Rules of the Faculty Senate
Last revised 9.25.17

1. General Procedures
1. Meetings of the Faculty Senate generally will be held on the second and fourth Monday of each month during the fall and spring semesters.
2. Senate meetings, except for executive sessions, shall be open to all members of the community.
3. Visitors to Senate meetings generally should be allowed to participate in discussion, but shall not be allowed to vote. The extent of visitor participation in proceedings is left to the chair's discretion.
4. The rules contained in Robert's Rules of Order shall govern the Senate in all applicable cases. When they are not inconsistent with the Senate Constitution or Rules, the Senate rules shall apply.
5. The Robert's Rule limiting individuals to speaking only twice on an issue shall not apply to Faculty Senators.
6. With respect to the closure of debate, the Senate shall conform to Robert's Rules of Order.
7. A quorum is the majority of the total Senate membership.
8. Unless otherwise specified in the rules, a majority in a senate meeting shall be construed to mean a majority of those present and voting. Additionally, unless otherwise specified in the rules, a two-thirds vote for adoption shall be construed to mean two-thirds of those present and voting.
9. Proxy votes will not be permitted.
10. Any member may request a secret ballot. The chair shall treat the request as a unanimous consent motion. If there is an objection, a vote will be taken on the procedural question to have a secret ballot without further debate. This will pass with five or more votes in favor.
11. The Senate agenda will be determined in advance by the Executive Committee, and posted on the Senate Web site The Order of Business of the Senate shall be as follows:
   - Calling the meeting to order.
   - Informal statements and proposals
   - Approval of the minutes.
   - President's Report
   - Committee Reports
   - Old Business
   - New Business
   - As May Arise
12. The Senate minutes will be posted on the Senate's Web site -- http://webs.wichita.edu/senate/
13. A motion to create a revised order of business may be introduced by any member of the Senate, in accordance with Robert's Rules of Order.
14. Motions may be placed on the agenda by the Executive Committee with one discussion scheduled. The Executive Committee may schedule a second discussion, or one-third of the senate may vote to hold a second discussion. A second discussion may be waived by a separate vote of two-thirds of the senate.

15. Any member of the Faculty may request in writing that an item be placed on the Senate's agenda. Upon receipt of the request, the Executive Committee shall consider the issue, determine its relevance for the Faculty Senate, include the item on the agenda of either of the next two meetings, refer the item to a committee, or redirect it. It shall be the prerogative of the President of the Senate to create an ad hoc committee when the need arises.

16. Any item that has the support of five or more senate members from three or more divisions will automatically be placed on the agenda.

17. Senate minutes may be restricted to a recording of formal actions and brief descriptions of issues. Any member of the Senate can submit a written statement to be included in the minutes.

18. The Senate president shall call an executive session if there is a motion passed by a simple majority of those present.

19. The Senate shall allow audio and/or video recordings of its proceedings following the "Informal Statement and Proposals." A privileged motion to suspend this rule may be made during any meeting and shall require a simple majority of those present for passage.

II. Elected Officers

1. Elected officers of the Faculty Senate shall have the following responsibilities:

   Past President:
   Attend Executive Committee meetings; Provide information regarding previous actions of the Senate; Sit on Faculty Senate Budget and Planning committee; May serve as an Ombudsperson for the Faculty for a three year term.

   President:
   Preside over Faculty Senate, Executive Committee, and Faculty Senate Budget and Planning committee meetings; Represent WSU at Council of Faculty Senate Presidents (COFSP) at monthly KBOR meetings; Serve on University governance committees; Serve as a liaison with Presidents of the other Senates and the Student Government Association; Supervise Faculty Senate Administrative Assistant; Serve as the University Grand Marshall.

   President Elect:
   Sit on Faculty Senate Budget and Planning committee; Chair the Senate Rules committee; Serve as Election Commissioner for SGA election; May attend COFSP meetings during the Spring semester; Serve on KBOR transfer articulation council;

   Vice President:
   Oversee elections to the Faculty Senate, determining eligibility of nominees and confirming their willingness to serve; Preside over Senate and Executive Committee meetings in the absence of the
President: Serve on the Faculty Senate Rules committee; Preside over General Faculty meetings.

