

FACULTY SENATE BYLAWS

The Faculty Senate (Senate) is the representative body of the faculty of the University of Northern Colorado (University).

Article I - Authorized Standing Senate Committees The Faculty Senate shall have the following standing committees:

- A. Committees of the Senate
 - 1. Executive Committee
 - 2. Elections Committee
 - 3. Faculty Welfare Committee
 - 4. Academic Policies Committee
- B. Committees Constituted by the Senate
 - 1. Salary Equity Committee
 - 2. Codification Committee
 - 3. Faculty Grievance Committee
 - 4. Faculty Perceptions of Administrators Committee

All of the committees listed above are authorized to make motions at meetings of the Faculty Senate. Such motions may include recommended changes to the Board Policy Manual and the University Regulations. Motions from these committees do not require a second.

Article II - The Executive Committee

- A. The Executive Committee (EC) shall consist of the chair of the Senate, who will be its chair; the Senate vice chair; the Senate secretary, who will be its secretary; the chairs of the Elections, Faculty Welfare, Academic Policies, Salary Equity, and Codification Committees; past Senate chair; faculty member of the Board of Trustees; and one senator elected at-large by the Senate. The President of the University (President), the Chief Academic Officer (CAO), and a representative from the Deans' Council shall be advisory (non-voting) members of the EC.
- B. The chair of the Senate shall represent the Senate on the advisory committees of the President.
- C. The EC shall meet regularly to plan the agenda for Senate meetings and, where appropriate, assign pending issues to Senate committees for initial consideration.
- D. The EC shall be available to the President and CAO for consultation and advice on academic and general University policy.
- E. The EC shall receive reports from the Faculty Grievance Committee.
- F. The EC may establish *ad hoc* committees of the faculty and of the Senate as needed.
- G. The EC shall inquire into the activities of standing committees of the Senate and/or of the University Councils/Boards and recommend to the Senate revisions of the list of *ad hoc* committees and their functions as necessary.
- H. The EC shall authorize withdrawals and disbursements of funds from the Faculty Senate Legal Fund.
- I. The chair of the Senate shall appoint a treasurer to oversee the Faculty Senate Legal Fund.
- J. The EC shall select a single-parent undergraduate student with a dependent child to receive the annual Faculty Senate Scholarship.
- K. The EC shall advise the President and CAO on the selection and evaluation of administrators assigned to the office of the President and the CAO.
- L. From the end of the spring semester until the beginning of the fall semester an EC, consisting of the members of the outgoing and incoming ECs, shall be empowered to conduct the business of the Senate. All available Senate members are encouraged to attend these EC meetings in the summer and are eligible to vote at such meetings.

Article III – Elections

- A. Elections to the Senate, and to University committees requiring faculty representation, shall be conducted by the Senate secretary and/or the secretary's designee.
- B. The responsibilities of the Senate secretary in conducting elections are to:
 - 1. Decide questions of eligibility for nomination or voting on the basis of the relevant provisions of the Faculty Constitution in consultation with the Executive Committee.
 - 2. Conduct elections in a manner approved by the Executive Committee and consistent with the Faculty Constitution.
 - 3. Publicize all election results, including vote counts, in a timely manner.

Article IV - The Faculty Welfare Committee

- A. The Faculty Welfare Committee (FWC) shall consist of a minimum of five senators appointed by the Senate chair and confirmed by the Senate. The Chief Academic Officer (CAO) or his/her designee shall be an *ex officio* (non-

- voting) member.
- B. The FWC shall consider and recommend policies concerning the conditions and compensations of faculty employment such as tenure, academic freedom, promotions, faculty travel, sabbaticals, faculty salaries, insurance benefits, academic privileges, faculty evaluation, reduction in force policies, and standards of professional ethics. The FWC is also empowered to examine existing employee benefits policies, regulations, and procedures of the University related to personnel benefits. Such benefits include, but are not limited to: health insurance, life insurance, and tuition waivers for employees and their dependents.
 - C. The FWC shall conduct continuous reviews of University policies, practices, and regulations affecting faculty welfare and make recommendations for their revision as necessary.
 - D. The committee shall elect annually at the last meeting of the spring semester one of its members as chair and one as vice chair.
 - E. The committee chair or designee from the committee shall serve as a representative of the Senate on the advisory committees of the CAO.
 - F. The chair shall report orally to the Senate on the Committee's current activities.

