and University Manual Committee with properly incorporating all changes; maintain an accurate current electronic copy of the University Manual on the Faculty Senate website; and maintain, on the Faculty Senate website, a page or pages with superseded University Manual, constitution, and by-laws sections, with indications when and how they were superseded. #00-01-30

**11.10.13 University Manual changes based on Faculty Senate action.** Following necessary approval of Senate action, University Manual changes shall be submitted to the Chair of the Constitution, By-Laws and University Manual Committee for editorial review, to ensure that they are consistent with the style, format, and arrangement of the University Manual (By-laws of the Faculty Senate, Section 4.25). Following that review, the Coordinator, Faculty Senate, shall incorporate them into the electronic copy of the University Manual.

**11.10.14 University Manual changes based on presidential action.** University administrators shall make themselves aware of University Manual passages concerning the units for which they are responsible. Whenever there are changes with respect to their units making modifications of Manual passages necessary, the appropriate administrator shall amend them and submit them to the President for review. The President may appoint a person to assist him or her with that review, but no administrative changes may be incorporated into the Manual without the President having “signed off” on them. When the President approves of a change, it shall be submitted to the Constitution, By-laws and University Manual Committee for incorporation into the Manual. The Committee shall determine if the proposed changes are in the area of Presidential or Senate authority and shall ensure that the changes are consistent with the style, format and arrangement of the University Manual (By-laws of the Faculty Senate, Section 4.25). If the President and Constitution, By-laws and University Manual Committee are not in agreement as to the delegation of authority, the matter shall be referred to the Executive Committee of the Senate. If the Changes proposed are deemed to fall under presidential authority, they shall be referred to the Coordinator, Faculty Senate, for incorporation into the electronic copy of the University Manual.

**11.10.15 Information about changes.** Following incorporation of changes into the electronic copy of the University Manual, the reference numbers of sections changed, added, or eliminated shall be listed on the next possible Faculty Senate agenda under “Reports of Officers and Executive Committee” for changes resulting from Senate action, under “Report of the President” for changes based on presidential action.

## **Chapter 11 - Procedures for Changing the Manual [documentation of changes proposed]**

**11.10.10** Changes ~~in-to~~ the University Manual ~~UNIVERSITY MANUAL~~ may be made through legislative action of the Faculty Senate and in accordance with the Constitution and By-Laws of the Faculty Senate. Final action by the Senate on a proposal to change the Manual ~~MANUAL~~ shall not be taken unless the proposal appears on the agenda for the meeting. A proposal which appears on the agenda may be amended from the floor and final action on the amended version may be taken at that meeting.

**11.10.11** Changes to the University Manual ~~UNIVERSITY MANUAL~~ may also be made by the President in those areas for which he or she has responsibility and authority.

**11.10.12** The Coordinator, Faculty Senate ~~Affairs~~, shall be the editor of the University Manual ~~UNIVERSITY MANUAL~~; shall assist the Constitution, By-laws, and University Manual Committee with properly incorporating all changes; maintain an accurate current electronic copy of the University Manual ~~UNIVERSITY MANUAL~~ on the Faculty Senate website; and publish periodically printed copies incorporating all changes as of the date of publication ~~maintain, on the Faculty Senate website, a page or pages with superseded University Manual, constitution, and by-laws sections, with indications when and~~



how they were superseded. The Coordinator shall also assist the Constitution, By-Laws and University Manual Committee to ensure that all changes are properly incorporated. #00-01-30

**11.10.123 University Manual changes based on Faculty Senate action.** Following necessary approval of Senate actions, the University Manual changes shall be incorporated in the MANUAL by submitted to the Chair of the Constitution, By-laws and University Manual Committee for editorial review, to ensure that they are consistent with the style, format, and arrangement of the University Manual (By-laws of the Faculty Senate, Section 4.25.) Following that review, the Coordinator, Faculty Senate, shall incorporate them into the electronic copy of the University Manual.

**11.10.14 University Manual changes based on presidential action.** University administrators shall make themselves aware of University Manual passages concerning the units for which they are responsible. Whenever there are changes with respect to their units making modifications of Manual passages necessary, the appropriate administrator shall amend them and submit them to the President for review. The President may appoint a person to assist him or her with that review, but no administrative changes may be incorporated into the Manual without the President having "signed off" on them. When the President approves of a change, it Changes proposed by the President shall be submitted to the Constitution, By-laws and University Manual Committee for incorporation into the Manual MANUAL. The Committee shall determine if the proposed changes are in the area of Presidential or Senate authority and shall ensure that the changes are consistent with the style, format and arrangement of the University Manual UNIVERSITY MANUAL (By-laws of the Faculty Senate, Section 4.25). If the President and Constitution, By-laws and University Manual Committee are not in agreement as to the delegation of authority, the matter shall be referred to the Executive Committee of the Senate. If the Changes proposed are deemed to fall under presidential authority, they shall be referred to the Coordinator, Faculty Senate, for incorporation into the electronic copy of the University Manual.

**11.10.15 Information about changes.** Following incorporation of changes into the electronic copy of the University Manual, the reference numbers of sections changed, added, or eliminated shall be listed on the next possible Faculty Senate agenda under "Reports of Officers and Executive Committee" for changes resulting from Senate action, under "Report of the President" for changes based on presidential action.

*Respectfully submitted,*

*Faculty Senate Constitution, By-laws, and University Manual Committee*