

**University of Denver**  
**Faculty Senate 2016-2017**  
**New Senator Orientation Materials**

Greetings Faculty Senator,

Welcome to the exciting work of our Faculty Senate.

The Faculty Senate is empowered by its Constitution to be the primary body through which the faculty participate in the collaborative governance of the University of Denver. The Senate is composed of approximately 80 Members, who are elected to represent the academic units of the University. The Senate's meetings are held monthly throughout the academic year. The minutes of the most recent meetings can be read or downloaded through the following link:

<http://www.du.edu/facsen/minutes.html>

Much of the Senate's work is accomplished through its five Standing Committees:

1. Academic Planning
2. Financial Planning
3. Nominations, Credentials & Rules
4. Personnel
5. Student Relations

The Senate Executive Committee includes the Chairs of the five Standing Committees, the President, the President-Elect or Past President, the Secretary, and several at-large members. Most of the day-to-day coordination and support of the Senate's work is provided through the home department of the President of the Senate.

In this packet, you will find

- Schedule of Senate Meetings
- Guidelines for Faculty Senate Committees
- “How-to-Guide” to the Legislative Process
- Some Basics of Parliamentary Procedure
- List of Senate Executive Committee Members

This year, the Faculty Senate portfolio includes key initiatives--projects central to the Senate President and Executive Committee's agenda--and Senate projects that are comprised of Senate and University priorities. Key initiatives include: 1) launching our Inclusive Learning Environments Initiative; 2) drafting Policies & Procedures for Faculty Development and a faculty-led Freedom of Expression Statement; 3) expanding faculty involvement on University committees; 4) strengthening collaborative governance; 5) exploring constitutional revision & policy changes; and 6) updating the Faculty Senate website.

Important Senate Projects include holding Listening Luncheons, redesigning administrator evaluations, addressing health care communication issues, cultivating faculty leadership, being active partners in the implementation of Impact 2025, and surveying members of the newly

formed Teaching Professor faculty series. In addition, we keep a running list of open issues raised by individual faculty members. These currently include such issues as increasing the number of faculty-selected questions on teaching evaluations, gaining clarity of University research misconduct processes, and looking into faculty-bookstore issues. Should you have important issues or concerns you would like to raise, please email them to [FacultySenate@du.edu](mailto:FacultySenate@du.edu).

I look forward to working with you this year.

Kate Willink  
Associate Professor  
Faculty Senate President  
Department of Communication Studies  
University of Denver  
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## Schedule of Senate Meetings

Please find calendar updates here: <http://www.du.edu/facsen/calendar.html>

### Fall Quarter 2016

- Faculty Senate Presentation to the Divestment Task Force
  - Thursday, Sep. 29, 2016, 9 a.m. – 11 a.m.
- Faculty Senate Meeting--RSECS 510
  - Friday, Sep. 30, 2016, 11:30 a.m. – 1:30 p.m.
- Pathways to Promotion Panel
  - Monday, Oct. 10, 2016, 4:00 p.m. – 5:30 p.m.
  - The Loft (AAC 340)
- Executive Committee Meeting w/ the Chancellor
  - Thursday, Oct. 13, 2016, 12 – 1 p.m.
  - Mary Reed Building - Top of the Tower
- Executive Committee Meeting & Staff Advisory Council Meeting
  - Friday, Oct. 14, 2016, 11 a.m. – 2 p.m.
  - Chambers Center - Room 190 - Chambers Garden Room
- Faculty Reception with the Provost: Cultivating Inclusive Learning Environments
  - Monday, Oct. 17, 2016, 4 p.m. – 5:30 p.m.
  - Gottesfeld Room, Ritchie Center, Rm 334
- Chancellor Roundtable--RSECS 510
  - Friday, Oct. 21, 2016, 10 a.m. – 2:00 p.m.
- Faculty Senate Meeting--RSECS 510
  - Friday, Oct. 21, 2016, 11:30 a.m. – 1:30 p.m.
- Executive Committee Meeting
  - Tuesday, Oct. 25, 2016, 12 p.m. – 2 p.m.
  - Chambers Center, Room 350
- Faculty Senate Meeting--RSECS 510
  - Friday, Nov. 4, 2016, 11:30 a.m. – 1:30 p.m.