Article V - The Academic Policies Committee

- A. The Academic Policies Committee (APC) shall consist of a minimum of five senators appointed by the Senate chair and confirmed by the Senate. The chairs of the University's Undergraduate Council (UGC), Graduate Council (GC), Liberal Arts Council (LAC), Professional Education Council (PEC), and the Vice President for Academic Affairs of the Student Representative Council shall be ex officio (voting) members. The Chief Academic Officer (CAO) or his/her designee shall be an ex officio (non-voting) member. The Registrar or his/her designee shall be an ex-officio non-voting member.
- B. The APC shall consider the future development of the University in its broadest scope as it relates to academic programs and shall review and recommend formulation of goals, which it believes the University should seek in fulfilling its educational mission.
- C. The APC shall serve as a review committee for all matters which affect the academic policies of the institution, such as admission and graduation requirements, grading system, curriculum development, proposed new programs, academic standards and regulations, academic calendar, faculty evaluation, reduction in force policies, standards of professional ethics and the like.
- D. The APC shall receive and review bi-weekly and annual reports and policy recommendations from the University's UGC, GC, LAC, and PEC. Recommendations on the approval of these reports and policy issues shall be prepared for consideration by the Senate.
- E. The APC shall elect annually at the last meeting of the spring semester one of its members as chair and one as vice chair.
- F. The APC chair or designee from the committee shall serve as a representative of the Senate on the advisory committees of the CAO.
- G. The chair shall report orally to the Senate on the Committee's current activities.

Article VI - The Salary Equity Committee

- A. The Salary Equity Committee, a Senate constituted committee, shall be comprised of eleven (11) members. There shall be six (6) Senators, one from each college and the University Libraries elected by the Senate. Senators from each college and the University Libraries will be responsible for nominating their representative. If no Senator is available from a college, the Senate will accept nominations for non-Senators to serve on the Committee. Two members will be appointed by the President or his/her designee. One member shall be the elected Faculty Trustee currently serving on the Board of Trustees (BOT). One member shall be the previously elected Faculty Trustee. The Professional Administrative Staff Council (PASC), shall select from its membership, a representative to serve on the committee. All committee members are voting members.
- B. The Committee will maintain a set of current bylaws approved by the Faculty Senate.
- C. The committee shall elect annually at the last meeting of the spring semester faculty members as chair and vice chair to serve a term of one year.
- D. The term of office of all faculty members elected or appointed by the Senate shall be three calendar years beginning July 1 of the year selected, unless the appointment is to finish a term from someone who has not completed his/her term.
- E. One-third of the faculty representation shall be elected or appointed each year.
- F. The members selected by the President or his/her designee and the PASC shall hold office for one year.
- G. The term of office for the Faculty Trustee shall be the time he or she serves on the Board of Trustees. If the previously elected Faculty Trustee is unable or unwilling to serve on the committee the Senate shall appoint a faculty member to fill this position.

- H. Responsibilities of the Salary Equity Committee:
1. Review the group of University approved peer institutions and make recommendations for any necessary changes, if possible during the fall semester.
 2. Request and review the annual staffing plan of exempt staff and faculty at UNC. Ensure that copies are distributed to the offices deemed appropriate and ensure a copy is held in the University archives.
 3. Request appropriate data to make annual external and internal parity comparisons for the purpose of making recommendations on how to achieve external and internal parity. The tests for parity are defined as:
 - a. External parity for faculty is the ratio of UNC's average full-time faculty salary by rank to the average full-time faculty salary at the peer institutions. The average faculty salary at the peer institutions will be based on the discipline and rank mix reported by UNC to the College and University Personnel Association (CUPA), or other data as appropriate.
 - b. External parity for administrative staff is the ratio of UNC's average full-time administrative salaries for positions as reported to the CUPA to the average administrative salaries for the same positions at the peer institutions. Only positions at UNC identified as Executive, Senior Management and Director will be included in the administrative salary parity calculation.
 - c. The external parity measures will use only those peer institutions that have submitted both faculty salary data, by discipline and rank, and administrative salary data, by position.
 - d. Internal parity will be achieved when the external parity ratio for faculty is equal to the external parity ratio for administrative salaries.
 4. Ensure that fairness and equity is maintained, review annually the salaries for all faculty and exempt staff which may include, but not be limited to, new hires, merit pay, and summer salaries, and recommend to the Senate any modifications to the distribution process.
 5. Review the annual university budget audits, the annual budget, or any other relevant budgetary documents to make relevant recommendations.
 6. Review benefit plans including but not limited to health, life, and disability insurance that are part of the fringe benefit plan and make relevant recommendations.
- I. The chair shall report to the Senate on the Committee's current activities.

