

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 Senate shall have the following standing committees:

- A. Committees of the Senate
 - 1. Faculty Senate Executive Committee (FSEC)
 - 2. Faculty Welfare Committee (FWC)
 - 3. Academic Policies Committee (APC)
- B. Committees Constituted by the Senate
 - 1. Salary Equity Committee (SEC)
 - 2. Codification Committee (CC)
 - 3. Faculty Grievance Committee (FGC)
 - 4. Faculty Perceptions of Administrators Committee (FPAC)

All of the committees listed above are authorized to make motions at meetings of the 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 - 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 and/or their designee 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 FSEC.
 - 2. Conduct elections in a manner approved by the FSEC and consistent with the Faculty Constitution.
 - 3. Publicize all election results, including vote counts, in a timely manner.

Article III - Senate Representation on Committees

- A. Faculty Senate shall advocate for University committees within the Senate's purview to include faculty representation from Faculty Senate.
- B. The chair of the Senate shall represent the Senate on the advisory committees of the President and CAO consistent with 1-1-207.
- C. The Senate chair may, in consultation with the President or CAO, choose to appoint a designee to serve in their place. The designee shall be either the Vice Chair of the Senate, or the chair of one of the committees of the Senate, when the business of the University committee falls within the scope of that Senate committee.
- D. If a faculty member from outside Faculty Senate is selected to represent the Senate on a University committee, it shall be with the approval of the Senate.

Article IV - The Faculty Senate Executive Committee (FSEC)

- A. The FSEC shall consist of the chair of the Senate, who shall be its chair; the Senate vice chair, who shall be its vice chair; the Senate secretary, who shall be its secretary; the chairs of FWC, APC, SEC, and CC; past Senate chair; Faculty Trustee of the Board of Trustees (BOT); and one (1) senator elected at-large appointed by the Senate chair and confirmed by the Senate. The President of the University (President), the Chief Academic Officer (CAO), and a representative from the Deans in Academic Affairs shall be *ex-officio* (non-voting) members.
- B. The FSEC shall meet regularly to plan the agenda for Senate meetings and, where appropriate, assign pending issues to Senate committees for initial consideration.
- C. The FSEC shall be available to the President and CAO for consultation and advice on academic and general University policy, and staffing.
- D. The FSEC shall receive reports from the FGC, and shall retain a copy of grievance reports consistent with 2-3-1201(5).
- E. The FSEC may establish *ad hoc* committees of the faculty and/or the Senate as necessary.
- F. The FSEC shall inquire into the activities of standing committees of the Senate and/or of the University Councils/Boards and recommend revisions to the list of *ad hoc* committees and their functions to the Senate as necessary.
- G. The FSEC shall authorize withdrawals and disbursements of funds from the Faculty Senate Legal Fund.
- H. The chair of the Senate shall appoint a treasurer to oversee the Faculty Senate Legal Fund.
- I. The FSEC shall select an undergraduate student who is a single-parent with a dependent child to receive the annual Faculty Senate Scholarship.
- J. The FSEC may advise the President and CAO on the selection and evaluation of administrators assigned to the office of

the President and the CAO.

- K. From the end of the spring semester until the beginning of the fall semester, an executive committee consisting of the members of the outgoing and incoming FSECs, shall be empowered to conduct the business of the Senate. All Senate members are encouraged to attend and are eligible to vote at these meetings.

Article V - The Faculty Welfare Committee (FWC)

- A. The FWC shall consist of a minimum of five (5) senators appointed by the Senate chair and confirmed by the Senate. The CAO or their 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.
- C. The FWC is empowered to examine existing employee benefit 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.
- D. The FWC shall conduct continuous reviews of University policies, practices, and regulations affecting the welfare of the faculty and make recommendations for revision as necessary.
- E. The FWC shall elect annually a chair and vice chair, from its faculty senators, to serve a term of one (1) year. This election shall occur by the last meeting of the spring semester.
- F. The FWC chair shall report to the Senate on the FWC's activities.