### Other Events

- Faculty Senate Meeting--RSECS 510
  - Friday, Jan. 27, 2017, 11:30 a.m. – 1:30 p.m.
- Faculty Senate Meeting--RSECS 510
  - Friday, Feb. 24, 2017, 11:30 a.m. – 1:30 p.m.

- Faculty Senate Meeting--RSECS 510
  - Friday, Mar. 31, 2017, 11:30 a.m. – 1:30 p.m.
- Faculty Senate Meeting--RSECS 510
  - Friday, Apr. 28, 2017, 11:30 a.m. – 1:30 p.m.
- Faculty Senate Meeting--RSECS 510
  - Friday, May 19, 2017, 11:30 a.m. – 1:30 p.m.

### **Part 3: Guidelines for Faculty Senate Committees**

*Please find additional information here:*

<http://www.du.edu/facsen/media/documents/constitution100930final.pdf>

#### **The Executive Committee**

*Functions shall be to represent the Senate when the Senate is not in session, to coordinate the work of the other standing committees, to conduct long-range planning for the Senate, and to prepare the agenda for meetings of the full Senate.*

1. The Executive Committee shall meet at least once per quarter with the Chancellor, with the Provost (see V.B.2) and with the Vice-Chancellor for Business and Financial Affairs (see V.B.3).

#### **The Academic Planning Committee**

*Shall normally be composed of no fewer than ten Senators. This committee shall recommend to the Senate policies pertaining to curriculum and quality of instruction; research and scholarship funding, instructional and scholarly technology, and long-range planning to the extent that such issues arise. The following Faculty Senate appointments to University committees shall be made from the Academic Planning Committee (or appointees shall become members of the Academic Planning Committee):*

1. For a two year term, one representative to the Undergraduate Council; for staggered two year terms two representatives each to the Library Advisory Committee and the Graduate Council (one to represent the three faculties and the other to represent the professional schools).
2. The Academic Planning Committee shall meet twice per year with the Associate Provost for Research to review and make recommendations on applications for faculty research funding.
3. The committee shall meet once per quarter jointly with the Executive Committee and the Provost.

#### **The Financial Planning Committee**

*Shall normally be composed of no fewer than six Senators.*

1. This committee shall, in consultation with the Executive Committee, initiate such studies of financial policy as may contribute to the maximum effectiveness of the program of the University. It may also engage in studies requested by the administration through the Executive Committee of the Senate.
2. The committee shall meet once per quarter jointly with the Executive Committee, the Provost, and the Vice-Chancellor for Business and Financial Affairs.

#### **The Nominations, Credentials and Rules Committee**

*Shall normally be composed of no fewer than six Senators. This committee shall establish procedures for nomination and election of officers and shall make nominations.*

1. It shall determine eligibility for membership in the Senate, in accordance with II.B; shall appoint standing committees, in accordance with §V.C; keep files of committee memberships; inform each voting unit when a Senate seat is vacated; and, shall periodically consider the need for bringing the Constitution and By-Laws into conformity with current Senate practice.
2. The committee shall, upon request of the President or the Executive Committee, assist in appointing Senate representatives to all-University committees.

### **The Personnel Committee**

*Shall normally be composed of no fewer than six Senators.*

1. This committee shall evaluate and recommend to the Senate all matters of policy respecting academic freedom, tenure, rank, advancement, evaluation, and improvement of services, salaries, and retirement annuities for faculty.
2. The committee shall also consider and evaluate requests for sabbatical leaves and recommend faculty recipients of University honors.

