

Bylaws of the Faculty Senate of Utah Valley University

Date Ratified: April 7, 2020

1. Process for Ratification, Approval, of Amendments to Faculty Senate Bylaws

- 1.1. Faculty Senate Bylaws (hereafter referred to as “the bylaws”) shall be ratified by the Faculty Senate (hereafter referred to as “Senate”) at least during the spring term and are in effect for the following academic year. Changes may also be suggested by a Faculty Senator (hereafter referred to as “Senator”) at any time with the support of $\frac{2}{3}$ of the Senate and must go through the same ratification process.
- 1.2. Changes to the Bylaws must be approved in Senate meetings by a two-thirds majority vote of the Senate.
- 1.3. The Senate Bylaws ratification process shall follow the Debate Calendar process within Faculty Senate.

2. Responsibilities and Term Lengths for Senate Executive Officers

- 2.1. President of the Faculty Senate (hereafter referred to as "President")
 - 2.1.1. Duties
 - 2.1.1.1. Fulfills the responsibilities listed in Policy 103 Faculty Senate Constitution,
 - 2.1.1.2. Functions as the Chair of the Faculty Senate.
 - 2.1.1.3. Serves on and attends the following committees, boards, and meetings:
 - a. President's Council
 - b. President's Executive Leadership Council (PELC)
 - c. Academic Affairs Council (AAC)

- d. University Benefits Committee
 - e. University Planning Advisory Council (UPAC)
 - f. Attends meetings of the Board of Trustees
 - g. Ex-Officio member of the PACE Board.
- 2.1.1.4. Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities.
- 2.1.1.5. Is the budget director for Senate funds.
- 2.1.1.6. Votes only when there is a tied vote on any matter within the Senate.
- 2.1.1.7. Is responsible for distributing service certificates and writing letters of service for Senators rotating off the Senate at the end of each academic year.
- 2.1.2. Terms Length
 - 2.1.2.1. Serves concurrently with the Vice President during their two-year term.
 - 2.1.2.2. The President may not be elected to more than one term in the same office.
- 2.2. Faculty Senate Vice President (hereafter referred to as "Vice President")
 - 2.2.1. Responsibilities
 - 2.2.1.1. Functions as the Vice Chair of the Senate.
 - 2.2.1.2. Functions as the Chair of the Senate in meetings that the President is unable to attend.
 - 2.2.1.3. Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities.
 - 2.2.1.4. Is a voting member of the Faculty Senate representing the issues of all faculty and does not represent their department.
 - 2.2.1.5. In the event the President cannot complete their appointed term, the Vice President succeeds immediately to the presidency and serves out the remainder of the term the former President was elected to fulfill.
 - 2.2.1.6. In the event the Vice President cannot complete their appointed term or must succeed to the presidency, an election of an interim Vice President shall take place, as outlined in the Faculty Senate Internal Elections Section.
 - 2.2.2. Term Length
 - 2.2.2.1. Serves concurrently with the President during their two-year term.
 - 2.2.2.2. The Vice President may not be elected to more than one term in the same office.
- 2.3. Standing Committee Chairs
 - 2.3.1. Service and Elections (S&E) Standing Committee Chair
 - 2.3.1.1. Attends and serves as a voting member of the Faculty Senate Executive Committee (hereafter referred to as "Executive Committee"). Attends Senate meetings.

- 2.3.1.2. Service Duties and Responsibilities
 - 2.3.1.2.1. Promotes faculty service and involvement as an important part of UVU's mission at all Executive Committee and Senate meetings.
 - 2.3.1.2.2. Maintains the following lists of service:
 - a. Faculty Senators, their schools/colleges, departments, and terms of service.
 - b. Non-Senator faculty members, their schools/colleges, departments, and terms of service, serving on Senate committees and their terms.
 - 2.3.1.2.3. Monitors the activities of Senate Ad Hoc committees and Senate participation in other campus activities as reported by Chairs.
- 2.3.1.3. Elections Duties and Responsibilities
 - 2.3.1.3.1. Prompts S&E College/School representatives to hold elections and fill vacancies in their respective Colleges/Schools.
 - 2.3.1.3.2. Advises S&E College/School representatives on proper election protocols, as needed.
 - 2.3.1.3.3. Conducts College/School elections if the S&E College/School representative is unable to do so or if the S&E College/School representative is nominated for the position to be filled.
- 2.3.1.4. Term Lengths
 - 2.3.1.4.1. The S&E Chair serves a one-year term and may be reelected for no more than three consecutive terms.
 - 2.3.1.4.2. The S&E Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.
 - 2.3.1.4.3. The S&E Committee members serve a three-year term and may be reelected.
- 2.3.2. Retention, Tenure, and Promotion and Appeals (hereafter referred to as "RTP and Appeals") Standing Committee Chair
 - 2.3.2.1. Responsibilities
 - 2.3.2.1.1. Attends and serves as a voting member of the Executive Committee. Attends Senate meetings.
 - 2.3.2.1.2. Assists with organizing, scheduling, and conducting committees to hear tenure appeals, rank appeals, and grievances.
 - 2.3.2.1.3. Provides direction for committees organized to hear tenure appeals, rank appeals, and grievances.
 - 2.3.2.1.4. Serves on appeals committees as necessary.
 - 2.3.2.1.5. At least once every five years, in coordination with the Provost, conducts a review of the tenure guidelines for all UVU academic departments.