Article VI - The Academic Policies Committee (APC)

- A. The APC shall consist of a minimum of five (5) senators appointed by the Senate chair and confirmed by the Senate. The chairs (or their designees) of the University's Undergraduate Council (UGC), Graduate Council (GC), Liberal Arts Council (LAC), Professional Education Council (PEC), and a Student Senate Representative, shall be *ex-officio* (voting) members. The CAO or their designee shall be an *ex-officio* (non-voting) member. The Registrar or their designee shall be an *ex-officio* (non-voting) member.
- B. The APC shall consider the future development of the University as it relates to academic programs, and shall review and recommend the formulation of goals that it believes the University should seek in fulfilling its educational mission.
- C. The APC shall serve as a review committee for all matters that affect the academic policies of the University, such as those related to admission and graduation requirements, grading system, curriculum development, proposed new programs, academic standards and regulations, and the academic calendar.
- D. The APC shall receive and review bi-weekly reports and policy recommendations from the UGC, GC, LAC, and PEC. Recommendations on the approval of policy issues shall be prepared for consideration by the Senate.
- E. The APC shall elect annually a chair and vice chair, from its faculty senators, to serve a term of one (1) year. This election shall occur by the last meeting of the spring semester.
- F. The APC chair shall report to the Senate on the APC's activities.

Article VII - The Salary Equity Committee (SEC)

- A. The SEC shall consist of six (6) senators, one from each college and the University Libraries, appointed by the Senate chair and confirmed by the Senate. If no senator is available from a college, the Senate shall accept nominations of non-senators. Two (2) members shall be appointed by the President or their designee. One (1) member shall be the elected Faculty Trustee currently serving on the BOT. One (1) member shall be the previously elected Faculty Trustee. The Professional Administrative Staff Council (PASC) shall select from its membership a representative to serve on SEC. All SEC members shall be voting members.
- B. The SEC shall maintain a set of current bylaws approved by the FSEC.
- C. The SEC shall elect annually a chair and vice chair, from its faculty membership, to serve a term of one (1) year. This election shall occur by the last meeting of the spring semester.
- D. The term of office for all faculty members elected or appointed by the Senate shall be three (3) calendar years beginning July 1 of the year selected, unless the appointment is to finish a term for someone who has not completed their term.
- E. One-third (1/3) of the faculty representation shall be elected each year.
- F. The term of office of the members selected by the President or their designee shall be for one (1) year.
- G. The term of office for the PASC representative shall be consistent with the representative's term of service on PASC.
- H. The term of office for the Faculty Trustee shall be the time they serve on the BOT. If the previously elected Faculty Trustee is not able to serve on the SEC, the Senate shall appoint a member of the voting faculty to fill this position.

- I. Responsibilities of the SEC:
1. Review the group of University approved peer institutions and make recommendations for any possible changes during the fall semester.
 2. Request and review the annual staffing plan of exempt staff and faculty. Ensure that copies are distributed to the offices deemed appropriate and ensure a copy is held in the University archives.
 3. Request data to make annual external and internal parity comparisons for the purpose of making recommendations on how to achieve such parity. The tests for parity are defined as:
 - a. External parity for faculty is the ratio of the University's average full-time faculty salary by rank to the median full-time faculty salary at peer institutions. The average faculty salary at peer institutions shall be based on the discipline and rank criteria and data reported by the University to the College and University Personnel Association (CUPA).
 - b. External parity for administrative staff is the ratio of the University's average full-time salaries for positions reported by CUPA to the average salaries for the same positions at peer institutions. Only filled positions reported on the CUPA administrative survey shall be included in the administrative salary parity calculation. Individual administrative staff positions shall be classified using the Decision Band Method (DBM) of position classification. Pay bands shall be determined for each DBM classification using CUPA and other appropriate data.
 - c. The external parity measures shall 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 occurs:
 1. when salary parity among faculty by rank and discipline is equal, and
 2. when salary parity among professional staff within the pay bands is equal, and
 3. when salary parity of the average faculty member, the average professional administrative staff member, and the average administrator are equal.
 4. Ensure that fairness and equity is maintained, review annually the salaries for all faculty and administrative staff (all non-classified 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 processes.
 5. Review the annual university budget audits, the annual budget, or any other budgetary documents and may make recommendations.
 6. Review benefit plans including but not limited to health, life, and disability insurance that are part of the fringe benefit pool and may make recommendations.
- J. The SEC chair shall report to the Senate on the SEC's activities.