### **The Student Relations Committee**

*Shall normally be composed of no fewer than six Senators.*

1. This committee shall investigate and make recommendations regarding academic and non-academic components of student and alumni life at the University.
2. It shall also pay attention to student support services such as computing access, the Driscoll University Center, the Daniel L. Ritchie Sports and Wellness Center, the Robert Yegge Student Center, and the bookstore.
3. The committee shall facilitate communication regarding these issues among faculty, staff, administrators, students and alumni.
4. The committee shall meet at least once per quarter with Associate Provosts and Vice Provosts in the undergraduate and graduate areas and at least once per year with the Executive Director of Alumni Relations.

### **Faculty Review Committee**

*Function: the committee shall consider for review, investigation, evaluation and report, three kinds of complaints by faculty members:*

1. Grievances respecting faculty status, working conditions, and appointments;
2. Grievances respecting salary allocations, providing that a pattern of inequity extending over at least a two-year period is alleged; and,
3. Grievances respecting reappointment, promotion, tenure or dismissal, if the Provost has recommended in the negative and the appellant alleges lack of adequate consideration (per guidelines described in Policies and Procedures

Relating to Faculty Appointment, Promotion, and Tenure) or violation of academic freedom.

### **Faculty Athletic Committee**

*Function: the committee shall protect the academic integrity of the University and insure the primacy of the educational experience in athletic programs, in three ways:*

1. Formulating and recommending policy to the Provost regarding all aspects of athletic programs at the University, including, but not limited to, policies to assure that athletes have the opportunity to participate fully in the processes of educational and career development, and to assure that admissions officers, administrators, faculty and students are protected from inappropriate pressures associated with athletic performance;
2. Monitoring the educational experiences of student-athletes and the impact of athletics on all academic programs at the University; and,
3. Assuring that there is regular and open sharing of information with the University community about all aspects of the University's athletic programs, including information about new and existing policies, information about the academic performance of student athletes and academic support services for them, and information about the finances of athletic programs and their impact on the University budget.

## “How-to-Guide” to the Legislative Process

Please find additional information here:

<http://www.du.edu/facsen/media/documents/ByLawsrevisions100930final.pdf>

### Committee Operations

- President a Member of all committees. The Senate President shall be a non-voting member ex officio of all standing and ad hoc committees unless his/her status as a voting member is specified.
- Calling meetings.
  1. Committees shall meet during the first three weeks of each quarter to plan for the quarter's activities, unless their particular charge makes this unnecessary.
  2. Any two members of a standing or ad hoc committee may petition the Senate President to call a meeting of their committee.
  3. The President and Secretary of the Senate shall be notified of all scheduled committee meetings.
- Records. Committees shall submit records of their meetings to be kept in Senate office files for at least three years.
- Reporting to Executive Committee. Chairs of the standing and ad hoc committees and representatives of the Senate to all other bodies shall report at least quarterly to the Executive Committee. Chairs of ad hoc committees shall be invited, upon request, to report to the next or subsequent meeting of the Executive Committee.
- Timely reporting to administration. When a request by the administration for consideration of a matter is accepted by the Senate or a Senate committee, a mutually acceptable time schedule for reporting shall be established. Progress reports shall be submitted to the administrative office making the request. Should the Senate fail to meet the schedule agreed upon, the administration shall have no obligation to await its report.
- Resignation by absences. Absence of a committee member from three consecutive committee meetings without a valid excuse (as judged by the committee Chair with the consent of the other committee members) shall constitute resignation from the committee. The Chair shall inform the resigning member and the Senate Secretary.
- Quorum. To transact business, a committee shall require a quorum equal to majority of its members. If a quorum fails, a date for a new meeting may be set by those present, allowing at least five days for the meeting call. In the call, the agenda and failed quorum shall be announced. At the follow-up meeting, any members in attendance shall constitute a quorum.

### II. Senate Meetings and Actions

- Parliamentarian. The President may appoint a parliamentarian to assist in conducting meetings. Unless chosen from the Senate membership, the parliamentarian shall have no vote. In the absence of an appointed Parliamentarian, a Nominations, Credentials, and Rules Committee representative will carry out this duty.