Secretary:
Take and post the minutes of the Faculty Senate; Route policies adopted by the Senate to the proper authorities for signatures and implementation; Route resolutions adopted by the Senate to the proper persons; Facilitate the keeping of records and the implementation of policies; Oversee and coordinate record keeping with the Faculty Senate Administrative Assistant.

III. Senator Responsibilities
1. Senators shall regularly attend meetings of the Senate and provide notification if they are unable to attend.
2. Senators shall familiarize themselves with the business before the Senate in preparation for meetings.
3. Senators shall regularly convey to their units the business before the Senate, and shall share the views of their constituents with the members of the Faculty Senate.

IV. Terms / Appointments
1. Elected officers of the Senate shall have a term of office of one year, beginning June 1, and shall be eligible for re-election.
2. When vacancies occur in the Senate membership before the end of a term, the Rules Committee, in consultation with the senators from that voting unit, shall nominate an appointee to complete the term with Senate approval. The senators at-large will serve as the nominating committee when vacancies occur in at-large positions.
3. Senate members on leave shall be replaced by an interim appointment. The Rules Committee, in consultation with the senators from that voting unit, shall nominate an interim appointee for Senate approval.

V. Election Rules
1. General Rules:
   a) For purposes of representation on the Faculty Senate, the faculty is divided into nine divisions: the W. Frank Barton School of Business; the Colleges of Education, Engineering, Fine Arts, and Health Professions; the divisions of Humanities, Math/Natural Sciences, and Social Sciences in the Fairmount College of Liberal Arts and Sciences; and the University Libraries.

   b) The Faculty Senate shall be composed of elected members of the teaching/research faculty, department chairs and school directors, and university libraries from the nine divisions. Each Senate division is allotted one Senator for every twelve faculty members, rounding up to the nearest integer. All employees who have teaching/research/library responsibilities of 50% or more and .5 FTE or greater will be eligible for membership in the Faculty Senate, including: temporary faculty, probationary faculty, tenured faculty, contingent unclassified professionals, provisional unclassified
professionals, and regular unclassified professionals. These employees all have the e-class designation of FA or F2.

Administrators are ineligible for the Faculty Senate electorate. Administrators include those persons holding the title of President, Provost, Associate Provost, Vice President, Associate Vice President, Assistant Vice President, Dean, Associate Dean, Assistant Dean, and Directors of all non-academic programs including, but not limited to, the Director of the Computer Center, Director of the Office of Institutional Research, Director of Physical Plant, the Registrar, and Director of Cooperative Education. Eligible members of the faculty also serve as the electorate.

c) The faculty of each Senate division shall determine how their seats on the Faculty Senate are to be allocated.

d) Prior to the elections, the number of senators allotted to each Senate division will be determined by the Rules Committee. If a Senate division gains or loses one or more seats, the Rules Committee will notify the current senators from that division, who will be responsible for organizing a meeting of the appropriate faculty for the purpose of determining the new allocation of seats.

e) The intent of the Senate Constitution is that approximately one-half of the senators will be elected each year. To maintain that pattern, the Rules Committee may choose to postpone for one year a change in the number of seats allotted to a division.

f) Nominations and elections will be conducted in the following sequence:
   i) Senate seats elected at-large by the entire faculty;
   ii) Senate seats elected at-large within a college/school/University Libraries or division; an
   iii) Senate seats elected by a division.

2. Nomination Process
   a) For each part of the election sequence, calls for nominations will be made by the Vice President of the Senate to eligible faculty voters. These calls will contain the deadline for nominations, and a list of faculty senators who are ineligible for the position because of their continuing service to the Faculty Senate.
   b) Nominations received after the deadline stated in the call for nominations will not be considered.
   c) The Vice President will determine the eligibility of nominees and endeavor to determine nominees’ willingness to serve before placing them on an election ballot.
d) For other nominations, including college/school/University Libraries at-large positions, the Vice President will place on the election ballot all of those individuals who received nominations.

e) If only one name is placed in nomination, that person shall automatically be selected to the seat for which they were nominated.

