

SENATE CONSTITUTION

Powers of the Senate

The Faculty Senate represents the voice of the faculty and its recommendations to the Provost, the President, and the University community.

1. The Faculty Senate is the formal body that approves policies, exercises general oversight, that addresses questions of governance procedure regarding the areas for which the full faculty holds primary responsibility, and that collaborates with or advises the university administration regarding the areas for which the full faculty holds collaborative or advisory responsibility.
2. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.
3. In keeping with the principles of shared governance that characterize university life, it is expected that the Provost and, where appropriate, the President, will communicate to the Senate his/her rationale in writing if a particular recommendation is not followed pertaining to the Faculty's areas of primary or collaborative responsibility.

Membership

1. The Faculty Senate shall be the representative body of the faculty and the professional librarians. Criteria and procedures for the appointment and retention of faculty, and definitions of the categories of tenure-line, term, and part-time faculty, are detailed in the Faculty Handbook. For the purposes of University governance, the Senate distinguishes between two types of faculty:
 1. Continuing Faculty: Includes active, full-time faculty on multi-year contracts with a minimum of one year remaining (i.e., tenure-line faculty, clinical faculty, and continuing instructors) and professional librarians. Continuing faculty members may vote for senators and hold Senate seats in their defined constituencies, and may vote for At-Large Continuing Faculty Senators and hold At-Large Continuing Faculty Senate seats.
 2. Contingent Faculty: Includes visiting faculty, faculty on short-term, non-renewable contracts, and part-time faculty. Contingent Faculty are eligible to vote for the At-Large Contingent Faculty Senators and hold the At-Large Contingent Faculty Senate seats.
 3. The Senate shall also include a non-voting representative from Loyola Law School, to be appointed by the Senate Executive Committee according to a process to be specified in the Senate Bylaws.
 4. Specifically excluded from membership and voting are academic administrators at or above the level of Assistant Dean.

2. The Senate apportionment shall be based on the number of Continuing Faculty within the defined constituencies at the Westchester campus.
 1. The Faculty Senate membership shall represent the following defined constituencies:
 - College of Business Administration
 - Communication Studies and Marital and Family Therapy
 - Fine and Performing Arts
 - Engineering and Computer Science
 - Science and Mathematics
 - English, Modern Languages, and Classics and Archaeology
 - History, Philosophy, and Theological Studies
 - Social Sciences, Ethnic Studies programs, and Women’s Studies
 - Library
 - School of Education
 - School of Film and Television
3. Each defined constituency (except the At-Large constituencies) shall be represented by a number of senators determined according to the following guidelines

<u>number of Continuing Faculty</u>	<u>number of senators</u>
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4

and likewise in this manner for larger numbers of qualified faculty.

4. The Senate membership shall also include three Continuing Faculty At-Large seats and three Contingent Faculty At-Large seats.
5. The Senate Governance and Bylaws Committee shall annually review apportionment in light of changes in faculty distribution, and report these to the Senate for action. Reapportionment will take place at the first election following Senate approval.
6. Senate terms for Continuing Faculty seats are for three years, with no senator serving for more than two consecutive terms in the same constituency. Terms for Contingent Faculty will be specified in the Senate Bylaws, but will be no less than one semester.
7. Elections shall be conducted according to the processes laid out in the Senate Bylaws.

III. Elections

1. Elections will be held each spring semester, in the manner specified in the Senate Bylaws.

2. To be nominated for a Senate seat requires signatures from three eligible faculty in the appropriate constituency plus the consent of the candidate. Faculty from a given constituency may nominate more than one candidate.
3. Vacancies due to sabbatical or other anticipated leaves will be filled by an election in the spring, and the substitute will serve for the duration of the term s/he is filling or the duration of the leave, whichever is shorter. Unanticipated vacancies will be filled, where feasible, according to procedures established in the bylaws.
4. An Election Committee of the Senate will be appointed according to the rules established in the Bylaws, and will maintain a set of election procedures and conduct the nomination and election process according to the procedures and the Bylaws.

IV. Officers

1. The Senate Executive Committee shall be: president, vice-president, secretary, and a fourth member.
2. The duties of the officers of the Senate shall be as follows:
 1. The duties of the president shall be to: chair meetings, select the parliamentarian; exercise the powers of the Senate as defined in the Executive Committee Bylaws; assist at the meetings of the Executive Committee of the Board of Trustees; act as an observer at Board of Trustees meetings; and serve as Chair of the Senate Executive Committee. The president of the Senate shall receive a minimum of one course remission per semester. Remissions for other officers of the Senate shall be defined in the Senate Bylaws.
 2. The duties of the vice-president shall be to: act as president in his/her absence and act as a substitute for the president at meetings that s/he is unable to attend.
 3. The duties of the secretary shall be to: prepare and distribute minutes of the Senate meetings. The university will provide administrative support for the secretary of the Senate.
3. Members of the Executive Committee shall be elected by new and returning senators at a special meeting of the Senate at the conclusion of the spring semester.
4. The requirement for candidacy for each of the Senate officers shall be as follows:
 1. The Senate president shall be a senator with tenure, with at least one year of prior Senate experience.
 2. The Senate vice-president shall be a senator with tenure.
 3. The Senate secretary and the fourth member shall be any senator.
5. The term of office for each officer is one year. No one shall serve more than two consecutive terms as president.

6. The Executive Committee shall make all faculty appointments to standing and ad-hoc committees of the Senate; call Senate meetings; set the agenda for all Senate meetings; invite guests to the Senate meetings as appropriate; and act as liaison between the Senate and the Administration.