- Seating. When business is to be transacted at a Senate meeting, voting members shall sit in a separate section from the visitors.
- Referral to a committee. Motions proposed as new business shall normally be referred to one of the standing committees, either by action of the mover or by subsequent action of the Executive Committee.
- Procedure for action. The normal steps by which the Senate acts on a committee recommendation:
  1. The committee report shall be presented to the Executive Committee before submission to the full Senate.
  2. Committee reports requiring detailed discussion and Senate approval shall be distributed to all Senators not later than the call for the meeting at which the report is to be presented and discussed.
  3. The report shall be discussed at the meeting without considering specific action, allowing the Senate to form an opinion on the substance of the report and on its controversial aspects.
  4. The committee shall solicit written comments to be submitted within two weeks, and then reconsider the report, preferably consulting with those proposing changes.
  5. If significant changes have been made, the revised report shall be sent to Senators, preferably with the changes indicated, not later than the call for the meeting at which the report is considered for adoption. If necessary, steps 3 to 5 shall be repeated. Amendments shall normally be ruled out of order if they refer to items on the report that were neither revised nor brought to the committee's attention during earlier consideration.

### III. Duties of Certain Officers

- President
  1. To distribute the call and agenda for each regular and special Senate meeting.
  2. To preside over the meetings of the Senate and of the Executive Committee.
  3. To serve as representative of the faculty to the Board of Trustees.
  4. To transmit to the administration and, as determined appropriate by the Senate, the Provost, and the Chancellor to the Board of Trustees all recommendations adopted by the Senate.
  5. To provide to the administration, after consultation with the Executive Committee, the names of faculty members to be appointed to certain University committees, as provided in IV.A.4 of the Constitution. The President may ask the Nominations, Credentials and Rules Committee to assist in identifying candidates.
  6. To report to the full Senate the disposition of recommendations it has made.
  7. Together with the Secretary, to meet regularly with the Chancellor, Provost, Vice-Chancellor for Business and Financial Affairs, and other University administrators as appropriate.
- Secretary

1. To provide minutes of meetings of the Senate and of the Executive Committee.
2. To keep a record of actions the Senate takes, their disposition, and whether or not they are implemented.

#### **IV. Election of Officers**

- Preparing the Ballot. Before the May election meeting, the Nominations, Credentials and Rules Committee shall seek nominations for the offices with expiring terms, providing more candidates in each case than the number of positions to be filled. The committee shall prepare the ballot, identifying each candidate by the unit represented and allowing space for nominations from the floor.
- Majority and run-offs. All officers must be elected by a majority of the Senators voting; a run-off election between the two candidates receiving the highest number of votes may thus be required.

#### **V. Publication**

- Content. The Senate shall regularly distribute a newsletter summarizing actions and considerations of the Senate and the Senate committees and other information of general interest. It may include administrative plans, faculty concerns, position papers, minutes, letters, essays or other newsworthy items.
- Distribution. The newsletter shall be sent to all members of the faculty electorate, as defined in the Constitution, II.B., and to all members of the Board of Trustees.

#### **VI. Budget**

- Items. The President and Secretary shall annually prepare a budget for Senate operations, to include such items as:
  1. Staff support for committees to prepare minutes, reports, etc.
  2. Support for a planning conference for the Executive Committee as necessary.
  3. Preparation, publication, and distribution of materials.
  4. Part-time release from other duties for the Senate President.
  5. Maintenance of the Senate office.
- Budgetary head. The Provost shall act as budgetary head for this account.

#### **VII. Amendments**

- Amendments to these By-Laws shall require notice of 30 days and a two-thirds vote of Senators. A quorum for such actions shall be seventy-five (75%) per cent of the Senate's members. If a quorum call fails, either the President or the members in attendance may adjourn the meeting to a new time, at least five days later, and inform all Senators of the agenda. At the next meeting, a reduced quorum requirement of sixty (60%) per cent of the membership shall be in effect for those agenda items re-listed.