3. Election Process

a) Once the nominees have been selected, a link to an electronic ballot will be distributed to eligible faculty. Nominees will be listed on the ballot in alphabetical order, and the communication will show the deadline for return.

b) Ballots submitted after the deadline will not be counted.

c) The Vice President will validate the vote count and announce the winners. A plurality is sufficient for election.

d) In case of tie votes, a run-off election will be held if requested by one or more of the nominees who are tied. If agreeable to all tied nominees, other methods of breaking the tie may be used; random choice (a coin flip, for example), nominee(s) withdrawal, or any other process agreeable to the nominees and the Rules Committee.

e) The names of those elected to the Faculty Senate will be disseminated campus wide.

VI. Senate Committees

Much of the work of the Senate is done through its committees. In addition to the Senate’s standing committees, ad hoc committees may be formed to address major issues arising at the University. Working with committee chairs and members, the Senate President coordinates the work of standing and ad hoc committees of the Senate.

1. Executive Committee

a) Executive Committee members are selected from members of the Faculty Senate.

b) Nominations for President-elect, Vice President, Secretary, and two at-large positions are open 13 days before the May electoral meeting. The incoming President may present a full slate of officers to the Faculty Senate for a vote. Each position will be confirmed individually. Nominations are allowed from the floor.

2. Standard Charges of the Standing Committees:

a) Review, modify, and initiate policies and related procedures relevant to their specific charges.

b) Forward recommendations and/or motions to the Senate

c) Report to the Senate at least once a year, and at any other times they and/or the Senate deem appropriate, the specific recommendations they made, to
whom they made them, and what actions have been taken by those responsible for taking action.

d) Submit policy proposals to the Senate in the form of a committee motion. Note: Only the Senate has the authority to make recommendations to, or advise, the University administration or any other party in the name of the Senate.

3. Eligibility:
   a) Eligibility requirements are the same as those for the Faculty Senate. No faculty shall be a member of more than two standing committees of the Senate, unless by reason of office or election. With the exception of ex officio members and membership determined by general faculty policy, membership of a given person is restricted to two consecutive three year terms. Such faculty may be reelected after a service break of one term.
   b) Eligibility for student membership is established by the Student Government Association.

4. Selection Procedures:
   a) Early in the spring semester, prior to making its nominations to fill vacancies, the Rules Committee shall communicate open committee seats to all eligible faculty from each corresponding unit and request that nominations be made for these positions.
   b) With the exception of the Tenure and Promotion Committee, in making nominations the Rules Committee shall make certain that no more than one member of a committee comes from any one of the nine Senate divisions. All nominations shall reflect the need for continuity, interest, and expertise.
   c) The Rules Committee shall nominate members for standing committees, subject to Senate ratification.
   d) In the absence of the chair of the Rules Committee, the President of the Senate shall make temporary appointments to committees as needed.
   e) Committee appointments shall be completed by the end of the spring semester for the coming academic year.
   f) Student members are appointed by the Student Government Association (SGA) President upon notice by the Faculty Senate Executive Committee of a vacancy.

5. Terms
   a) All standing committees of the Senate will meet at the end of the spring semester, after appointments have been completed, to elect chairs for the following year. Those selecting the chair should be those members serving in the coming year.
   b) Chairs serve for one year, beginning June 1. One year prior service on the committee is required to be eligible to serve as chair. If no member meets this criterion, the Rules Committee shall determine selection procedures. Newly elected chairs shall notify the Office of the Faculty Senate of their
election.
Interim vacancies shall be filled by the Rules Committee, subject to Senate approval.

c) In making its nominations, the Rules Committee shall make certain that standing committees shall have an annual change in their membership. The membership term shall be three years. The Rules Committee shall seek to maintain a regular rotation of membership with 1/3 rotating off annually.

d) If a member of a standing committee leaves the division from which elected, the member will be considered to have resigned. If the committees’ actions would be disrupted by the resignation, the Senate President may specify that the member remain on the committee for the completion of the academic year.

e) If a committee member has a poor record of performance, the Rules Committee shall consult with the committee chair and that member and may excuse him or her from the committee.

6. Written Reports:
Written committee reports to the Senate consist of two kinds, written reports and motions.
A written annual report shall be submitted to the Senate by April 1 by each committee chair, containing the following:

a) Date
b) Names of members
c) Approximate meeting schedule
d) Summary of activities and/or decisions.