2.3.2.2. Term Length

- 2.3.2.2.1. The RTP and Appeals Chair serves a two and one half-year term and may be reelected for no more than two consecutive terms.
- 2.3.2.2.2. The RTP and Appeals Chair shall be elected during the last senate meeting of the Spring in the last year of the previous chair's term.
- 2.3.2.2.3. The RTP and Appeals Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of December in the last year of their term.
- 2.3.2.2.4. Both the new and previous RTP and Appeals Chairs terms shall overlap between the July and December following an election. During this time, the new RTP and Appeals Chair shall assume all the authority and responsibilities of this office. The previous RTP and Appeals Chair shall attend all RTP and Appeals Committee meetings in a supporting role.

2.3.3. Curriculum Standing Committee Chair

2.3.3.1. Responsibilities

- 2.3.3.1.1. Attends and serves as a voting member of the Executive Committee. Attends Senate meetings.
- 2.3.3.1.2. Oversees the efficient and effective approval of curriculum as outlined in UVU Policy 605.
- 2.3.3.1.3. Oversees
 - a. course review outlined in UVU Policy 605, and
 - b. credit hour review outlined in UVU Policy 610.
- 2.3.3.1.4. Leads the University Curriculum Committee (UCC) in preparing, presenting, and disseminating guidance materials on curriculum procedures to faculty and the wider academic community through the Academic Affairs Council (AAC), Chairs Meeting, College Curriculum Committee (CCC) meetings, and Faculty Senate.
- 2.3.3.1.5. Presides over monthly UCC meetings as a non-voting member, except in the case of a tie.
- 2.3.3.1.6. Oversees all activities of the GI, GE, WE, and Graduate Committees.
- 2.3.3.1.7. Maintains guidelines and bylaws associated with the GI, GE, WE, and Graduate Committees.
- 2.3.3.1.8. Trains new chairs and committee members of UCC, Global Intercultural (GI), General Education (GE), Writing Enriched (WE), and Graduate Committees in duties pertaining to curriculum and College/School committee members and chairs.

- 2.3.3.1.9. Works with the Curriculum Office, the Office of Teaching and Learning (OTL), and others in building and maintaining strong web presence for various committee needs and timeliness of information.
- 2.3.3.1.10. Acts as an advocate for curriculum process needs across university and colleges/schools.
- 2.3.3.1.11. Meets regularly with the Curriculum and Scheduling office to ensure coordination of activities.
- 2.3.3.1.12. Serves as a member of the Assessment Committee.
- 2.3.3.1.13. Maintains effective communication between all curriculum-related committees to ensure a seamless curriculum process.
- 2.3.3.1.14. Works with the Graduate Committee Chair to ensure a robust curricular process for graduate programs.
- 2.3.3.2. The Senate President (or designee) and Associate Provost - Academic Programs annually evaluates the UCC Chair and writes a letter for the UCC Chair's RTP file.
- 2.3.3.3. The Chair of the UCC Committee
 - 2.3.3.3.1. To be eligible to serve as UCC Chair, individuals must
 - a. be tenured,
 - b. be in good standing with the university,
 - c. have the support of their department chair, and
 - d. have completed a term as a UCC member, College Curriculum Chair or as GI, GE or WE chair, or equivalent curriculum experience.
- 2.3.3.4. Term Length
 - 2.3.3.4.1. The UCC Chair has a three-year term of service. They first serve one year as the UCC Chair Elect, which is followed by a two-year term of service as UCC Chair. During the final year of service as UCC Chair, they train the incoming Chair Elect. A chair may serve a maximum of two consecutive terms.
 - 2.3.3.4.2. Receives release time equivalent to two courses each fall and spring as well as a modest each summer stipend during the two-year term with no Chair Elect.
 - 2.3.3.4.3. Support for position (money and other logistics) will be through the Associate Provost - Academic Programs.
- 2.3.4. Special Assignments and Investigations (S&I) Standing Committee Chair
 - 2.3.4.1. Responsibilities
 - 2.3.4.1.1. Attends and serves as a voting member of the Executive Committee. Attends Senate meetings.

