

Constitution, By-laws, and University Manual Committee

Report 2016-17 # 3

March 23, 2017

Segment 2: Changes to the Faculty Senate By-laws requiring Senate approval

Changes to the Senate By-laws were moved at the February 23, 2017 Faculty Senate Meeting. They are returned for approval (By-laws changes require a two-thirds majority vote to be approved, and cannot be voted on at the meeting at which they are first moved).

By-Laws of the Faculty Senate

4.30 The Undergraduate Academic Advising Committee (UAAC) shall be responsible for coordinating advisor training to develop and improve university-wide advisement, ensuring that all academic advisors are informed and trained in best practices in advising, as well as in the university's academic requirements. The Committee shall also facilitate assessment of university-wide advising and make policy recommendations to the Faculty Senate on matters pertaining to the University College for Academic Success, such as admissions policy, length of time to be spent in the college, advanced standing, transfer students, advisement and counseling. [#12-13-34](#) [#14-15-11](#)

4.31 The committee shall comprise four faculty representatives from the College of Arts and Sciences, one faculty representative each from the Colleges of Business Administration, [Education and Professional Studies](#), Engineering, [Healthuman Sciences and Services](#), Nursing, Pharmacy, the Environment and Life Sciences, and the University Library; a representative of the Provost and Vice President for Academic Affairs, the Dean of University College for Academic Success or designee ~~and the Associate Dean of the Alan Shawn Feinstein College of Continuing Education or designee~~; two representatives of the student body appointed by the Student Senate, and one student representative ~~appointed by~~ [of the Alan Shawn Feinstein College of Education and Professional Studies](#). ~~CE Student Government Board~~. The representatives of the colleges shall be selected for their experience with and knowledge of academic advising. The faculty of each college shall elect representatives to 3-year staggered terms. The Chairperson shall be a faculty member chosen by the Chairperson of the Senate and confirmed by the Senate in the same manner as other standing committees of the Senate. The list of faculty representatives shall be presented to the new Chairperson of the Senate when he/she is elected in the spring. The committee shall be named promptly thereafter. [#12-13-34](#) [#14-15-11](#) [#14-15-27C](#) [#15-16-15D](#)

4.65 General Education Committee. This committee shall study and make recommendations to the Faculty Senate regarding the establishment, modification or abolition of General Education requirements for graduation to be applicable to degree candidates; consider other programs pertaining to the General Education Program and evaluate the effectiveness of the program; maintain liaison with the Curricular Affairs Committee and the Academic Standards and Calendar Committee for mutual information and joint action, and with the University administration for effective implementation of approved recommendations. [#14-15-11](#)

4.66 The committee shall comprise four (4) representatives from the College of Arts and Sciences and one from each of the other colleges and schools of the University; one from the University Library, the Provost and Vice President for Academic Affairs or his/her designated representative, the Vice President for Student Affairs or his/her designated representative, ~~and~~ two representatives of the student body appointed by the Student Senate, [and the Director of General Education who shall serve as a non-voting ex officio member](#). The representatives of the colleges and schools shall be selected for their knowledge of general education.

~~and their experience with advising undergraduate students.~~ The faculty members shall be chosen by the Chairperson of the Senate and confirmed by the Senate in the same way as other standing committees of the Senate, except that they shall be named from a list of nominees two of whom shall be provided for each vacancy by the faculty of the college or school being represented, who shall nominate them in a manner to be determined by each college or school faculty. The Chairperson of the Senate shall consult with the dean of a college or school before making his/her final decision. The list of nominees shall be presented to the new Chairperson of the Senate when he/she is elected in the spring. [#14-15-11](#)

4.67 The Chairperson shall be appointed by the Chairperson of the Senate and approved by Senate. The term of the Chairperson shall be for two (2) years. Terms of faculty members shall be for three (3) years, with approximately one-third expiring each year. Terms of student members shall be for one year. Members may succeed themselves once. Members who do not complete their terms shall be replaced for the remainder of their terms following the same procedures outlined in 4.66. [#14-15-11](#)

4.68 Any faculty member or faculty committee is permitted to request, in writing, consideration by the committee of a General Education item provided that the dean of the college and the college curriculum committee receive a copy of the request. Both the dean and the curriculum committee may attach their comments to the request. If the request concerns a specific course, it should be accompanied by a complete course outline. [#14-15-11](#)

4.69 The General Education Committee shall be responsible for the assessment of General Education student learning outcomes. The General Education Committee shall appoint a Subcommittee on General Education Assessment (SAGE) which is comprised of faculty members who represent the university in similar numbers and distribution as the General Education Committee and who have interest and expertise in assessment of learning outcomes and who represent the General Education outcome areas. Representatives from the General Education Committee may serve on the Subcommittee. This Subcommittee shall develop a process and be responsible for assessing General Education learning outcomes on a continuing basis. The Subcommittee shall report at least once each semester to the General Education Committee. The General Education Committee will forward subsequent recommendations to the Faculty Senate for approval. [#05-06-15](#) [#14-15-11](#)

