

**BYLAWS
OF THE SALISBURY UNIVERSITY
FACULTY SENATE**

Full document adopted by the Faculty to take effect July 1, 2018.

Last change approved by All Faculty on November 14, 2022.

Role and Objectives of the Faculty Senate

The Faculty Senate is the representative and deliberative body for conducting the business of the Salisbury University Faculty. In this role the Faculty Senate provides a clear, unified Faculty voice to

Section 4. Units:

- A. The Faculty shall be partitioned into distinct groupings, hereinafter referred to as *Units*

Section 5. Senate Speaks for Faculty:

Decisions of the Senate shall be considered decisions of the Faculty.

Section 6. Faculty Reconsideration of Senate Decisions:

Within ten working days of notification of the Faculty of a decision of the Senate, members of the Faculty may petition to convene the Faculty for reconsideration of said decision, in accordance with the procedures in Article IV, Section 4.D.

- v. Prepare agendas for meetings of the Senate and the Faculty; and
- vi. Coordinate and facilitate communication among the Senate, Senate Standing Committees, ad hoc committees, the Faculty, and other groups and organizations.

Article IV. Rules, Meetings, Quorums, and Voting

Section 1. Robert's Rules of Order:

Unless otherwise specified in these Bylaws, the latest edition of Robert's Rules of Order shall provide parliamentary procedures for conducting the business of the entire Faculty, the Senate, and committees.

Section 2. Faculty and Senate Meetings:

The Senate and/or the entire Faculty shall meet in open plenary session during the academic year at least once each month during September, October, November, December, February, March, April, and May. These meetings shall be so scheduled that they do not conflict with the meetings of the Governance Consortium and shall be held typically on the second or the fourth Tuesdays of each month. The meeting schedule may be adjusted in order to comply with the academic calendar. Additional meetings of the Senate and/or the entire Faculty shall be held as is necessary to conduct Faculty business. Meetings shall normally be held on Tuesday afternoons between 3:30 p.m. and 5 p.m. and shall be announced and open to all Faculty.

Section 3. Committee Meetings:

All committee meetings shall be open to all Faculty except when a committee's business concerns personnel or similar sensitive matters.

Section 4. Convening the Faculty:

The Faculty shall meet as a body to conduct business when convened by the President of the Senate, who shall preside. Such meetings of the Faculty shall be announced in advance and publicly convened:

- A. At the discretion of the President of the Senate; or
- B. Upon request of the President of the University; or
- C. Whenever the Senate so directs; or
- D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Faculty.

Section 5. Convening the Senate:

The Senate shall meet to conduct business when convened by the President of the Senate who shall preside. Such meetings of the Senate shall be announced in advance and publicly convened:

- A. At the discretion of the President of the Senate; or
- B. Upon request of the President of the University; or
- C. Whenever the Senate so directs; or
- D. Upon receipt by the President of the Senate of a petition signed by no fewer than ten percent of the members of the entire Faculty to convene a meeting of the Senate.

Section 6. Quorum of the Faculty:

A quorum of the Faculty shall be a majority (that is more than half) of the total number of Faculty.

Section 7. Quorum of the Senate:

A quorum of the Senate shall be two-thirds of the total number of Senators.

Section 8. Quorum of a Committee:

A quorum of a committee shall be a majority of voting members of the committee.

Section 9. Voting:

Except as specified in Robert's Rules of Order or elsewhere in these Bylaws, motions in meetings of all Faculty groups described in these Bylaws shall be passed by majority vote of those voting members in attendance, provided a quorum is present when the vote is taken.

Section 10. Senate Referral of Referendum for a Full-Faculty Vote:

The Senate may determine that a particular decision, which would impact the Faculty as a whole, should be decided by a vote of the full Faculty. The following process shall be used.

The Faculty Senate shall pass a motion, which includes a referendum, at an open plenary session during the academic year that passes with no less than two-thirds of all Senators casting affirmative votes to approve the motion.

The Faculty Senate shall notify the Faculty of the decision.

The Faculty Senate shall distribute the referendum and other relevant materials in the same manner in which other Senate materials are distributed to the Faculty.

The Faculty Senate shall organize at least four open meetings for deliberation on the referendum, no fewer than two of which shall be made available to the Faculty via distance technology. The Senate may, at its discretion, organize or set up other mechanisms for discussion among the Faculty on the referendum.

The President of the Senate, the Vice President of the Senate, or any other Senator designated by the President of the Senate shall moderate open meetings in accordance with Robert's Rules of Order.