- 2.3.4.1.2. Under the direction of the Executive Committee or Senate, investigates areas of interest or concern to Senate and faculty that do not fall under the jurisdiction of other Standing Committees.
- 2.3.4.1.3. Provides a formal mechanism for all faculty to express anonymous questions and concerns to the Senate.
- 2.3.4.1.4. Intentionally and directly solicits questions and concerns from all faculty and addresses them, as practical.
- 2.3.4.1.5. Reports the progress and results of investigations in Executive Committee meetings and during other times, when appropriate. Solicits feedback and potential direction for further action during these reports.
- 2.3.4.2. Term Length
 - 2.3.4.2.1. The S&I Chair serves a one-year term and may be reelected for no more than three consecutive terms.
 - 2.3.4.2.2. The S&I Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.
- 2.3.5. Advancement of Teaching Standing Committee Chair
 - 2.3.5.1. Responsibilities
 - 2.3.5.1.1. Attends and serves as a voting member of the Executive Committee. Attends Senate meetings.
 - 2.3.5.1.2. Monitors and supports the FEA College/School Chairs as they conduct the Faculty Excellence Awards.
 - 2.3.5.1.3. The Advancement of Teaching Standing Committee
 - 2.3.5.1.3.1. Is co-led by the Advancement of Teaching Chair, who is a voting member, and an administrator from the Office of Teaching and Learning, who is a non-voting member.
 - 2.3.5.1.3.2. Is charged with the study, development, and cultivation of supportive and learner-centered teaching at UVU.
 - 2.3.5.1.3.3. May provide a representative to serve on policy creation, evaluation, and revision committees that are directly related to
 - a. teaching effectiveness, evaluation, and efficiency,
 - b. support of faculty teaching,
 - c. encouragement of scholarship and innovation in teaching and learning strategies,
 - d. appropriate recognition of good teaching, and
 - e. support of diverse learners.
 - 2.3.5.1.3.4. Under the direction or approval of Senate, aligns teaching policies and practices in concert with the University RTP

Committee, University Curriculum Committee, Academic Programs Assessment Committee, the Office of Teaching and Learning, and others.

2.3.5.1.3.5. Manages the Student Rating of Instruction (SRI) process and instrument. Any changes to the content or process of administration of the SRI, must be ratified by the Senate.

2.3.5.1.3.6. Committee members are recommended by the Advancement of Teaching Chair to the Senate based on expertise and experience in one or more of the following areas: education research, teaching evaluation, teaching experience, and faculty development. Recommended committee members may not be seated unless ratified by the Senate.

2.3.5.1.3.7. Facilitates the review and approval of travel and institutional grant monies.

2.3.5.2. Term Length

2.3.5.2.1. The Advancement of Teaching Chair serves a three-year term and may be reelected for no more than two consecutive terms.

2.3.5.2.2. The Advancement of Teaching Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.

2.3.5.2.3. The Advancement of Teaching Committee members serve a three-year term and may be reelected.

2.4. Non-Standing Committees and Other Members of the Faculty Senate Executive Committee.

2.4.1. Parliamentarian

2.4.1.1. Responsibilities

2.4.1.1.1. Attends Executive Committee and Senate, serving as a non-voting, ex-officio member of both.

2.4.1.1.2. Advises the President on rules of order and procedure for conducting Senate meetings.

2.4.1.1.3. Assists in the drafting and interpretation of the Bylaws and rules of order.

2.4.1.1.4. Assists in planning and conducting meetings in accordance with the Bylaws and rules of order.

2.4.1.1.5. Shall not be a sitting senator of the Senate.

2.4.1.1.6. Shall have served as a senator previously.

2.4.1.2. Term Length

2.4.1.2.1. The Parliamentarian serves a four-year term and is elected by Senate during a year that does not contain the election of a President and Vice President.

2.4.1.2.2. The Parliamentarian shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.

2.4.2. Policy Liaison

2.4.2.1. Responsibilities

2.4.2.1.1. Need not be a sitting senator.

2.4.2.1.2. Attends Executive Committee meetings in a non-voting capacity.

2.4.2.1.3. Attends Senate meetings. If a sitting Senator, retains voting capacity in Senate meetings.

2.4.2.1.4. Serves as a member of and attends the University Policy Subcommittee of President's Council.

2.4.2.1.5. Assists the President in the role of policy sponsor and may steward policies, if asked.

2.4.2.1.6. Under the direction of the Executive Committee, works directly with policy stewards and sponsors on Stage One policy matters to identify and resolve possible policy concerns prior to Stage Two.

2.4.2.1.7. Under the direction of the Executive Committee, works with the S&E Committee Chair to encourage faculty participation on policy writing or revision committees, particularly those of high interest for faculty.

