Senate Language Move and term update

REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: Executive Committee

Brief History of Issue - why the issue is being considered:

For the past two years the task of trying to interject the ability for governance to be responsive while streamlining the Faculty and Academic Staff Rules and Procedures has been ongoing. Major portions of the Faculty and the Academic Staff portions of the Constitution were moved to the Bylaws to facilitate quicker response time for changes when necessary. Major sections of the University Senate portion of the Constitution related to membership, terms of office, officers of the Senate, and so on were left, fundamentally unchanged. It would be helpful to have these major sections related to the Senate moved to the Bylaws to facilitate making small time-frame changes in the future.

In addition, since the Senate officers have annual appointments and since the AS Rep’s terms commences on July 1, it would be helpful for HR processing if all terms consistently began July 1. Updates to the Chair’s and Vice Chair’s term could be made when sections are moved from the Constitution to the Bylaws.

Points Discussed by Committee:
- Makes sense to take procedures out of the constitution to the bylaws
- No problem with condensing language in the constitution
- Should consistently capitalize the “B” in Bylaws
- Suggest including the change in the beginning of the officer terms in the Constitution/bylaw move rather than wait until later and address it in a separate action; nice to keep it all together and complete it at once
- Numbers, referenced in the Constitution, for example those in the Senate-Chancellor Relation section, are not easily changed in maintained in the Constitution
- After the language has been moved into the Bylaws, the order of the Bylaws should be rearranged to make more logical sense.

Pros of Recommendation:
- Enables the Senate to update procedural language more readily
- All the procedures should be in the Bylaws as it makes more sense
- Adds consistency in the beginning of officer and rep terms
- Insertion of the Presiding Officer section in the Constitution provides a parallel structure with the Faculty and Academic Staff Articles in the Constitution.

Cons of Recommendation:
- By moving more to the Bylaws, Senators need to be alert to when an “easy change” really shouldn’t be changed
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Technology/Human Resource Impact
- Change in online FASRaP

Committee Recommendation

That changes be made to Part II: Constitution of the University Faculty and University Academic Staff, Article Three: University Senate and to Part III: Bylaws of the University Faculty and University Academic Staff, Article Three: University Senate in the Faculty and Academic Staff Rules and Procedures as follows.

1) The last (second) paragraph of Section B – Purpose in the Constitution that talks about voting be moved below Section C and named Section D – Voting.

2) In Section C – Membership of the Senate Constitution,
   a. the first sentence be deleted (as it is redundant with Section A – Name of the Constitution);
   b. points 1.a and 2.a be merged and remain in the Constitution;
   c. the statement “The size of the University Senate, the distribution of senators, and the terms of office for senators shall be included in the Bylaws” be added at the end of the paragraph;
   d. the remaining language from Section C – Membership be moved and inserted as items 1, 2, 3, and 4 into the University Senate Bylaws below the first paragraph of the Senate Bylaws Section A – Membership of the University Senate;
   e. the Constitutional reference of the last paragraph of Section A in the Bylaws be updated to “Item 4. Senator Balance below” to reflect the newly inserted language;
   f. points b and c of items 1 and 2 be renamed a and b since point a was deleted;
   g. the parenthetical reference in item 4., 2nd paragraph, be deleted (as the definition of eligibility is described in Section C – Membership of the Constitution); and
   h. a heading “5. Senate Membership” be inserted in the Bylaws after item 4 as the title for the remaining original language of the Senate Bylaws, Section A – Membership of the University Senate.

3) Section D – Term of Office of Senators in the Constitution be moved in its entirety to the Bylaws and renamed Section X – Term of Office of Senators.

4) Section E – Officers of the University Senate in the Constitution be moved in its entirety to the Bylaws and renamed Section Y – Officers of the University Senate AND that the time for taking office for the officers be changed to July 1.

5) Section F in the Constitution be renamed Section E.

6) A new Section F – Presiding Officer be inserted in the Senate Constitution.

7) Section G and Section H remain untouched in the Senate Constitution.