4.70 Director of General Education. A Director of General Education, selected from the University faculty, shall coordinate and advocate for the General Education Program. The Director shall, in concert with General Education Committee, be responsible for the overall management of the General Education Program. The Director shall report to the Chair of the Faculty Senate, keeping the Faculty Senate Executive Committee informed of current issues as requested. The Director of the General Education Program shall serve as a non-voting *ex officio* member of the General Education Committee. Questions of jurisdiction regarding joint responsibility for the General Education Program shall be referred to the Faculty Senate. The Director shall be released from one half of his/her normal duties and shall be compensated for work done during summers. Normal duties shall include, but not be restricted to, teaching, assigned research, advisement, committee work and thesis direction.

4.75 The Curricular Affairs Committee. This committee shall study and make recommendations to the Faculty Senate on the following matters: the establishment, abolition, division or merger of colleges and schools of the University, at the undergraduate and graduate level, ~~including the Alan Shawn Feinstein College of Continuing Education~~; the establishment or abolition of undergraduate degrees or credit certificates awarded by the University in any of its divisions; the establishment, abolition, division or merger of departments of instruction, or other units or areas affecting instruction; the establishment, at the undergraduate level, of new experimental and interdisciplinary instructional programs not confined to one college; the establishment, modification or abolition of curriculums or programs of study leading to degrees or credit certificates at the baccalaureate level ~~or lower~~, with due regard to requirements for accreditation when applicable; the introduction, modification or abolition of individual courses intended primarily for

undergraduate instruction; unresolved problems arising in connection with the routine editing of course and curriculum numbers, titles, and descriptions to appear in the University Catalog. [#15-16-15D](#)

4.76 In addition, the committee shall initiate action on matters within its jurisdiction by referring them to the faculties of colleges and schools concerned, shall review all such proposals originating in college faculties, the Senate or elsewhere and shall recommend procedures that permit matters within its jurisdiction to be handled expeditiously.

4.77 The committee shall comprise four faculty representatives from the College of Arts and Sciences, one for each of the other baccalaureate degree granting colleges of the University, one from the University Libraries; the Provost and Vice President for Academic Affairs or his/her representative, **and** the Dean of University College for Academic Success or the Dean's representative, ~~and the Associate Dean of the Alan Shawn Feinstein College of Continuing Education~~. The representatives of the colleges shall be selected for their experience with and knowledge of academic programs, both general and local, and to be eligible shall hold the rank of instructor or above. The committee members, its chairperson and its vice chairperson shall be chosen by the Chairperson of the Senate and confirmed by the Senate in the same manner as other standing committees of the Senate, except that they shall be named from a list of nominees, two of whom shall be provided for each vacancy by the faculty of the college being represented, who shall nominate them in a manner to be determined by each college faculty. The Chairperson of the Curricular Affairs Committee shall be entitled to have his/her normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. Funds for the reduced time of the chairperson shall be provided in the budget of the Faculty Senate. The Chairperson of the Senate shall consult with the dean of a college before making his/her final decision. The list of nominees shall be presented to the new Chairperson of the Senate when he/she is elected in the spring. The committee shall be named promptly thereafter. [#15-16-15D](#)

~~**4.82** The Curricular Affairs Committee shall maintain liaison with the Alan Shawn Feinstein College of Continuing Education for mutual information and joint action regarding policies and procedures for the assessment of students' prior college-level learning through non-collegiate activity. [#01-02-22](#)~~

4.85 Committee on Information Technologies, Infrastructure, Computing, Communications, and Networking (CITICCN). This committee shall contribute to the development and maintenance of the strategic plan in collaboration with Information Technology Services and review and make policy recommendations regarding the implications on academic and research planning, standards, services, physical facilities, and allocation of resources on all matters pertaining to information technology, infrastructure, computing, communications, and networking. [#14-15-3](#)

4.86 The committee shall be comprised of one faculty representative each from the colleges of Arts and Sciences, Business Administration, **Education and Professional Studies**, Engineering, Graduate School of Oceanography, **Health**uman Sciences ~~and Services~~, Nursing, Pharmacy, the Environment and Life Sciences, and the University Library; a representative of the Provost and Vice President for Academic Affairs; a representative of the Vice President for Research and Economic Development, ~~the Associate Dean of the Alan Shawn Feinstein College of Continuing Education or designee~~, and two representatives of the student body appointed by the Student Senate and the Graduate Student Association. The Chief Information Officer shall serve as an *ex officio* member the committee. Representatives of the colleges and schools shall be selected for their knowledge of information technologies and their experience in research and teaching using technology. The faculty members shall be chosen by the Chairperson of the Senate and confirmed by the Senate in the same way as other standing committees of the Senate, except that they shall be named from a list of nominees provided for each vacancy by the faculty of the college or school being represented who shall nominate them in a manner to be determined by each college or school faculty. [#14-15-3](#) [#15-16-15D](#)

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