2.4.2.2. Term Length

2.4.2.2.1. The Policy Liaison serves for two years and may serve a second term, but may not serve more than two consecutive terms.

2.4.2.2.2. The Policy Liaison is elected in the year between senate president elections.

2.4.2.2.3. The Policy Liaison shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.

2.4.2.2.4. If the Policy Liaison leaves office during their term, an Interim Policy Liaison shall be elected by the senate and shall serve for the remainder of the current Policy Liaison term. This interim term shall not count toward the number of consecutive terms the Policy Liaison may serve.

2.4.3. Council on Academic Standards (CAS)

2.4.3.1. Responsibilities

2.4.3.1.1. The CAS Chair

a. shall not be a sitting Senator.

b. attends, and serves as an ex-officio, non-voting member of, the Executive Committee and Senate.

- 2.4.3.1.2. Recommends and evaluates policies concerning admission, retention, graduation, and academic standards and helps establish procedures to carry out such policies.
 - 2.4.3.1.3. Serves as an appellate body regarding policies and procedures concerning admission, retention, graduation, and academic standards.
 - 2.4.3.1.4. Serves primarily as an approving authority for grade changes and as an appellate body for student petitions against faculty. Makes recommendations regarding these petitions to the Provost.
 - 2.4.3.1.5. In collaboration with Academic Standards University College Advisement Center, reviews and approves re-admittance petitions per UVU Policies 523: Grading and 521: Undergraduate Academic Standards.
 - 2.4.3.1.6. The bylaws of the Council will be maintained separately from the Bylaws, but can be found on the Senate web page.
- 2.4.3.2. Term Length
 - 2.4.3.2.1. The CAS Chair serves for 3 years and may serve a second term, but may not serve more than 2 consecutive terms.
 - 2.4.3.2.2. The CAS Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.
- 2.4.4. Senate Librarian
 - 2.4.4.1. Attends Executive Committee and Senate, serving as a non-voting member of both.
 - 2.4.4.2. Advises Faculty Senate on developments from the library.
 - 2.4.4.3. Provides relevant information on topics of interest at the request of the Executive Committee or the Faculty Senate. This includes performing literature reviews and other research as needed.
 - 2.4.4.4. Appointed by the Library Director.
- 2.4.5. Office of Teaching and Learning
 - 2.4.5.1. Representative attends Executive Committee and Senate, serving as a non-voting, ex-officio member of both.
 - 2.4.5.2. Informs the Senate on developments in the Office of Teaching and Learning
 - 2.4.5.3. Acts as a consultant with Senate on issues regarding pedagogy, course development, course delivery, and other related issues
- 2.4.6. Faculty Senate Secretary/Treasurer
 - 2.4.6.1. Responsible for recording meetings and producing minutes of all Executive Committee and Senate meetings.

- 2.4.6.2. Makes a copy of all minutes available to the public through the Senate webpage.
- 2.4.6.3. Records and monitors attendance at Executive Committee and Senate meetings as recorded by the Senate Secretary and submits an annual attendance report to the Executive Committee.
- 2.4.6.4. Acts as Senate Treasurer to the Executive Committee.
- 2.4.6.5. Compensated through an agreement between the Provost and President.
- 2.4.7. General Education (GE) Committee
 - 2.4.7.1. Responsibilities
 - 2.4.7.1.1. The GE Committee shall function as a sub-committee of the UCC.
 - 2.4.7.1.2. The committee shall be comprised of one elected, full-time faculty representative from each college/school. Elections of representatives will be conducted through the S&E Committee.
 - 2.4.7.1.3. The GE Committee Chair will be elected by the GE Committee from the membership of the GE Committee and ratified by the Executive Committee.
 - 2.4.7.2. Term Length
 - 2.4.7.2.1. The GE Committee Chair will serve for a term of three years for a maximum of two consecutive terms.
 - 2.4.7.2.2. The GE Committee Chair shall begin their term of office on July 1 of the year they are elected and serve until the end of June in the last year of their term.
 - 2.4.7.3. Committee Makeup
 - 2.4.7.3.1. The GE Committee shall include two representatives from the College of Science, with one representative from the Department of Mathematics and the other from a department other than Mathematics.
 - 2.4.7.3.2. The GE Committee shall include two representatives from the College of Humanities and Social Sciences, with one representative from the Department of English and Literature and the other from a department other than English and Literature.
 - 2.4.7.3.3. The GE Committee shall include one representative from each college or school besides the College of Science and the College of Humanities and Social Sciences.
- 2.4.8. Interim Positions
 - 2.4.8.1. In the event the Parliamentarian or Policy Liaison officers cannot fulfill their duty, then the Executive Committee shall determine interim candidates for election.

- 2.4.8.2. Any interim replacement must have the same eligibility for the role as the duly elected position requires.
- 2.4.8.3. An election will take place in the first appropriate Senate meeting.