The Senate shall produce a mandate, which may differ from the referendum, on which the Faculty will vote. The mandate shall be distributed to the Faculty in the same manner in which other Senate materials are distributed to Faculty at least one week before voting commences.

The Membership and Elections Committee of the Senate shall conduct the full-faculty vote in accordance with its procedures. For a full-faculty vote, at least two-thirds of the Faculty must vote on the mandate in order for the decision to be binding upon the Senate. If that condition is met, the mandate shall be passed by a simple majority of the Faculty voting on the mandate. If that condition is not met, the Senate will consider the full-faculty vote as advisory and may, at the Senate's discretion, choose to decide on behalf of the Faculty.

Article V. Elections, Term Limits, Recalls and Removals, Vacancies, and Voting and Membership Eligibility

Recall

- A. A petition of recall, signed by a majority of the entire constituency that elected the individual, is certified by the Membership and Elections Committee, effecting the immediate recall of the individual; or
- B. A petition of recall is signed by at least ten percent of the constituency that elected the individual, a special meeting of the constituency is called, a majority of the entire constituency votes to recall the individual, and the result is certified by the Membership and Elections Committee.

Removal

- A. The chairperson of a committee submits to the chairperson of the Membership and Elections Committee a signed petition of recall to remove an inactive committee member; and
- B. The Membership and Elections Committee approves the petition of recall and removes the inactive committee member.

Section 9. Filling Vacancies:

Should vacancies of no longer than one semester occur either for terms of Senators, for terms of members of Senate Standing Committees, or for Faculty representatives to other Faculty organizations, the Membership and Elections Committee shall appoint a temporary replacement. Vacancies of longer than one semester shall be filled by special elections conducted by the Membership and Elections Committee.

Section 10. Determining Voting and Membership Eligibility:

The Membership and Elections Committee shall maintain a complete, accurate, and current listing of all members of the Faculty, and the listing at the time of elections shall determine eligibility both to vote in the elections and to serve on the Senate and its committees. The Membership and Elections Committee shall resolve all questions regarding any individual's membership in the Faculty and/or membership in a Unit.

Article VI. Eligibility for Election, Limit of Election to Faculty Senate Committees,

of the Senate. Other constituencies of the University shall elect and/or appoint voting members to Standing Committees as these Bylaws shall elsewhere provide.

Section 4. Different Disciplines:

No Senate Standing Committee shall have two elected members from any one academic discipline. The term "academic discipline" shall normally mean "academic department" or "library," although the Senate may determine that a given academic department includes two or more academic disciplines.

Section 5. Designated Senators on Committees:

supervisor. Immediate supervisors of Faculty are precluded from membership. Additionally, Faculty members serving on this committee shall not apply for promotion while serving on the committee. Also, no faculty member shall serve on this committee and the Faculty Welfare Committee simultaneously. Faculty who are unable to serve on the committee due to a leave (sabbatical, medical, research, etc.) of at least one semester shall retire from the committee and be replaced for the duration of his or her term with a tenured Faculty member at the rank of associate professor or higher elected by and from the Unit that the retiring member represented.

Section 7. Faculty Welfare Committee:

The purposes of the committee shall be to:

- A. Study and make policy and procedural recommendations concerning salary schedules, contracts, insurance, retirement, sabbaticals, merit pay increases, and related matters;
- B. Receive and study individual problems related to Faculty welfare, and then offer its recommendations to appropriate agencies; and
- C. In accordance with the University Grievance Policy, hear all formal Faculty grievances except for those dealing with academic freedom and tenure or with retrenchment appeals.

The committee shall have six voting members: one tenured Faculty member elected by m4retrenchment

Section 10. International Education Committee:

The primary purpose of the IEC is to provide a voice and central resources for Faculty regarding international education at the University. In addition, the IEC will help coordinate various academic dimensions of international education between Faculty and other departments and offices across the University. The IEC will serve both the interests of students and Faculty in performing its role. In particular, the IEC involvement in international education includes matters pertaining to curriculum, scholarship, and service learning. Among other activities, in fulfilling this role the IEC will:

- A. Serve as an advisory board to the Center for International Education;
- B. Provide policy oversight and review on international education and related programs;
- C. Provide Faculty voice and visibility in developing study abroad programs for University students and internationalizing the curriculum more broadly;
- D. Serve as a centralized resource for Faculty in various aspects of internationalization, professional, and curriculum development;
- E. Serve as a communication channel to the faculty for the comprehensive internationalization at the University; and,
- F. Foster and facilitate communication between Faculty and departments and offices across the University as it pertains to international education.