Annual reports will be entered on the Senate agenda, distributed with it, and automatically accepted by the Senate unless a successful motion to the contrary is introduced on the Senate floor. Annual reports will not contain motions except insofar as their presence is a mere accounting of motions submitted to the Executive Committee. Annual reports may contain recommendations concerning questions the Senate should study.

Throughout the year, Committee motions for changes in policy and/or stances on issues, if any, shall take the following written form:

a) The motion
b) Rationale for the motion.
c) Committee name, date and authors.
VII. Specific Committee Charges/Composition

ACADEMIC AFFAIRS COMMITTEE
Composition: 10
   9 Faculty, one chosen from each of the Senate divisions + 1 Student
Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.
Charges:

1. Review and make recommendations on proposals for new undergraduate degrees and academic programs.
2. Review existing policies governing academic affairs and proposals for curricular change or development.
3. Serve as the curriculum committee for programs and other units which are not covered by a curriculum committee in one of the degree-granting colleges/schools.
4. Resolve curriculum issues involving two or more college/schools or units. These matters may be referred to the committee by the college/school curriculum committees or the Office of Academic Affairs and Research. In such instances, a representative of the Office of Academic Affairs and Research shall serve as a member of the committee (ex officio, non-voting).
5. Recommend new or changed policies concerning academic affairs to the Senate. This includes, but is not limited to, developing, reviewing, and recommending changes to university-wide academic standards and practices and administrative practices and policies likely to have an impact on existing academic programs and practices.
6. The Academic Affairs Committee shall have the power to interpret existing academic policy and resolve disputes over diverse interpretations of the policy.

COURT OF ACADEMIC APPEALS
Composition: 5
   3 Faculty chosen from different Senate divisions + 2 Students (one must be a graduate student)
Alternates: 3 faculty, 2 students (one must be a graduate student)
Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate; Student members appointed by SGA President. Faculty justices must be tenured and must be members of the graduate faculty. They shall serve three-year staggered terms and shall represent different Senate divisions. The Committee shall also have two student members plus four student alternate members. Two of the alternates must be graduate students. Cases involving graduate students must be heard by graduate students.
Charges:
1. Operate according to the Procedures of the Court of Student Academic Appeals, a copy of which is available on the Academic Affairs webpage.
2. Make the final decision on cases appealed to it regarding students’ requests for a change of grade, or other matters regarding academic requirements which a student can challenge.

UNIVERSITY ADMISSIONS AND EXCEPTIONS ADVISORY COMMITTEE

Composition: 12
9 Faculty, one chosen from each of the Senate divisions
1 Student
1 Representative of the Admissions Office (non-voting)
Vice President for Student Affairs (non-voting)

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate.

Charges:
1. Review policies and related procedures regarding admission to the University and exceptions to existing University rules.
2. Consider applications for admission of students who do not meet University standards for admissions, and exceptions to existing rules for students requesting them.

EXECUTIVE COMMITTEE

Composition: 8 members

Selection: Nominations for President-elect, Vice President, Secretary, and two at-large positions are open 13 days before the May electoral meeting. The incoming President may present a full slate of officers to the Faculty Senate for a vote. Each position will be confirmed individually. Nominations are allowed from the floor.

   President of the Senate (chair)
   President-elect of the Senate
   Past President of the Senate
   Vice President of the Senate
   Secretary of the Senate
   2 Senators elected by the Senate
   1 Senator appointed by the Senate President

Charges:
1. Set the agenda for all Senate meetings. An item shall appear on the agenda for the next meeting upon written request of five or more senators representing at least three Senate divisions.
2. Review proposed changes to the Handbook for Faculty, other than those recommended by the Senate.
3. Receive policy recommendations from appropriate Senate committees and decide which policy recommendations require full Senate review.
4. Any faculty member may request that the Executive Committee consider a matter for inclusion on the Senate agenda. The Executive Committee may decide to include
such matters on the Senate agenda, to refer such matters to a Senate committee for consideration, to establish ad hoc committees to consider such matters, to dismiss such matters, or take other appropriate action. In all cases, the Executive Committee will notify petitioners of the disposition of their petitions.