3. Faculty Senate Internal Elections

- 3.1. General Guidelines for Faculty Senate Internal Elections (hereafter referred to as “Elections”)
 - 3.1.1. Eligibility for Elections
 - 3.1.1.1. Individuals must be Senators to be eligible to be elected to positions in this section, unless otherwise stated within these bylaws.
 - 3.1.2. Nominations for Elections
 - 3.1.2.1. Nominations for all Elections must be made and seconded by sitting Senators in attendance.
 - 3.1.2.2. At least 50% of the quorum in attendance must ratify the nominations.
 - 3.1.2.3. Subsequent to their nomination and prior to the Election, nominees shall submit with the name of their department a statement of not more than 300 words describing their fitness for and vision of the position to the S&E Chair.
 - 3.1.3. Election Procedures
 - 3.1.3.1. The newly elected Faculty Senate President presides at the election of the new Executive Committee members following the election to Faculty Senate President.
 - 3.1.3.2. During the election of new Faculty Senate Executive Committee members, the Vice President, Parliamentarian, and Secretary may assist the President as requested.
 - 3.1.3.3. Voting may be conducted electronically through a means guaranteeing non-duplicate voting counts.
- 3.2. Election Guidelines for Faculty Senate President and Faculty Senate Vice President
 - 3.2.1. Eligibility
 - 3.2.1.1. Faculty who are eligible to vote for Faculty Senate President (hereafter referred to as President) and Faculty Senate Vice President (hereafter referred to as Vice President) are defined in the Policy 103: Faculty Senate Constitution, Section 3.2.
 - 3.2.1.2. In order to be eligible to serve as Faculty Senate President or Faculty Senate Vice President, individuals must be tenured as of July 1 of the year their term would begin.
 - 3.2.2. Nominations

- 3.2.2.1. Nominations for Faculty Senate President and Faculty Senate Vice President shall be held during a presidential election year. A presidential election year is the last year of service of the outgoing Faculty Senate President.
 - 3.2.2.2. Nominations must be made during a Faculty Senate meeting between January 1 and February 28 of the same year.
 - 3.2.2.3. The outgoing Faculty Senate President presides over the nominations of the next Faculty Senate President and Faculty Senate Vice President.
- 3.2.3. Election Process
 - 3.2.3.1. The following individuals shall conduct the elections of the Faculty Senate President and Faculty Senate Vice President: the current Faculty Senate President, Faculty Senate Vice President, and Secretary. Assistance may be provided by the Service and Elections Chair, Parliamentarian, College Election Chairs, or other appropriate individuals as identified by the current Faculty Senate President.
 - 3.2.3.2. The Faculty Senate President and Vice President shall be elected in the Faculty Senate meeting immediately subsequent to the nomination meeting and prior to March 1st of the same year during a presidential election year.
 - 3.2.3.3. It is recommended that an online program (e.g., Qualtrics) be used and that all faculty receive a unique individual email invitation with a unique URL to vote for President and Vice President.
 - 3.2.3.4. A preferential vote will be used to identify the order of preference for each candidate nominated.
- 3.3. Election of Parliamentarian
 - 3.3.1. The Parliamentarian must be nominated by a sitting senator.
 - 3.3.2. The Faculty Senate body votes in a process similar to that outlined for the election of Faculty Senate Standing Committees and during the same meeting of the Standing Committee Chairs.
 - 3.3.3. The Parliamentarian must not be a current sitting senator.
 - 3.3.4. The Parliamentarian must have demonstrated proficiency in the procedure and protocols used by Faculty Senate.
- 3.4. Election of Chairs to the Faculty Senate Standing Committees
 - 3.4.1. Terms
 - 3.4.1.1. The Chairs of the Faculty Senate Standing Committees are elected during the last meeting of the Faculty Senate for the academic year.
 - 3.4.1.2. The Chairs begin service on July 1st of the year elected.
 - 3.4.1.3. The Chairs must be elected Faculty Senators representing when they are elected.