Article VII -Codification Committee

- A. The Senate Chair shall appoint three senators to the Codification Committee, subject to confirmation by the Senate. Those senators may continue to serve on the Committee after their Senate terms of office expire. An additional three members shall be elected from the faculty at large. One member of the administration shall be appointed annually by the President.
- B. The term of office of all faculty members elected or appointed by the Senate shall be three years beginning July 1 of the year selected.
- C. At the last meeting of the academic year the Committee will elect its Chair and Vice Chair for the following year.
- D. The Codification Committee is a committee constituted by the Faculty Senate. The Committee examines the Board Policy Manual and the University Regulations, identifies areas of concern, recommends further review, and develops and recommends changes to those documents. The Committee will assure that proposed changes to the Board Policy Manual and the University Regulations accepted by the Faculty Senate are in appropriate format. The Committee may propose changes to the Board Policy Manual and the University Regulations by submitting them to the Faculty Senate.
- E. The Committee shall maintain a current set of bylaws approved by the Senate.
- F. The Chair of the Committee will report at the regular meetings of the Faculty Senate.

Article VIII -Faculty Grievance Committee

The Faculty Grievance Committee shall be organized and have such duties and responsibilities as indicated in Title I, Article 1, Part 3, 1-1-311 Faculty Grievance, and Title II, Article 3, Part 12, 2-3-1201 Faculty Grievance of the *Board Policy Manual*.

Article IX – Faculty Perceptions of Administrators Committee (FPAC)

- A. FPAC shall consist of one full-time faculty member from each college and the University Libraries appointed by the Senate chair and confirmed by the Senate.
- B. All FPAC members shall be appointed to two-year terms. One-half of the FPAC representation shall be appointed each year.
- C. The time and place of the FPAC's first meeting of the fall semester shall be determined by the Faculty Senate chair. One-half of the FPAC membership shall constitute a quorum.
- D. At its first meeting each year, the FPAC shall elect a chair and vice chair to each serve a term of one year.

1. The chair will
 - a. call and run meetings
 - b. report orally to the Faculty Senate on the FPAC's current activities.
 2. The vice chair will:
 - a. serve as chair in the absence of the chair
 - b. record meeting minutes as necessary.
- E. The responsibilities of the FPAC are to:
1. Conduct the Faculty Perceptions of Administrators Survey (FPAS) during spring semester of the academic year.
 2. Compile the results of the survey and submit them to the Faculty Senate.
 3. Propose to the Faculty Senate changes to the survey instrument or process, as necessary.
- F. FPAC shall maintain a current set of bylaws approved by the Senate. These bylaws may be amended at any regular or special meeting of the FPAC by a two-thirds vote, provided that previous notice of the amendment was given to all members at least eight days in advance.