V. Meetings

1. The Senate shall meet at least four times each semester, at a day and time specified in the Bylaws.
2. Special meetings may be called by the Executive Committee at any time. Written notice must be given at least three working days in advance of such a meeting.
3. A quorum shall consist of a majority of the membership.
4. Members must be present at the meeting in order to vote. Members shall not be permitted to send substitutes to the meetings.
5. Attendance at meetings shall be open to Senate members, guests invited by the Executive Committee, and voting-eligible faculty. The Executive Committee, however, may call an executive session of the Senate, limited to Senate members and guests invited by the Executive Committee only. Typically discussions at Senate meetings will be limited to Senators and guests invited by the Executive Committee.
6. Senate meetings shall be conducted according to Robert's Rules of Order.
7. The Senate Executive Committee may call a convocation of the entire faculty. The agenda shall be announced in advance.
8. Hearings on specific issues shall be called by Senators for the purpose of providing a forum at which interested faculty may present information and express opinions. Hearings may be initiated by the Senate, individual senators, or a Senate committee.

VI. Committees

1. University Standing Committees
 1. University Standing Committees make formal recommendations to the President and/or Provost regarding the formulation and application of policy.
 2. The Faculty Senate will actively recruit committee members by notifying the Faculty of openings on committees as they arise.
 3. The Faculty Senate will be apprised of committee work by regular communication between chairs of committees and the Senate. The Faculty Senate will assist in the vital work of the University by forwarding relevant concerns to appropriate committees.
 4. University Standing Committees include (but are not limited to):

- Academic Planning and Review Committee
 - Committee on Rank and Tenure
 - University Core Curriculum Committee
2. Other University Standing Committees may be established with approval of the President of the University and the Faculty Senate. A full list of University Standing Committees shall be maintained in the Faculty Handbook.
 3. Faculty appointments to University Standing Committees shall be made by the President of the University, upon the recommendation of the Faculty Senate, according to a process to be established in the Senate Bylaws.
 4. Committee Chairs from University Standing Committees will submit final reports to the Provost at the end of each academic year. These reports will also be submitted to the President of the Faculty Senate for distribution to the Senate membership.
 5. Copies of the bylaws of these committees will be kept on file by the Faculty Senate. Changes in the bylaws of these committees will be approved by a majority vote of the Faculty Senate.
 6. Special Committees of the University
 1. Special Committees function primarily in an advisory (rather than policy-making or policy-implementing) capacity.
 2. Faculty appointments to Special Committees with majority faculty membership shall be made according to specific procedures established by the Faculty Senate.
 3. Bylaws of Special Committees with majority faculty membership shall be approved by the Faculty Senate. At the request of either the Committee on Committees or the Executive Committee of the Senate, the full Faculty Senate may be asked to review and approve the bylaws of Special Committees. Copies of the bylaws of these committees will be kept on file by the Faculty Senate.
 7. Faculty Senate Committees
 1. The Senate shall be empowered to create standing committees from among the full faculty in order to address issues relevant to the Academic Community. Such committees, appointed by the Executive Committee, will report directly to the Faculty Senate, and their charges and bylaws shall be approved by majority vote of the Faculty Senate. Standing committees of the Senate include (but are not limited to):
 - Committee on Committees
 - Elections Committee
 - Governance and Bylaws Committee
 - Grievance Committee
 - The Grievance Committee shall be elected by the full faculty at the time of the Senate elections.

8. The Faculty Senate shall be empowered to create ad-hoc committees to be appointed by the Executive Committee to address particular issues. Such ad-hoc committees shall have limited mandates and shall be terminated at the fulfillment of their mandates.
9. Committees of the Board of Trustees
 1. Faculty appointments to Committees of the Board of Trustees shall be made by the President of the University, upon the recommendation of the Faculty Senate, according to a process to be established in the Senate Bylaws.

VII. Initiatives, Referenda, and Recalls

1. Initiatives

1. A petition for an initiative shall require the signatures of the initiator and 10% of the Continuing faculty.
2. Upon receiving such a petition, the Executive Committee shall submit the proposal to a vote of all Continuing faculty by electronic ballot.
3. If approved by a majority of the Continuing faculty, the Senate shall place such a proposal into effect through regular Senate channels.

2. Referenda

1. From time to time, the Senate may ask Continuing faculty to approve amendments to policies and governance documents, including but not limited to the Faculty Handbook, the Faculty Handbook Addenda, and the Core Curriculum. In such cases, the full Senate shall decide whether the question should be put to all Continuing faculty or shall be restricted to active, full-time, tenure-line faculty, based on the subject matter involved.
2. If approved by a majority of the eligible faculty, the Senate shall put such a proposal into effect through regular channels.

3. Recall

1. A petition for the recall of a Senator shall require the signatures of 25% of the constituents of the senator in question, plus the signature of at least one current senator. This petition shall be presented to the Secretary of the Senate.
2. Upon receipt of such a petition, the Executive Committee shall put the question of recall to the appropriate constituency by means of an electronic ballot.
3. If 2/3 of the constituents vote to recall, then the seat shall be declared vacant and a special election held to fill the vacancy.

VIII. Amendments

1. Amendments to the Constitution may be proposed by a 2/3 vote of the Senate or by petition of 10% of the Continuing faculty.

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2. Amendments to the Constitution shall be adopted by a 2/3 vote of all Continuing faculty responding to an electronic ballot.