8) Paragraph one of Section I – University Senate-Chancellor Relations of the Senate Constitution remain with the last phrase changed to read “as authorized by the charge to the committee set forth in the Bylaws” and the remainder of Section I be moved in its entirety to the Bylaws and renamed Section – University Senate Actions Directed to the Chancellor.

For the complete Constitution and Bylaws see: http://www.uwec.edu/AcadAff/upload/FASRP11.pdf
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MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee: Executive Committee

by a vote of __14__ for to _0__ against on ____November 15, 2011____ (Date)

Recommends that

Changes be made to Part II: Constitution of the University Faculty and University Academic Staff, Article Three: University Senate and to Part III: Bylaws of the University Faculty and University Academic Staff, Article Three: University Senate in the Faculty and Academic Staff Rules and Procedures as follows.

NOTE: new proposed language is shown in yellow and bold to avoid confusion with the titles/headers that typically appear in the Constitution and Bylaws in bold type. Item moved without change are in yellow. Items removed from one section to another or deleted are shown in strike-thru.

{in Part II: Constitution}

ARTICLE THREE: UNIVERSITY SENATE

Section A – Name
The name of this organization is the University Senate of the University of Wisconsin-Eau Claire.

Section B – Purpose
The University Senate is a deliberative body empowered to act for the University Faculty and the University Academic Staff in matters of faculty and academic staff responsibility and concern.

[MOVED TO SECTION D]

Under Wisconsin State Statute 36.09, primary responsibility for curricular matters and faculty personnel policy rests with the University Faculty, and primary responsibility for academic staff personnel policy rests with the University Academic Staff. Therefore, after discussion by the full Senate, voting on all matters directly related to curriculum shall be reserved for those senators who are members of the University Faculty. After discussion by the full Senate, voting on personnel policies shall be reserved for those senators who are members of the group, University Faculty or University Academic Staff, to which the policy applies. If those members of the Senate without primary responsibility desire to vote their concern on a matter, a member of that group of senators may request that a vote be taken by those members. The results would be forwarded to the Chancellor along with the vote of the members with primary responsibility.

Section C – Membership
The name of this organization is the University Senate of the University of Wisconsin-Eau Claire.

[NEW PARAGRAPH MERGES THE DESCRIPTION OF SENATORS FOUND IN 1.A. AND 2.A.]

All members of the University Faculty or the University Academic Staff who are eligible to vote, as defined in Article One: Section D and Article Two: Section D of this constitution, and who have served at least three semesters are eligible for membership in the University Senate. University Faculty and University Academic Staff members of the Senate are expected to serve as representatives of the University Faculty and University Academic Staff, respectively, as a whole, regardless of the manner in which they have been elected. The size of the University Senate, the distribution of senators, and the terms of office for senators shall be included in the bylaws. (US 11/11)

[MOVED TO BYLAWS]
1. University Faculty Senators (US 10/04)
Senate Language Move and term update

a. All members of the University Faculty who are eligible to vote in the University Faculty meeting and who have served at least three semesters are eligible for membership in the University Senate. University Faculty members of the Senate are expected to serve as representatives of the University Faculty as a whole, regardless of the manner in which they have been elected.

b. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, Library Services shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department's election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.

c. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

2. University Academic Staff Senators

a. All members of the University Academic Staff who are eligible to vote in the University Academic Staff meeting and who have served at least three semesters are eligible for membership in the University Senate. University Academic Staff members of the Senate are expected to serve as representatives of the University Academic Staff as a whole, regardless of the manner in which they have been elected.

b. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having twenty or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit's election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.

c. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to part 4 in this section. These senators shall be nominated by the University Academic Staff Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators
The Chancellor and Vice Chancellor(s) are non-voting members of the Senate. (US 10/09)

4. Senator Balance
Each year the Senate Executive Committee will review the size of the University Senate and distribution of senators, as described in the Bylaws of the University Senate. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as possible, the percentage of University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives will work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote using the Official Frozen File created for that academic year. (Eligibility to vote is defined in Article One: Section D and Article Two: Section D of this constitution.) Based on this information, recommendations pertaining to the number and distribution of senators may be made.
Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

Section D — Term of Office of Senators:
Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester. Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws. In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

