

# Adopted Rules of Procedure

## Preamble

Faculty Senate is the representative body of the faculty of the University of Northern Colorado. We represent faculty interests on campus, and often make recommendations for changes to the [Board Policy Manual](#), [University Regulations](#), [UNC Catalogs](#), policies related to curriculum, recommendations from faculty boards and counsels, etc. Specifically, “the Faculty Senate may initiate or review policies pertaining to the general welfare of the University, the faculty, and the students which have significant University-wide impact as determined by the Faculty Senate including, but not limited to: salary, workload, benefits, organization and reorganization of academic units, promotion and tenure, grievance, retirement, and faculty evaluation” (BPM 2-3-106(1)(d)).

## Origins of Policy Proposals

New or updated policy proposals typically originate in one or more of the Committees of the Senate or Committees Constituted by the Senate (e.g., Faculty Senate Executive Committee (FSEC), Faculty Welfare Committee (FWC), Academic Policies Committee (APC), Salary Equity Committee (SEC), Codification Committee (CC), Faculty Grievance Committee (FGC), and Faculty Perceptions of Administrators Committee (FPAC)). Ideas for new policies or policy updates might originate in a Senate committee itself or could be brought to Senate (or a Senate committee) by any UNC faculty or staff member. Actions on policy proposals are handled, as with other Senate business, using the procedures established in the Senate Bylaws (Article XII – Procedures for Handling Senate Business). In the case where a policy should be reviewed by multiple committees, the Senate chair will identify which committee it should go to first, after consulting with the committee chairs.

## Guidance for Engaging with Stakeholders

University policies govern all members of our campus community. As such, stakeholders who might be impacted by policy changes should be consulted before any policy changes are finalized. Faculty Senate committees should reach out to offices and groups that might be impacted by the changes they suggest, prior to moving motions to Faculty Senate. Similarly, any policy changes originating outside of Faculty Senate should consult Faculty Senate if the policy impacts the “general welfare of the University, the faculty, and the students which have significant University-wide impact as determined by the Faculty Senate including, but not limited to: salary, workload, benefits, organization and reorganization of academic units, promotion and tenure, grievance, retirement, and faculty evaluation” (BPM 2-3-106(1)(d)).

## Committee Process

A committee has the option to consider or act on a proposal. If a new policy or policy change, resolution, or recommendation (i.e., motion) is passed in committee, the motion is moved to the CC for review, and is then returned to the originating committee for approval or rejection of any recommended changes and/or to address questions from the CC. Upon final committee approval,

the motion moves to the Faculty Senate for discussion (motions from Senate committees do not require a second [see Senate Bylaws, Article I – Authorized Standing Senate Committees]).

## **Faculty Senate Process**

Motions that are approved in committee will be moved to Faculty Senate for discussion. Proposed changes will typically be previewed in an initial meeting of the Faculty Senate, and voted on in the following meeting, with limited exceptions such as where expediency is necessary. Faculty Senate may vote to approve or reject the motion as it is presented. They might also modify the motion via a friendly amendment before it is passed. If significant changes are recommended, the motion will be returned to the originating committee(s) for further review. Any member of the Senate may introduce a motion on any topic at any time subject only to the restrictions stated in *Robert's Rules of Order*.

Once a motion passes in the Faculty Senate, it is recorded on an official Senate Action Form, which moves to the President's office. The Senate Action Form will be accompanied by a clean copy (i.e., with no mark-up, no track changes, comments, etc.) of the motion, along with a copy of any policy/regulation changes that includes track changes.

## **Post Faculty Senate Process**

Actions by the Faculty Senate are considered by the University as established in Board Policy: "The President or their designee shall act upon Faculty Senate recommendations within twenty working days of their receipt by the President or their designee. Presidential action may include: approval, rejection, return to the Faculty Senate for further discussion, or, when appropriate, referral to the BOT for its approval" (BPM 2-3-106(3)). Fully approved motions will be added/changed in the Board Policy Manual, University Regulations, UNC Catalogs, etc. After a policy is approved, the Faculty Senate chair will communicate with the Provost's Office to identify who will notify relevant parties across campus who might be impacted by the change.