- 3.4.1.4. The Chairs may serve more than one term if they are still sitting senators at the time of re-election.
 - 3.4.1.5. Elections within the Senate, including those for Executive Committee Chairs, shall be conducted by clickers. Election shall be prepared by or under the supervision of the Faculty Senate President with the help of the Vice President, Parliamentarian, and Secretary.
 - 3.4.1.6. The Chairs shall assume their responsibilities July 1st of the year they are elected, unless they are filling a midterm vacancy. If filling a midterm vacancy, their responsibilities shall begin immediately.
- 3.5. Election of Faculty Senators
 - 3.5.1. Senators shall be elected for a three-year term and they may be elected for additional terms.
 - 3.5.2. Elections shall take place within academic departments no later than 15 March of each year.
 - 3.5.3. If Senators move from one academic school/college to another, they shall not retain their Senate seats, though they shall be eligible to be elected to the Senate from the new school/college. If an academic school/college loses a seat or seats due to reapportionment, the faculty members eligible to vote from that school/college shall determine how to apportion the school/college Senators among its faculty members. Some Senators may not serve their full three-year terms in this case.
 - 3.5.4. Faculty Senators begin their service on July 1st. The number of Senators serving for each department is defined in Policy 103 Constitution of the Faculty Senate of Utah Valley University. The count of the number of full-time department members published by the Provost office on January 15 is the official number used for apportionment of the following academic year. A department will not lose a seat nor will another seat be given based on any changes in the department throughout the year.
 - 3.5.5. As stated in the Faculty Senate Constitution (Policy 103), all tenured and tenure-track faculty members are eligible for senate membership. Each department shall determine how they elect their senator. Disputes over the selection process shall be reviewed and resolved by the Executive Committee.
- 3.6. Election of Other Faculty Senate Committees
 - 3.6.1. Elections for other committees of the Faculty Senate shall be conducted at the last Faculty Senate meeting of the academic year. Nominations should occur prior to this meeting to give ample time for senators to review, research, and inquire with their department as applicable. It is also recommended that nominees write a paragraph about why they would be a good fit for the position.

- 3.6.2. Elections are presided over by the Faculty Senate President.
- 3.6.3. Chairs of committees officially part of the Faculty Senate.
- 3.6.4. Members of Standing Committees serve for 3 years and may serve a second term, but may not serve more than 2 consecutive terms unless otherwise specified in other areas of the bylaws.
- 3.7. Trainings
 - 3.7.1. New senators, and members of standing committees including chairs, shall complete any training approved and required by the faculty senate.
 - 3.7.2. Approved trainings shall be listed in the senate bylaws and updated each time the bylaws are ratified.

4. Procedures of the Faculty Senate

- 4.1. General Procedural Guidelines
 - 4.1.1. Robert's Rules represents the official rules of the Senate. The intent at Faculty Senate meetings is to follow procedure but not get bogged down by it or have it become the focus of our activities.
 - 4.1.2. Faculty Senate can discuss any topics of concern or interest and form ad-hoc committees or use the Special Assignments Committee to explore anything relevant to campus life and the betterment of the institution. Often it is best to do this in conjunction with the administration but that is not necessary and at times may not be appropriate depending on the issue and level of concern expressed by the faculty.
 - 4.1.3. All discussion at the Senate moves through the President. The President recognizes individuals and keeps an order of individuals if more than one person desires to speak. Speaking out or speaking without being recognized is seen as disruptive. The Senate is a place of open and often extended discussion. Any attempts to curtail or limit discussion should be made with the utmost care.
- 4.2. Policy Actions and Process by which policy is acted upon in the Senate
 - 4.2.1. Senators are first informed of policy as a "Read and Comment" Item (a.k.a. Information Item). This informs faculty that the policy is now ready for their consideration and is generally via the Faculty Senate Agenda.
 - 4.2.2. At the next Senate meeting a policy is listed for a "Debate" (a.k.a. First Reading). This means that all Senators come to the meeting prepared to discuss the policy and ask the steward questions.
 - 4.2.3. The policy then becomes a "Motion and Vote" Item (a.k.a. Action Item). This means that senators will further discuss the policy but also take some type of action. It should be noted that at any time in this process the Senate can suspend the rules and take whatever action it likes by a majority vote.

- 4.3. Debate Actions and Process by which non-policy is acted upon in the Senate
 - 4.3.1. When the Faculty Senate is asked to weigh in on, endorse or reject, or otherwise show support for or against items that affect faculty at the University, all such items must be presented to the Faculty Senate Executive Committee before inclusion on the Faculty Senate Agenda. The person bringing forward the matter will be considered the steward of the matter, similar to a policy steward.
 - 4.3.2. Once the Faculty Senate Executive Committee approves a matter for debate, the item will be added to the appropriate calendar and included on the Senate Agenda for that date in the Non-Policy Related Action Calendar section. The Executive Committee shall determine whether the matter is treated initially as a Read and Comment Item, a Debate, or a Motion and Vote Item. The process for considering this item will then follow similarly to the Policy Debate process described above.
 - 4.3.3. If the non-policy item is generated by the Faculty Senate or another faculty entity, possible actions by the Senate in the non-policy process may include approval and disapproval rather than just advisory actions.
- 4.4. Procedural Actions/Motions
 - 4.4.1. Senators complete actions by saying "I move (make a motion) to..." All actions below are accomplished by a motion, a second, and then a simple majority vote unless otherwise noted. A Senator can also request a paper ballot, a secret ballot, or a larger majority vote (say 2/3) at any time which must be passed by a vote as well.
 - 4.4.2. Make a Motion: A Senator can move to create something in this fashion. It is the most common procedural action of the Senate. It must be seconded and, depending on the type of action, it is either then debated or immediately voted upon. All motioned items must be acted upon prior to moving to another action.
 - 4.4.3. Propose an Amendment to a Motion: This is either friendly or not. If the sponsor of the original motion agrees an amendment is friendly then the faculty senate generally allows the motion to be modified with little formal process. If the motion is not friendly, then it must be seconded, debated, and voted upon. Then faculty senate returns to the original motion depending on what action has been taken on the amendment.
 - 4.4.4. Division of a Question: At times, debate on a motion may bring us to a point where it is apparent that a motion is in need of division into separate parts. If this is seen as friendly by the sponsor, then we simply do that; otherwise, it is voted upon.
 - 4.4.5. Reorder the Agenda: Any Senator recognized by the President can move to reorder the agenda. This action is non-debatable and, if seconded, is voted