Section E — Officers of the University Senate:
1. The University Senate shall elect a Chair-elect in April of the even-numbered years. The Chair-elect will serve on the Executive Committee for one year and then become Chair of the University Senate for two years, taking office at the end of the academic year in the odd-numbered years. The Chair-elect is to be elected from among the current members of the University Senate. The Senate will elect a Vice chair in the second April meeting of the odd-numbered years, and the Vice chair shall take office for two years at the end of that academic year. If the Chair-elect is a University Faculty member, then the Vice chair is to be elected from among the current University Academic Staff members of the University Senate. If the Chair-elect is a University Academic Staff member, then the Vice chair is to be elected from among the current University Faculty members of the University Senate. If the Senate term of either expires before the expiration of the term as a Senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original Senate membership will be filled following normal procedures. In the event of a vacancy in the office of Chair, the current Chair-elect (or if none, the Vice chair) shall assume the office of Chair. In the event of a vacancy in the office of Vice chair, the Senate shall elect a Vice chair to serve the unexpired term. In the event of a vacancy in the office of Chair-elect, the Senate shall elect a Chair-elect to serve the unexpired term.

2. The Chair of the University Senate shall serve as the representative of the University Faculty and the University Academic Staff at official occasions and functions. The Chair of the University Senate will serve as the Chair of the Senate Executive Committee and will continue as a voting member for one year after the completion of the term as Senate Chair.

3. The secretary of the University Senate is a member of the regular clerical staff at the University.

Section D — Voting
Under Wisconsin State Statute 36.09, primary responsibility for curricular matters and faculty personnel policy rests with the University Faculty, and primary responsibility for academic staff personnel policy rests with the University Academic Staff. Therefore, after discussion by the full Senate, voting on all matters directly related to curriculum shall be reserved for those senators who are members of the University Faculty. After discussion by the full Senate, voting on personnel policies shall be reserved for those senators who are members of the group, University Faculty or University Academic Staff, to which the policy applies. If those members of the Senate without primary responsibility desire to vote their concern on a matter, a member of that group of senators may request that a vote be taken by those members. The results would be forwarded to the Chancellor along with the vote of the members with primary responsibility.

Section E — Meetings
1. The University Senate shall normally meet monthly at a time and place determined by the Chair. Special meetings of the Senate may be called by the Chair, at the direction of the Executive Committee, or on the written request of 10 senators or 20 members of the University Faculty and the University Academic Staff.
2. Meetings of the University Senate are open. Written notice of the agenda of the Senate meetings shall be given to all University Faculty and University Academic Staff members at least 24 hours in advance of the meetings. The items on which action is taken shall be related to items on the agenda when practicable. Any University Faculty or University Academic Staff member or group of University Faculty or University Academic Staff members may request the Chair to place a matter on the Senate agenda.

Section F – Presiding Officer

The Chair of the University Senate presides at University Senate meetings. In the event the Chair is unable to do so, the Chair-elect or Vice Chair (as described in the Bylaws) shall preside over the meetings. Election procedures and terms for officers shall be included in the Bylaws. (US11/11)

Section G – Committees

The University Senate shall create and maintain standing and ad hoc committees to assist in its deliberations. Such committees are responsible to the University Senate and their recommendations on matters of policy become effective only after receiving approval from the University Senate. Chairs of University Senate standing committees must be senators. In the event an elected member of a committee is unable to fulfill the duties of the committee due to an official leave (sabbatical, medical leave, etc.), the Committee Chair may request a temporary replacement of that member following the established procedures for filling vacancies on committees as outlined in the Bylaws of the University Senate. (US 11/03)

Membership and functions of all University Senate standing committees shall be included in the Bylaws. (US 5/10)

Section H – University Senate Student Relations:

1. Students who visit University Senate meetings may speak or make presentations with the prior consent of the presiding officer. Meetings of the University Senate will be open meetings.

2. The Senate Chair shall receive all communications from the Student Senate, inform the Senate of actions taken by the Student Senate that are relevant to the concerns of the faculty and academic staff, and refer such actions to the appropriate Senate committees.