FACULTY AFFAIRS COMMITTEE
Composition: 9
9 Probationary or Tenured Faculty Members, one chosen from each of the Senate divisions
Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.
Charges:  
1. The Faculty Affairs Committee deals with the relationship between WSU faculty and the University and the State of Kansas. Specific areas of responsibility include:
   a. Terms of employment, tenure policies, tenure and promotion guidelines, salary, fringe benefits, retirement, life insurance, health insurance, leave procedure, faculty benefits and responsibilities, dismissal policies, conflict of interest policies.
   b. Issues of faculty status within the University.
   c. Academic freedom policies of the University and the State of Kansas, including review of current policies, recommendations for changes, and review of any changes proposed by the University or the Board of Regents.

FACULTY SUPPORT COMMITTEE
Composition: 10
9 Probationary or Tenured Faculty Members who are members in full standing of the Graduate Faculty, one chosen from each of the Senate divisions (Directors and Chairs are ineligible)
Vice President for Academic Affairs and Research (ex officio, non-voting)
Selection: Members are nominated by the Rules Committee to be confirmed by the Senate.
Charges:
1. Review requests for institutional support of faculty research proposals, and forward recommendations to the Vice President for Research and/or the Vice President for Academic Affairs.
2. Assist the Vice President for Research in the consideration of overall institutional policy governing the award criteria and management of University research grants.
3. Review applications for sabbatical leave and forward recommendations on the applications to the Vice President for Academic Affairs.
4. Periodically review the University guidelines on sabbatical leaves and internal grant guidelines, and make recommendations for changes as appropriate.
5. Review and act upon requests for institutional support of teaching and allocate resources available for this purpose.
6. Assist the Vice President for Academic Affairs planning new faculty orientation. The structure and organization of the orientation shall be reviewed by the Committee at least once every three years.
7. Identify faculty who are willing to help other faculty who wish assistance with teaching or research.
8. Recommend to the Vice President for Academic Affairs and the Vice President for Research ways to recognize excellence in teaching and research.

GENERAL EDUCATION COMMITTEE
Composition: 11
9 Faculty, one chosen from each of the Senate divisions
1 Basic Skills faculty representative (from Math, English, or Communication)
1 Student

Charges:
1. Oversee the operation of General Education as adopted by the faculty
2. Enforce the provisions of the General Education. These include:
   a. Determining the number of core courses offered by departments
   b. Developing guidelines for selection of Further Studies courses, subject to Senate approval and approve courses for Further Studies credit
   c. Developing the concept of Issues and Perspectives courses, according to the guidelines approved by the faculty
   d. Soliciting proposals for Issues and Perspectives Courses
   e. Approving proposed Issues and Perspectives Courses.
3. Develop and implement the assessment process for General Education.
4. Develop, implement, and assess the across-the-curriculum component of General Education.
5. Recommend changes to the program when necessary. Proposed changes will be considered by the Faculty Senate; major changes shall be considered at a general Faculty Meeting.
6. Develop and coordinate the General Education advising process.
7. Report at least annually to the Faculty Senate regarding:
   a. The current core course offerings, including lists of courses and enrollments.
   b. The current Issues and Perspectives course offerings, including lists of courses and enrollments
   c. Any changes in the list of core courses and Issues and Perspectives courses.
   d. Results of assessment of general education courses.
   e. The extent of implementation of Issues and Perspectives courses.
   f. Any problems or difficulties regarding the program, with recommendations for improvement.

LIBRARY COMMITTEE
Composition: 16
8 Faculty, one chosen from each of the Senate divisions, except University Libraries
1 Representative appointed by the Graduate Council
2 Students -- one graduate and one undergraduate
5 University Libraries staff (ex officio, non-voting):
Dean, Coordinator for Collection Development, Associate Dean for Access Services, Head of Reference, Associate Dean of Administration

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate, Student members are appointed by SGA President.