Article VIII - Codification Committee (CC)

- A. The CC shall consist of three (3) senators appointed by the Senate chair and confirmed by the Senate. After their Senate terms expire, they may continue to serve on the CC. An additional three (3) members shall be elected by the faculty at-large. One (1) member of the administration shall be appointed annually by the President.
- B. The term of office of all faculty members elected by the faculty or appointed by the Senate shall be three (3) years beginning July 1 of the year selected, unless the appointment is to finish a term for someone who has not completed their term.
- C. The CC shall elect annually a chair and vice chair, from its faculty membership, to serve a term of one (1) year. This election shall occur by the last meeting of the spring semester.
- D. All members shall be voting members, except that the Chair shall vote only in the case of a tie.
- E. The CC 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.
- F. The CC ensures that proposed changes to the Board Policy Manual and the University Regulations accepted by the Faculty Senate are formatted appropriately.
- G. The CC may propose changes to the Board Policy Manual and the University Regulations by submitting them to the Faculty Senate for consideration.
- H. The CC shall maintain a current set of bylaws approved by the FSEC.
- I. The CC chair shall report to the Senate on the CC's activities.

Article IX - 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 X - Faculty Perceptions of Administrators Committee (FPAC)

- A. The FPAC shall consist of six (6) faculty members, one 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 (2)-year terms. One-half (1/2) 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 (1/2) of the 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 (1) year.
 - 1. The chair shall and run meetings, and report orally to the Faculty Senate on the FPAC's activities.
 - 2. The vice chair shall serve as chair in the absence of the chair, and 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 (2/3) vote, provided that previous notice of the amendment was given to all members at least one week in advance.

Article XI - 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 APC, shall be sent to the FSEC. The FSEC shall determine whether these reports should be placed on the agenda of the Senate or referred to a Senate committee identified by the FSEC for initial review, under the guidelines below:
 - a. The FSEC shall maintain records of all ordinary matters whereby an issue has been addressed by other University committees.
 - b. In addition to recording the report and/or recommendations, the FSEC may choose to indicate approval or disapproval, make recommendations for change (such recommendations are not binding on University councils and boards, but simply reflect the sentiment of the Senate), or refer to a Senate committee for additional review.
 - c. The above points notwithstanding, the FSEC or Senate may move to consider any action as an important issue.
 - i. An important issue is one upon which the Senate takes direct action and assumes responsibilities otherwise granted to standing or *ad hoc* committees of the University.
 - ii. The formal responsibilities of such University committees cease at this point, although they may be requested to provide information and may act in an advocacy role to the Senate and faculty as appropriate.
 - iii. A motion that an issue be deemed important shall require a two-thirds (2/3) 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 FSEC shall be returned to the Senate for final consideration promptly 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 with the Faculty Senate office.
 - b. recommend that a resolution (e.g., of approval, disapproval, or suggestions) be adopted.
 - c. recommend that the report and/or recommendations be considered an important issue.
- B. The Senate's review power includes possible Senate action on any matter within the scope of the Senate as outlined in the Faculty Constitution.
- C. Except under unusual circumstances, the Senate shall act on reports and/or recommendations from University committees within two regular meetings. Reports sent to Senate committees or considered as important issues shall be handled promptly or within a time limit to be specified by the Senate.

Article XII - Procedures for Handling Senate Business

- A. All matters on which the Senate takes action shall be presented as motions.
- B. The FSEC, the chair of the Senate, or one-third (1/3) of the voting members present at a Senate meeting shall determine whether a motion is a major one, i.e., a motion where the subject is likely to be controversial, the subject is particularly important, or a subject lacking agreement in the Senate).
- C. All major motions upon which the Senate shall take action require two (2) readings in two (2) 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 addressed in one (1) 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 their alternate, or proxy from a voting member of the Senate, and the name and date 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 XIII - 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 FSEC. 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 XIV - 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 XV - 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 XVI - Amendments

Amendments to these bylaws may be adopted at any regular business meeting of the Senate by a two-thirds (2/3) vote of the Senate, provided they have been presented at the previous meeting in writing.

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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

Rev April 2022: Articles I-VII, Articles IX-XII

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