Section I – University Senate – Chancellor Relations:

The University Faculty and the University Academic Staff and their primary legislative body, the University Senate, shall serve as a consultative body to provide the Chancellor with faculty and academic staff recommendations for making those policy decisions for which the Chancellor assumes responsibility in consultation with the faculty under Wisconsin State Statute 36.09 [4] and with the academic staff under Wisconsin State Statute 36.09 [4m]. University Senate consultation with the Chancellor will follow standard administrative and University Senate procedures, with the Senate committees recommending appropriate actions to the University Senate and reporting to the Senate any actions the committees may have taken in consultation with the Chancellor as authorized by the constitutional charge to the committee set forth in the bylaws.

[Remaining paragraphs of Section I moved to the Bylaws]

For those University Senate actions that are directed to the Chancellor, the following procedures shall be followed:

1. The Chair of the University Senate shall transmit the recommendations of the University Senate to the Chancellor who will act on them or refer them to the appropriate administrative body.

2. The University Senate will expect the Chancellor, or a member of the faculty or academic staff designated by the Chancellor, to report to the University Senate without unnecessary delay the action taken on University Senate recommendations. If no action is reported to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)

3. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:
   a. For University Senate or faculty concerns:
Senate Language Move and term update

1) If the recommendation deals primarily with matters of concern to the University Faculty, a subcommittee composed of the University Faculty members of the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable. For University Senate concerns, the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.

2) If the Executive Committee or subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.

3) If the parties agree on the modification, it shall be presented to the University Senate for action.

4) If the Executive Committee or subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the Executive Committee's or subcommittee's position.

5) If the University Senate does not agree to a modification of its original recommendation, the original recommendation shall be returned to the Chancellor for final action.

b. For University Academic Staff concerns:

1) If the recommendation deals primarily with matters of concern to the University Academic Staff, a subcommittee composed of the University Academic Staff members of the Executive Committee and the four University Academic Staff Senators on the Academic Staff Personnel Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.

2) If the University Academic Staff subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.

3) If the parties agree on the modification, it shall be presented to the University Senate for action.

4) If the University Academic Staff subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the University Academic Staff subcommittee's position.

5) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the Chancellor for final action.

Part III: Bylaws

ARTICLE THREE: UNIVERSITY SENATE (BYLAWS MERGED AND REVISED US 4/98)

Section A – Membership of University Senate

The University Senate shall consist of University Faculty and University Academic Staff senators and will reflect the appropriate percentages of University Faculty senators and University Academic Staff senators as described in Item 4, Senator Balance below Article Three, Section C, 4 of the Constitution of the University Faculty and the University Academic Staff.

moved here from the Constitution

1. University Faculty Senators (US 10/04)

a. All members of the University Faculty who are eligible to vote in the University Faculty meeting and who have served at least three semesters are eligible for membership in the University Senate. University Faculty members of the Senate are expected to serve as representatives of the University Faculty as a whole, regardless of the manner in which they have been elected.

b. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, Library Services shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department's election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the Chair of the University Senate of the results of the
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election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.

b. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

c. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

2. University Academic Staff Senators

a. All members of the University Academic Staff who are eligible to vote in the University Academic Staff meeting and who have served at least three semesters are eligible for membership in the University Senate. University Academic Staff members of the Senate are expected to serve as representatives of the University Academic Staff as a whole, regardless of the manner in which they have been elected.

b. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having twenty or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit’s election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.

c. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to part 4 in this section. These senators shall be nominated by the University Academic Staff Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators

The Chancellor and Vice Chancellor(s) are non-voting members of the Senate. (US 10/09)

4. Senator Balance

Each year the Senate Executive Committee will review the size of the University Senate and distribution of senators, as described in the Bylaws of the University Senate. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as possible, the percentage of University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives will work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote using the Official Frozen File created for that academic year. (Eligibility to vote is defined in Article One: Section D and Article Two: Section D of this constitution.) Based on this information, recommendations pertaining to the number and distribution of senators may be made.

Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

5. Senate Membership

The voting members of the University Senate include: (US 4/09)

- 42 University Faculty (defined in Article One, Section C)
- 1 University Faculty member from each academic department or equivalent with 4 or more members

University Faculty senators at large:
Senate Language Move and term update

- Additional faculty elected by and from each college as needed to have a minimum of 3 faculty senators from each college (the minimum of 3 includes any departmental senators)
- Additional Instructional Academic Staff (IAS) with faculty status elected by and from each college as needed to have at least 1 IAS from each college (the minimum of 1 includes any departmental senators)
- Additional University Faculty from any area elected at large as needed to total 42
- 28 University Academic Staff (defined in Article One, Section C)
  - 1 University Academic Staff member from each Unit with 4 or more members
  - 1 University Academic Staff member from Instructional Academic Staff without faculty status from each department with 9 or more such members

University Academic Staff senators at large:
- 2 University Academic Staff from the Instructional Academic Staff without faculty status
- Additional University Academic Staff from any area as needed to total 28

The Chancellor and Vice Chancellor(s) shall be non-voting members of the University Senate. (US 3/05; US 10/09)

Sections B through W untouched by this motion

[content moved from the Constitution]

Section X – Term of Office of Senators

Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester. Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws. In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

Section Y – Officers of the University Senate

1. The University Senate shall elect a Chair-elect in April of the even-numbered years. The Chair-elect will serve on the Executive Committee for one year and then become Chair of the University Senate for two years, taking office July 1 at the end of the academic year in the odd-numbered years. The Chair-elect is to be elected from among the current members of the University Senate. The Senate will elect a Vice chair in the second April meeting of the odd-numbered years, and the Vice chair shall take office for two years beginning July 1 at the end of that academic year. If the Chair-elect is a University Faculty member, then the Vice chair is to be elected from among the current University Academic Staff members of the University Senate. If the Chair-elect is a University Academic Staff member, then the Vice chair is to be elected from among the current University Faculty members of the University Senate. If the Senate term of either expires before the expiration of the term as a Senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original Senate membership will be filled following normal procedures. In the event of a vacancy in the office of Chair, the current Chair-elect (or if none, the Vice chair) shall assume the office of Chair. In the event of a vacancy in the office of Vice chair, the Senate shall elect a Vice chair to serve the unexpired term. In the event of a vacancy in the office of Chair-elect, the Senate shall elect a Chair-elect to serve the unexpired term.

2. The Chair of the University Senate shall serve as the representative of the University Faculty and the University Academic Staff at official occasions and functions. The Chair of the University Senate will serve as the Chair of the Senate Executive Committee and will continue as a voting member for one year after the completion of the term as Senate Chair.

3. The secretary of the University Senate is a member of the regular clerical staff at the University.
Section 2 – University Senate Actions Directed to the Chancellor

For those University Senate actions that are directed to the Chancellor, the following procedures shall be followed:

1. The Chair of the University Senate shall transmit the recommendations of the University Senate to the Chancellor who will act on them or refer them to the appropriate administrative body.

2. The University Senate will expect the Chancellor, or a member of the faculty or academic staff designated by the Chancellor, to report to the University Senate without unnecessary delay the action taken on University Senate recommendations. If no action is reported to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)

3. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:
   a. For University Senate or faculty concerns:
      1) If the recommendation deals primarily with matters of concern to the University Faculty, a subcommittee composed of the University Faculty members of the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable. For University Senate concerns, the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the Executive Committee or subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the Executive Committee or subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the Executive Committee's or subcommittee's position.
      5) If the University Senate does not agree to a modification of its original recommendation, the original recommendation shall be returned to the Chancellor for final action.
   b. For University Academic Staff concerns:
      1) If the recommendation deals primarily with matters of concern to the University Academic Staff, a subcommittee composed of the University Academic Staff members of the Executive Committee and the four University Academic Staff Senators on the Academic Staff Personnel Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the University Academic Staff subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the University Academic Staff subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the University Academic Staff subcommittee's position.
      5) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the Chancellor for final action.

Implementation Date: upon ratification in early 2012
Publication Date: July 2012

Signed: ______________________________________
Chair of the Committee

Send to: University Senate Office