Charges:

1. Represent faculty views and interests in matters relating to the University Libraries.
2. Represent faculty concerns to the University Libraries about the impact of library policies and procedures on faculty and student interest.
3. Assist the Faculty Senate and the University Libraries in identifying and articulating long-term institutional priorities with respect to library resources, service and facilities.
4. Advise the Faculty Senate, University Libraries and other committees and individuals charged with understanding the role and impact of current and emerging technologies in the WSU and other libraries and with implementing policy with respect to technological coordination and development.
5. Report annually to the Faculty Senate. The report should identify significant developments during the year with regard to Library policy and long-range planning. Specific accomplishments and policy initiatives and revisions should be identified, as well as the expected consequences for faculty and students.

PLANNING AND BUDGET COMMITTEE

Composition: 12
- Faculty Senate President (chair)
- Faculty Senate President-elect
- Faculty Senate Past President
- 9 Faculty, elected as sitting senators, one from each of the Senate divisions

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate in its May electoral meeting; Three to be elected by the Senate annually to serve a two-year term.

Charges:

1. Provide the Executive Committee of the Faculty Senate with reports as tasks are completed from their annual written charge of specific topics and projects to the Faculty Senate Planning & Budget committee.
2. Identify and define the most appropriate avenues for faculty participations in the planning and budget process.
3. Advise the faculty representative to university budget committee (President of the Faculty Senate) and the Provost and Senior Vice President for Academic Affairs, on faculty concerns and priorities related to budget policies.
4. Review all matters relating to university planning and budgets, and expenditures including budget policies and assumptions.
5. Develop for faculty perspective on strategic issues and direction of the University, through direct participation with the Provost and Senior Vice President for Academic Affairs, college/school/University Libraries deans, department chairs, Faculty Senate and appropriate university-level planning groups.
6. Participate in the development of the legislative request budget.
7. Meet and confer with representatives of the Board of Regents and state agencies as they may request.
8. Review the revisions/reallocation process that occurs after the legislature determines the actual budget allocations to the University, including the allocation of salary increase funds held by and Provost and Senior Vice President for Academic Affairs.
9. Provide the Faculty Senate with regular reports on the activities of the committee regarding developments in the planning and budget preparation process.
10. Make recommendations to the Faculty Senate and to the Administration in matters related to university planning and budgets.
11. Advise and consult with the President of the Faculty Senate and the President-Elect of the Faculty Senate on budget matters before their scheduled meeting with the Provost and Senior Vice President for Academic Affairs.

RETRENCHMENT ADVISORY AND APPEALS COMMITTEE [Inactive]
Composition: 9
7 Chairs of the Advisory and Appeals Committee for Retrenchment, from the W. Frank Barton School of Business, the degree-granting College/Schools, and the University Libraries
1 Student
University Affirmative Action Officer (ex officio, non-voting)

Selection: Chairs of Advisory and Appeals Committee for Retrenchment are chosen according to the same procedures used in selecting Tenure and Promotion Committee chairs or by other procedures adopted by the faculty of the college/school/University Libraries staff.
If a college/school/University Libraries elects the membership of its Tenure and Promotion Committee and of its Retrenchment Committee, separate elections must be held for each committee. Overlapping membership will be permitted, if it arises out of separate elections. If some portion of the membership of the Tenure and Promotion Committee of a college/school/University Libraries is appointed, and/or if some portion of the membership of the college/school/University Libraries Retrenchment Committee is appointed, then no more than half of the members of either committee may simultaneously be members of the other. The Rules Committee has the authority to grant an exception to this regulation for a particular college/school/University Libraries, if such a request for exception can be justified.

Charges:
1. Review regularly the status of the University and its component parts in relation to those aspects relevant to possible financial exigency.
2. Participate in preventive planning for the University prior to a declared exigency.
3. Review and consider policies that could help avoid a declaration of financial exigency, including early retirement or semi-retirement, shared positions, faculty retraining and faculty reassignment.
4. Review University and college/school/University Libraries plans for retrenchment should a declaration of financial exigency be necessary.
5. Serve as an appeals committee, and otherwise function during periods of financial exigency as described in the Policies and Procedures for the Reduction of Unclassified Staff for Reasons of Financial Exigency, a copy of which is available in the Office of the Faculty Senate.