Article X- Senate Review of Reports from University Committees

- A. The Senate shall deal with committee reports in the following manner:
1. Reports from University committees, other than the University councils and boards that report to the Academic Policies Committee, shall be sent to the Senate Executive Committee (EC). The EC shall determine whether the report should be placed on the agenda of the Senate or referred to a Senate committee for initial review, under the guidelines below.
 - a. The EC records into the permanent record ordinary matters acknowledging that an issue has been handled by some other committee of the University.
 - b. In addition to recording the report and/or recommendations, the EC may choose to express support or lack thereof on ordinary matters by passing one of the following resolutions:
 - i. indicating approval.
 - ii. indicating disapproval.
 - iii. making recommendations for change (such recommendations are not binding on University councils and boards, but simply reflect the sentiment of the Senate).
 - iv. referring to a Senate committee for additional review.
 - c. The above points notwithstanding, the EC or Senate may move to consider any action as an important issue.
 - i. An important issue is one upon which the Senate will take direct action and assume responsibilities otherwise granted to standing or *ad hoc* committees of the University.
 - ii. The formal responsibilities of such University committees ceases at this point, although they may be requested to provide information and, of course, may act in an advocacy role to the Senate and faculty as appropriate.
 - iii. A motion to consider an issue to be important shall require a two-thirds vote of the Senate members present.
 - iv. On important issues the Senate may take any action appropriate within its powers as the principal representative and legislative body of the faculty. Such actions shall be taken by majority vote of the members present.
 2. Reports and/or recommendations referred to Senate committees by the Senate or the EC should be returned to the Senate for final consideration as promptly as possible with a recommendation for action. Such Senate committee recommendations may take one of the following forms:
 - a. recommend that the report and/or recommendations be filed.
 - recommend that a resolution of approval or disapproval be adopted.
 - recommend that a resolution suggesting changes be adopted.
 - recommend that the report and/or recommendations be considered an important issue.
1. The Senate's review power shall be interpreted to include possible Senate action in areas normally delegated to University committees, whether or not formal or informal actions have been taken by such University committees, on any matter within the scope of the Senate as outlined in the Faculty Constitution.
 2. Except under unusual circumstances, the Senate will file, approve, disapprove, recommend change, refer to a committee or move to consider as an important issue, reports and/or recommendations from University committees within two regular meetings of their receipt. Reports sent to Senate committees or considered as important issues shall be handled as expeditiously as possible, or within a time limit to be specified by the Senate.

Article XI - Procedures for Handling Senate Business

- A. All matters on which the Senate takes action shall be presented as motions.

- B. The Senate Executive Committee, the chair of the Senate, or one-third of the voting members present at a Senate meeting shall determine whether a motion is a major one, i.e., one in which the subject is likely to be controversial, the subject is particularly important, or upon which there is an evident lack of agreement in the Senate.
- C. All major motions on which the Senate shall take action will have two readings in two separate, scheduled meetings of the Senate.
 - 1. A major motion is subject to discussion, clarification and amendment, on first reading, but a vote may not be taken.
 - 2. Amendments to a major motion and voting may take place during the second reading.
- D. All other Senate business may be handled in one reading.
- E. Any voting member who cannot attend a Senate or Senate committee meeting should notify in writing the recording secretary prior to the meeting. The notice should include the name of the individual who has the authority to vote as his/her alternate and the name and date of the meeting. The notice can be e-mailed or sent through campus mail in advance or hand delivered to the recording secretary prior to the beginning of the meeting. For alternate's qualifications, see the *Board Policy Manual* section 2-3-105(11) Procedures for Nominating and Electing Members of the Faculty Senate and of Representative Faculty Committees.
- F. Appointments made by the Senate chair to University councils, boards, and committees must be confirmed by the Senate.

Article XII- Executive Session

An executive session of the Senate may be called by the chair of the Senate or by a majority vote of the Senate membership to discuss confidential matters including, but not limited to, disciplinary actions, grievance reports/hearings, and honorary doctorate proposals. Such a session is comprised of voting members of the Senate and voting members of the Senate Executive Committee. The deliberations of this session are to be considered confidential and any members violating that principle may be subject to expulsion from the Senate.

Article XIII- Parliamentary Authority

The current edition of Robert's Rules of Order governs this organization and all of its subcommittees in any parliamentary situations that are not provided for in the law or in its constitution, bylaws, or adopted rules.

Article XIV- Adopted Rules of Procedure

The Senate shall adopt standing rules of procedures for itself and/or its subcommittees at its discretion. Such adopted rules shall be published and made available to all members of the Senate. Adopted rules of procedures shall not be considered part of the bylaws themselves, and are subject to change by a majority vote of the Senate.

Article XV - Amendments

Amendments to these bylaws may be adopted at any regular business meeting of the Senate by a two-thirds vote of the Senate, provided they have been presented at the previous meeting in writing.

Date of Adoption May 4, 2009

Rev October 2013: Article VI-The Salary Equity Committee

Rev January, February 2014: Article I-Authorized Standing Senate Committees, Article VII-Codification Committee

Rev February, March 2017: Article II-The Executive Committee

Rev September 2017: Article III-Elections