The committee shall have six voting members: one Faculty member elected by and from each Unit. Ex officio members: a representative from the Center for International Education.

Section 11. Faculty Awards and Recognition Committee:

The purposes of the committee shall be to:

- A. Receive from Faculty, students, and administrators nominations for distinctions, including the Distinguished Faculty Award, presented to eligible Faculty by non-student organizations, including USM, regional, national, and international committees, bodies, and organizations;
- B. Develop procedures to evaluate nominations for such distinctions;
- C. Review and submit recommendations to the Provost and President of the University of Faculty to be nominated for these distinctions;
- D. Receive nominations, review and make recommendations, following USM guidelines, to the Provost and President of the University, of candidates for honorary degrees to be granted by the University; and
- E. Explore and advertise additional means of recognition afforded by both on- campus and off-campus sources.

The committee shall have six voting members: one tenured full professor elected by and from each Unit except the Library, and one elected at-large. Additionally Faculty members serving on this committee shall not be eligible for any awards or recognition under the committee's review during the period of their service on the committee.

Section 12. Admissions and Readmissions Committee:

The purposes of the committee shall be to:

- A. Review and recommend policies and procedures regarding admission, readmission, and retention issues;
- B. Adjudicate student appeals for exceptions to the university's policies governing admission, readmission and academic standards in a manner that ensures the confidentiality of individual cases; and
- C. Provide appropriate representation on the university Enrollment Management

Committee(s). These representatives should be voting members of the committee(s).

The committee shall have six voting members: one Faculty member elected by and from each Unit except the Library, and one elected at-large. Ex officio members: the Provost, the Director of Admissions, the Vice President of Student Affairs, the Registrar, and the Director of Counseling.

Section 13. Faculty Financial Oversight Committee:

The purposes of this committee shall be to:

- A. Identify priorities and specific goals for each budget year, including but not limited to classroom and teaching resources, research sources, library resources, travel funds, departmental budgets, and compensation for administrative and service responsibilities;
- B. Work with appropriate committees and administrators to identify ways and means for participating actively and effectively in the budget-making process in order to advocate and advance Faculty fiscal concerns;
- C. Be a permanent addition to the Strategic Planning and Budgeting Committee; and
- D. Request budget information from relevant administrative bodies in line with complete transparency; and
- E.

Article VIII. Special Purpose Committees

Section 1. Faculty Mediation Committee:

The purposes of the committee shall be to:

- A. Informally inquire into situations in which the administration wishes to dismiss a tenured or tenure-

the committee as appropriate. The specific retrenchment plan shall be recommended to the Regents by the chairperson of the committee, and simultaneously circulated to the Faculty, administration and the student body.

Submitting the institutional retrenchment plan to the Regents: This institutional retrenchment plan, which shall include all options and alternative actions that have been or can be pursued as well as the fiscal and programmatic impact of such actions, shall be submitted to the Regents for review and approval at least three months prior to any implementation action by the University.

Required materials in retrenchment plans: Recommendations to reduce or discontinue a program or department shall consider, among other factors, the University mission, the role of the program/department within the University, student credit hour production within the program/department for at least a two-year period, student-Faculty ratios, and the projection of student enrollments. These data shall be included as a part of the retrenchment plan submitted to the Regents. The affected program(s)/department(s) shall be clearly identified and the reasons for reduction or discontinuance of the program/department shall sha afd/q0.00000912 0

The Faculty shall elect an appropriate number of representatives to CUSF. CUSF consists of Faculty representatives elected by the faculties of the constituent institutions of the University System of Maryland, with the number of each institution's CUSF representatives determined by its number of full-time Faculty members. CUSF advises and makes recommendations to the Chancellor and also reports regularly to the Board of Regents on matters of System-wide professional and educational concern to the Faculty and on matters to which Faculty bring special expertise. Additional information is available on the System website: <http://www.usmd.edu/>.

Section 2. Maryland Higher Education Commission Faculty Advisory Council (MHEC FAC):

The Faculty shall elect an appropriate representative to MHEC FAC. MHEC FAC consists of delegates elected from among and representing full-time and adjunct Faculty in all segments of higher education in Maryland: public and independent colleges and universities, for-profit institutions, and proprietary schools and colleges. MHEC FAC advises the Secretary of Higher Education and the MHEC on policies affecting higher education in Maryland, particularly those of concern to Faculty. Additional information is available on the MHEC website: <http://www.fac-mhec.csmd.edu/index.htm>.

Unless specified otherwise by the proposed Bylaws or by the proposed Bylaw amendments, Bylaws and Bylaw amendments shall take effect immediately upon approval by the Faculty.