REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: University Senate Executive Committee

Brief History of Issue - why the issue is being considered:
The current Faculty and Academic Staff handbook has not been printed since the Fall 2006 edition. An effort is underway to develop a web portal providing a link to the numerous university policies established, changed, and housed by various organizations throughout the university.

The majority of Chapter 1 (the description of the History and role in Higher Education), Chapter 2 (Administrative Organization), Chapter Six (Privileges, Benefits, and Services) and the last part of Chapter 7 (the use of Campus Buildings) are maintained by other organizations on campus and do not require the approval of the governance structure of the University Faculty and University Academic Staff for changes. This information will be available through a variety of links on the web portal.

Language in Chapter 3 (Faculty and Staff Organization), Chapter 5 (Personnel Policies and Procedures), and the first part of Chapter 7 (Instructional and Academic Information) is changed through University Faculty and/or University Academic Staff governance. A few additional items approved through governance are found in Chapters 1, 2, and 6.

Robert's Rules of Order states "A standing committee must be constituted by name (a) by a specific provision of the bylaws" … "If certain standing committees are enumerated in the bylaws, an inference arises that there shall be no others unless the bylaws also include a provision authorizing their appointment." As we strive to reach our goals of the Centennial Plan and of the Blugold Commitment, it is likely that additional standing committees may need to be created and the membership and/or functions of existing standing committees may need to be adjusted. It is easier to respond to such changes if the details of the committee membership and function are located in the Bylaws rather than the constitution.

Points Discussed by Committee:

This proposed outline is an attempt to bring all items that need governance approval together under one heading. While the web portal will provide links from different directions for easy access to the subsections of this outline, the intent is for the whole document to be available for easy searching and for printing, if so desired.

The proposed outline also includes suggested changes to facilitate the move of committees from the Constitution to the Bylaws while preserving the authority of the faculty and academic staff to create or abolish such committees.

Efforts are ongoing to streamline the actual content of Chapters 3, 5, and 7. In the future, such proposed changes in content and in organization, if necessary, will come before the University Faculty and University Academic Staff for ratification.

The Administrative Org Chart, Sexual Harassment Policy, Open Meetings Laws, Mission and other items will be indexed on the policy web page and do not need to appear in the Constitution/Bylaws. Library circulation information (Chapter 6) will be on the library site.

Pros of Recommendation:
Having all governance-related items in one area makes it easier to know what items need to go through governance to be changes and makes maintenance easier. Having the Faculty and Academic Staff sections split within the personnel rules will make it clearer as to which governance group is responsible for each section when changes are requested. Moving the committee memberships and functions to the Bylaws will allow updates to be made more than once a year through university-wide referendums.

Cons of Recommendation:
Careful attention will need to be paid to the final version to ensure no content is lost in the reorganization.
Constitution/Bylaws

Technology/Human Resource Impact: Maintaining the policies on a web site requires storage space for the document and time for those charges with updating the site to do so. However, resources are saved by reducing the amount of paper consumed by not printing hard copies of the handbook.

Committee Recommendation:

That the proposed changes in outline and content of the Constitution and Bylaws be forwarded to the University Senate for approval.

MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee: Senate Executive Committee

by a vote of 14 for to 0 against on March 16, 2010

Recommends that

The proposed changes to the outline and content of the Constitution of the University Faculty and University Academic Staff and related Bylaws be approved.

(See attachment)

Implementation Date: upon ratification, effective Fall 2010

Signed: _______________________________________
Chair of the Committee

Send to: University Senate Office