## Part 5: Some Basics of Parliamentary Procedure

Please find additional information here:

<http://www.du.edu/facsen/media/documents/regular-meeting-provisions.pdf>

### *Senate Constitution: Provisions Applicable to Reg. Meetings*

**III.D. Vacancies: President.** If the President is temporarily unable to perform the duties of the office, the President-elect will assume the duties; if no President-elect is in office, the Chair of the Financial Planning Committee shall assume the duties of the presidency, and may then be called Vice-President.

**IV.C.1. Majority and quorum.** Passage of legislation, election of officers, and amendment of the Constitution shall require a simple majority of Senators present. A quorum for such actions shall be forty percent of the Senate's members. If a quorum call fails, either the President or the members in attendance may adjourn the meeting to a new time, at least five days later, and inform all Senators of the agenda. At the next meeting, a reduced quorum requirement of thirty percent of the membership shall be in effect for those agenda items re-listed.

**IV.C.2. Proxies.** A Senator who must be absent from a Senate meeting may designate any other faculty members to vote on his/her behalf. Such a designation must be written and presented to the President at or before the beginning of the meeting. Designated voters shall be counted in quorum calls.

**VII.A. Meeting calls.** The Senate shall normally hold monthly meetings throughout the academic year. Special meetings may be held also, on call of the President or on petition of ten Senators. Written notice of each meeting shall be sent to all Senators at least five days before the date of the meeting, with an agenda of the meeting.

**VII.B. Meeting attendance and excuses.** Regular attendance is required of Senators; absence from three consecutive Senate meetings without due cause shall be cause for revocation of the Senator's membership.

**VII.C. Meeting participation.** Attendance at meetings of the Faculty Senate is open to all members of the University community. Participation in any meeting, however, is restricted to Senators and any guests specifically invited to participate (e.g. as in IV.C.3, V.C.6, or V.E).

**VII.D. Rules.** Operations of Senate meetings shall be governed by Roberts Rule of Order (latest revision) wherever applicable and not superseded by other regulations of this Constitution or the By-Laws of the Faculty Senate.

**V.A. Standing committees: General functioning.** The Senate's standing committees shall be the normal, but not exclusive, forum for the formulation of faculty recommendations respecting policies and plans likely to affect the life of the University. Such issues, referred to the Senate by Senators, other faculty members, staff members or administrators, shall be debated in committee; ensuing recommendations, after possible modifications and acceptance by the full Senate, shall

be promptly forwarded to the Provost by the Senate President and, when determined appropriate by the Senate and Chancellor, to the Board of Trustees. When, however, the administration appoints an ad hoc committee to deal with a special problem of policy or planning, then lines of communication with the Senate shall be assured as provided in IV.A.4 [Senate appoints 1/4 to 1/2 of committee members].

**Byl.II.C. Referral to committee.** Motions proposed as new business shall normally be referred to one of the standing committees, either by action of the mover, or by subsequent action of the Executive Committee.

**Byl.II.D. Procedure for action.** The normal steps by which the Senate acts on a committee recommendation:

1. The committee report shall be presented to the Executive Committee before submission to the full Senate.
2. Committee reports requiring detailed discussion and Senate approval shall be distributed to all Senators not later than the call for the meeting at which the report is to be presented and discussed.
3. The report shall be discussed at the meeting without considering specific action, allowing the Senate to form an opinion on the substance of the report and on its controversial aspects.
4. The committee shall solicit written comments to be submitted within two weeks, and then reconsider the report, preferably consulting with those proposing changes.
5. If significant changes have been made, the revised report shall be sent to Senators, preferably with the changes indicated, not later than the call for the meeting at which the report is considered for adoption. If necessary, steps 3 to 5 shall be repeated. Amendments shall normally be ruled out of order if they refer to items on the report that were neither revised nor brought to the committee's attention during earlier consideration.