upon immediately. One might use this action to get something on the agenda one feels is important or to ensure that something lower on the agenda will be discussed at the meeting.

- 4.4.6. Table the Motion: Again, one must be recognized and then move to table. This is a non-debatable action and, if seconded, is immediately voted upon. A tabled item remains as such until a motion is made to remove it from the table. Thus it is essentially dead until further action is taken. As part of the motion to table an item, it can carry with it the request to have it on the calendar at the following meeting.
- 4.4.7. Postpone the Action: This is procedurally like tabling except a postponed item is moved to the top of the agenda at the next meeting and requires action at that meeting which could be to postpone once again.
- 4.4.8. Call the Question or Previous Question: This is a procedural move that ends debate and, if seconded, forces an immediate vote on the motion being debated. This is not generally viewed as a friendly action but can be useful.
- 4.4.9. Suspend the Rules: This action can be taken when the Senate might want to move faster on a policy than the calendar allows or when the Senate feels an action is important, but the rules prevent such actions from occurring. It generally allows the Senate to function outside of its procedural norms on a specific item and then return to the normal procedure.
- 4.4.10. Point of Order: If one feels procedure has been violated, then one can call for this, which stops debate and procedural action must be clarified.
- 4.4.11. Limit or Extending a Limited Debate: Generally the debate of a motion or item before the Senate is an open-ended discussion, but there may be instances where limiting the debate is useful and extending the limits may be needed. Extending is also required if the Senate is going past its allotted time (Senate meetings operate under a fixed time limit, which means the Senate meeting ends on time unless otherwise moved). This can be useful if the Senate is close to finalizing an action but needs a limited amount of time to finish a debate that would otherwise be carried over to the next meeting.
- 4.4.12. Adjourn: This is a non-debatable motion and, if seconded and passed, ends the session. If not called for by the chair, it is often seen as a hostile motion.
- 4.5. Meetings of the Faculty Senate
 - 4.5.1. When there are no action items scheduled for the agenda of a regular meeting of the Senate, the Executive Committee of the Senate is authorized to cancel that meeting and to carry forward all other items on the agenda to the next regular meeting of the Senate.

- 4.5.2. The Executive Committee may meet using a conference call or email if members are given sufficient advance notice and at least a majority of the Executive Committee participates in the conference call.
- 4.5.3. Special meetings of the Senate shall be held at the call of the President of the Faculty Senate or designee, or any twenty percent of the members of the Senate who submit a written request for a special meeting to the Executive Committee of the Senate. Rules governing the conduct of regular Senate meetings shall be in force at such special meetings. These meetings may occur in situations in which there is felt urgency, including during summer, and may occur online as necessary. However, any emergency actions put in place are only effective until the next regularly scheduled Faculty Senate meeting at which point the item will be discussed Faculty Senate.
- 4.5.4. Senate meetings shall be open to all faculty.
- 4.6. Order of Business of the Faculty Senate
 - 4.6.1. Except as otherwise provided by the Faculty Senate President, the order of business of the Faculty Senate shall be:
 - 4.6.1.1. Call to Order
 - 4.6.1.2. Minutes
 - 4.6.1.3. Roll Call or Silent Roll
 - 4.6.1.4. Administrative Updates
 - 4.6.1.5. Standing Committee Reports
 - 4.6.1.6. Other Committee Reports
 - 4.6.1.7. Presentation Items
 - 4.6.1.8. Consent Agenda
 - 4.6.1.9. Debate Calendar - Policy
 - 4.6.1.9.1. Motion and Vote (a.k.a. Action Items)
 - 4.6.1.9.2. Debate (a.k.a. First Readings/Responses)
 - 4.6.1.9.3. Read and Comment (a.k.a. Informational Items)
 - 4.6.1.10. Action Calendar - Non-policy
 - 4.6.1.10.1. Motion and Vote (a.k.a. Action Items)
 - 4.6.1.10.2. Debate (a.k.a. First Readings/Responses)
 - 4.6.1.10.3. Read and Comment (a.k.a. Informational Items)
 - 4.6.1.11. Announcements
 - 4.6.1.12. Good of the Order