RULES COMMITTEE
Composition: 11
- 9 Faculty, one chosen from each of the Senate divisions
- President-elect of the Senate (chair)
- Vice President of the Senate

Selection: Members are nominated by the Rules Committee to be confirmed by the Senate

Charges:
1. Recommend changes to the Senate rules and constitution to the Senate and update the rules and constitution to reflect changes passed by the Senate.
2. Recommend changes to the bylaws of the University Faculty and updates the bylaws to reflect any changes made.
3. Recommend to the Senate procedures and policies for the Senate elections. The Vice President of the Senate conducts the elections.
4. Recommend to the Senate changes to the Senate committee structure and changes in the procedures for appointing faculty, administrators, and staff to these committees, and nominate candidates for the committees to the Senate for its approval. In making nominations the committee is not restricted to nominations from Senate categories or committee preference forms, but should strive to create the strongest and most effective committees.
5. Review and suggest changes in the Faculty Grievance Procedure and coordinate its implementation, communicating with grievance committee Chairs to ensure that the timelines laid out in the grievance policy are followed.
6. Interpret the Rules and Constitution of the Faculty Senate.

SCHOLARSHIP AND STUDENT AID COMMITTEE
Composition: 12
- 9 Faculty, one chosen from each of the Senate divisions
- 1 Student
- 1 Representative from the Admissions Office (non-voting)
- Director of Financial Aid, or designated replacement (non-voting)

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate. Student members are appointed by the SGA President.

Charges:
1. Review the actions of the Financial Aids Office and the Admission Office as they relate to scholarships and student aid.
2. Recommend and review procedures for selection and termination of scholarships and financial aid administered by the Financial Aid Office and the Admission Office.
4. Recommend and review procedures for the Distinguished Scholarships Invitational (DSI) competition.
5. Act as a final appeals board for students with scholarship grievances.
6. Annual reports to the Senate shall include recommendations to and actions taken by appropriate administrators.

UNIVERSITY TENURE AND PROMOTION COMMITTEE
Composition: 12
6 Chairs of Tenure and Promotion Committees for the degree-granting college/schools
1 Chair of the Tenure and Promotion Committee for University Libraries
2 Tenured Faculty (at-large)
1 Student (non-voting)
President and President-Elect of the Senate (ex officio, non-voting)
Provost and Senior Vice President for Academic Affairs (ex officio, non-voting)
Dean of the Graduate School (ex officio, non-voting).
(Ex officio members shall not be present at the meeting when final votes are taken.)

Selection: Chairs of Tenure and Promotion committees in the degree-granting college/school/University Libraries are chosen according to procedures established in their respective college/school/University Libraries, or unit. Faculty at-large members are selected by the President-Elect of the Faculty Senate in consultation with the Executive Committee of the Faculty Senate, and shall be from different Faculty Senate divisions, and shall be full-time, tenured faculty members with the rank of associate professor or higher. Faculty at-large members serve for three years. Ex officio and faculty at-large members may not serve while a candidate for promotion or incentive review, or while on sabbatical leave. Replacement appointments shall be made as needed, by the President-Elect of the Faculty Senate in consultation with the Executive Committee of the Faculty Senate.

Charges:
1. Implement university-wide policies and procedures for awarding tenure and promotion.
2. Coordinate the Tenure and Promotion Calendar.
3. Specify the format for documentation in support of Tenure and Promotion Review, with a view to developing comparable standards throughout the University while recognizing essential college/school/University Libraries differences.
4. Formulate transmittal, reporting, and appeals procedures for awarding tenure and promotion.
5. Ensure that there are university-wide procedures for notifying the relevant administrators and those faculty members for whom tenure decisions must be made before reappointment.
6. Review tenure and promotion cases in accordance with the University Tenure, Promotion, and Appeals Procedure.
7. Review college/school/University Libraries guidelines for tenure and promotion, ensuring the guidelines are consistent with university guidelines.

8. Report to the Faculty Affairs Committee for review issues of concern in tenure policies and tenure and promotion guidelines.

UNDERGRADUATE RESEARCH COMMITTEE
Composition: 12
- 9 Faculty, one chosen from each of the Senate divisions
- 1 Undergraduate Student
- Dean of the Honors College
- 1 Representative of the Office of Research (non-voting)

Selection: Faculty members are nominated by the Rules Committee to be confirmed by the Senate. Student member is appointed by the SGA President.

Charge:
1. Administer and review the Undergraduate Research Forum.