**V.C.7. Subcommittees.** All members of standing committees must be members of the Senate, unless otherwise ordered by the Senate; but committees may form subcommittees which include faculty members who are not Senators.

**V.E. Ad hoc committees.** An ad hoc committee, with specified charge and specified term, may be elected by the Senate at any meeting, or may be appointed by the Executive Committee subject to final consent of the Senate. Faculty members who are not Senators are eligible for appointment to ad hoc committees. When the ad hoc committee has fulfilled its charge, it shall submit a written report to the Senate.

**VIII.A. Amendments: Vote.** Amendments to this Constitution may be made by majority vote at any Senate meeting, provided the proposal has been presented at a previous meeting and reported in the minutes thereof.

**II.F. Resignations for leave.** Any Senator who expects to be out-of-residence for more than four consecutive months (exclusive of summer) must resign membership in the Senate. Senators will be regarded as out-of-residence when they take sabbatical leave for more than one quarter or engage in any activity which implies absence from the University.

**II.G. Filling vacancies.** In the event a Senator does not complete his/her term, the faculty of the voting unit shall elect, as soon as practicable, a replacement for the unexpired term.

**IV.A.5. General faculty meetings.** The Senate may call, with at least five days notice, a General Faculty Meeting (through the President, with the approval of the Executive Committee) when need for one arises in addition to the two convened by the Provost at the beginning of the Winter Quarter and before the close of the Spring Quarter.

**Byl.I.E. Timely reporting to administration.** When a request by the administration for consideration of a matter is accepted by the Senate or a Senate committee, a mutually acceptable time schedule for reporting shall be established. Progress reports shall be submitted. Should the Senate fail to meet the schedule agreed upon, the administration shall have no obligation to await its report.

**Byl.I.F. Resignation from committee by absences.** Absence of a committee member from three consecutive committee meetings without a valid excuse (as judged by the committee Chair with the consent of the other committee members) shall constitute resignation from the committee. The Chair shall inform the resigning member and the Senate Secretary.

**Byl.I.G. Committee quorum.** To transact business, a committee shall require a quorum equal to majority of its members. If a quorum fails, a date for a new meeting may be set by those present, allowing at least five days for the meeting call. In the call, the agenda and failed quorum shall be announced. At the follow-up meeting, any members in attendance shall constitute a quorum.

**Byl.IV.B. Election of officers:** Majority and run-offs. All officers must be elected by a majority of the Senators voting; a run-off election between the two candidates receiving the highest number of votes may thus be required.

**Executive Committee Members**

**President:** Kate Willink (Dept. of Communication Studies), [kwillink@du.edu](mailto:kwillink@du.edu)

**Past President:** Art Jones (Lamont School of Music), [arthur.jones@du.edu](mailto:arthur.jones@du.edu)

**Secretary:** Jared Del Rosso (Dept. of Sociology), [Jared.DelRosso@du.edu](mailto:Jared.DelRosso@du.edu)

**Communication Officer:** Megan Kelly (University Writing Program), [megan.j.kelly@du.edu](mailto:megan.j.kelly@du.edu)

**At Large Members:**

Scott Johns (Sturm College of Law), [sjohns@law.du.edu](mailto:sjohns@law.du.edu)

Billy Stratton (Dept. of English), [billy.stratton@du.edu](mailto:billy.stratton@du.edu)

**Committee Chair Chair Contacts**

**Academic Planning:** Vacant

**Financial Planning:** Ron Throupe (Daniels College of Business), [rthroupe@du.edu](mailto:rthroupe@du.edu)

**Nominations, Credentials, and Rules:** John Hill (University College) [John.Hill@du.edu](mailto:John.Hill@du.edu)

**Personnel:** Chip Reichardt (Dept. of Psychology) [Charles.Reichardt@du.edu](mailto:Charles.Reichardt@du.edu)

**Student Relations:** John Tiedemann (University Writing Program), [John.Tiedemann@du.edu](mailto:John.Tiedemann@du.edu)