5. The role of the Faculty Senate in the Policy Procedure

5.1. General Procedure Guidelines

- 5.1.1. The policy process at UVU is governed by Policy 101 Policy Governing Policies. Every Faculty Senator should be familiar with this policy. The following policy procedure primer outlines portions of Policy 101 and addresses the role that Senate plays.
- 5.1.2. Policy at UVU is governed by the Board of Trustees, which delegates certain policy control to the President of the Institution, who, in turn, delegates to various other entities on campus. However, final policy action is retained at the Board level in consultation with the President.

5.2. Basic policy process:

- 5.2.1. Stage One- Draft Development
- 5.2.2. Stage Two- Review by Campus Entities (PACE, UVUSA, AAC, and Faculty Senate)
- 5.2.3. Stage Three- Review by University Community (Policy draft is placed online for 7 to 30 days where all members of the campus community can review and email comments to the Policy Office)
- 5.2.4. Stage Four- Review and Approval by the Board of Trustees

5.3. Role of the Faculty Senate on Institutional Policy

- 5.3.1. The Faculty Senate is an advisory board on policy unless the University President is willing to delegate greater authority over certain policy areas. Faculty Senate can express opinion and pass along comments but cannot procedurally halt or substantively change policy items. Faculty Senate can and should expect a positive working relationship with the administration but in the end, it does not formally control any aspect of policy. That said, the Senate can take one of three actions regarding a policy as described below, each of which conveys a different message to UVU President and the Board of Trustees.

5.4. Voting Actions Regarding Policy

- 5.4.1. Pass the policy, possibly with appended suggestions and/or concerns.
- 5.4.2. Vote against the policy, possibly with forwarding further comments or a suggested course of action to the steward/UVU President/Board of Trustees.
- 5.4.3. Take no action on the policy. This would occur by tabling or postponing debate on the policy until Senate establishes a position or allow the 60-day timeline to expire.

5.5. Debate Calendar (Policy only) of the Faculty Senate Explained

- 5.5.1. As a policy leaves Stage One, it becomes a "Read and Comment" Item (a.k.a. Information Item) for the Senate and a method for commentary is opened for senators up to two business days prior to the following Senate meeting date (Friday before the Tuesday).

- 5.5.2. At the following meeting (after being listed as a Read and Comment Item), the policy moves to a “Debate” (a.k.a. First Reading/Response) unless some other action is taken. A Debate means all Senators come to the meeting prepared to discuss the policy and ask the steward questions based specifically on comments made.
- 5.5.3. It should be noted that the Senate could choose to suspend the rules at this point and pass a policy if it feels enough discussion and recommendations have been made. This may be useful on policies of lesser concern to the Senate so as to preserve time for issues of greater interest. A simple majority vote accomplishes all these actions.
- 5.5.4. At the following meeting (after Debate), the policy is then placed on the Faculty Senate Agenda as a “Motion and Vote” Item (a.k.a. Action Item). This means the Senate will discuss any comment summary of the policy as applicable and then take action on the policy per the options outlined above.
- 5.5.5. The final position of the Senate on the policy is conveyed to the policy steward via documentation as required by the institutional policy office and indicates the action taken by the Senate and includes all comments and/or material as voted upon by the Senate. This document is created within five business days after the Senate meeting in which an action is taken and is sent to all senators. Once distributed, Senators have two working days to amend the document or request it be returned to the Senate. If after two days, no action to return the document has been taken and all changes have been agreed upon, the document is forwarded to the Steward and institutional policy office as the official position of the Senate. The Senate President is ultimately responsible for official statements from the Faculty Senate. When requested by the Senate President, the Senate Vice President, along with the Senate Policy Liaison, may work with the Senate President to represent the senate body overall.
- 5.6. Action Calendar (Non-policy discussion and/or debate items) of the Faculty Senate Explained
 - 5.6.1. Item for discussion and/or debate comes in as a “Read and Comment” Item (a.k.a. Information Item) for the Senate and then follows the same process outlined in the debate calendar until the Motion and Vote stage, where the word policy is replaced with item.
 - 5.6.2. At the Motion and Vote stage, the Senate may vote for an action appropriate to the Item. Unlike policy, this may include approval or denial of the item, recommending changes to the item, etc. The type of action for each item is at the Item Steward’s request and/or Senate’s decision. This allows for a wide array of different kinds of non-policy items to come before senate.