



UTAH VALLEY UNIVERSITY Faculty Senate Bylaws

Terms:

- Utah Valley University (*University; UVU*)
- Faculty Senate (*Senate*)
- Faculty Senate Executive Committee (*Executive Committee*)
- Faculty Senate President (*President*)
- Faculty Senate Vice President (*Vice President*)
- Faculty Senators (*Senators*)
- Faculty Senate Bylaws (*Bylaws*)

Article 1: Duties of the Officers/Executive Committee

All members of the Executive Committee must be in good standing.

Section 1: *The President* is eligible to serve so long as they are a tenured faculty member of the University as of July 1 of the year their term begins. The individual must also have previous experience serving as a Senator. The President serves concurrently with the Vice President for a three-year term. They may not be elected to more than one consecutive term in the same office. The President receives two course releases per semester. The President shall:

- Fulfill the responsibilities listed in [Policy 103 Constitution of the Faculty Senate](#);
- Presides at all Senate and Faculty Senate Executive Committee meetings
- Votes only when there is a tie on any matter within the Senate
- Serve on and attend the following committees, boards, and meetings:
 - o President's Council
 - o President's Executive Leadership Council (PELC)
 - o Academic Affairs Council (AAC)
 - o University Benefits Committee
 - o University Planning Advisory Council (UPAC)
 - o Attends meeting of the Board of Trustees
 - o Ex-Officio member of the PACE Board
 - o Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities
- Budget director for Senate funds
- Is responsible for distributing service certificates and writing letters of service for Senators rotating off the Senate at the end of each academic year

Section 2: *The Vice President* is eligible to serve so long as they are a tenured faculty member of the University as of July 1 of the year their term begins. The individual must also have previous experience serving as Senator. The Vice President serves concurrently with the President for a three-year term. They may not be elected to more than one consecutive term in the same office. The Vice President receives one course release per semester. The Vice President shall:

- Functions as the Vice Chair of the Senate



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Functions as the Chair of the Senate in meetings where the President is unable to attend;
- Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities
- Is not a voting member of the Senate and does not represent their academic department
- 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
- 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 Elections Section (*see Article 5, Section 4*)

Section 3: *The Faculty Senate Parliamentarian* (Parliamentarian) must not be a current sitting Senator. The individual must have served as a Senator previously and must have demonstrated proficiency in the procedure and protocols used by the Senate. The Parliamentarian serves a two-year term and is elected by Senate during a year that does not contain the selection of a President and Vice President. They 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. The Parliamentarian shall:

- Attend Executive Committee and Senate meetings; serving as a non-voting, ex-officio member of both
- Advises the President on rules of order and procedure for conducting Senate meetings;
- Assists in the drafting and interpretation of the Bylaws and rules of order
- Assists in planning and conducting meetings in accordance with the Bylaws and rules of order
- In the event that the senate is unable to fill the role of Parliamentarian, the Faculty Senate Vice President serves in this role.

Section 4: *The Faculty Senate Policy Liaison* (Policy Liaison), may but need not be a sitting Senator. The individual is elected in the year between President elections and serves for a two-year term and may serve a second term but may not serve more than two consecutive terms. The Policy Liaison begins their term of office on July 1 of the year they are elected and serves until the end of June in the last year of their term. The Policy Liaison shall:

- Must be a tenured faculty member
- Attend Executive Committee meetings in a non-voting capacity
- Attend Senate meetings; if a sitting Senator, retains voting capacity
- Serve as a member of and attends the University Policy Subcommittee of President's Council
- Assists the President in the role of policy sponsor and may steward policies, if asked;
- 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



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Under the direction of the Executive Committee, works with the Service & Elections Committee Chair to encourage faculty participation on policy writing or revision committees, particularly those of high interest for faculty
- 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 towards the number of consecutive terms the Policy Liaison may serve

Section 5: *The Faculty Senate Librarian* (Librarian) is appointed by the Library Department. The Librarian shall:

- Attend Executive Committee and Senate meetings, serving as a non-voting member of both
- Advises Senate on developments from the library and provides relevant information on topics of interest at the request of the Executive Committee or the Senate
- Performs literature reviews and other research as needed

Section 6: *The Faculty Senate Administrative Assistant* shall:

- Be responsible for recording meetings and producing minutes of all Senate meetings
- Make copy of all minutes available to the public through the Senate webpage
- Record and monitor attendance at Executive Committee and Senate meetings and submits annual attendance report to the Executive Committee
- Act as Treasurer to the Executive Committee
- Compensated through an agreement between the Provost and President

Article 2: Standing Committee Chairs

All Chairs under this section attend and serve as voting members of the Executive Committee; they also attend Senate meetings. Chairs are elected during the last meeting of the Senate for the academic year and, unless otherwise noted, begin service on July 1 of the year elected and serve until the end of June in the last year of their term. Unless, they are filling a mid-term vacancy, in such case their responsibilities shall begin immediately. Chairs may serve more than one term.. Committee Chairs serve for three-years and may serve a second term, but may not serve more than two consecutive terms, unless otherwise specified in other areas of these Bylaws.

Section 1: *Service & Elections (S&E)* Chair serves a three-year term and may be re-elected for no more than two consecutive terms. It is not required that the S&E Chair be a tenured faculty member. . The S&E Chair shall:

- Promote faculty service and involvement as an important part of UVU's mission at all Executive Committee and Senate meetings
- Maintains the following lists of service:
 - o Senators, their colleges/schools, departments, and terms of service



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Non-Senator faculty members serving on Senate committees, their colleges/schools, departments, and terms of service
- These lists, including any changes, must be made public in a timely manner
- Keeps track of the activities of Senate Ad Hoc committees and Senate participation in other campus activities as reported by Chairs

Elections Duties & Responsibilities:

- Prompts S&E college/school representatives to hold elections and fill vacancies in their respective colleges/schools
- Advises S&E college/school representatives on proper election protocols, as needed
- 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
- Notifies colleges/schools of committee openings prior to elections being held
- Supervises and supports the Faculty Excellence Award (FEA) College/School Chair as they conduct the FEAs

Section 2: *Retention, Tenure, Promotion, & Appeals (RTP&A)* Chair must be tenured, be in good standing and serves a three-year term and may be re-elected for no more than two consecutive terms. Chair shall be elected during the fall semester of the last year of the current chair's term. Chair shall begin their term of office on July 1 after their election they are elected and serve for three-years. The new and previous Chair's terms shall overlap between the election in the fall semester and the start of service for the new chair. During this time of transition, the current RTP&A Chair shall assume all the authority and responsibilities of this office. The new RTP&A Chair shall attend all RTP&A Committee meetings in a supportive role. The RTP&A Chair shall:

- Assist with organizing, scheduling, and conducting committees to hear tenure appeals, rank appeals, and grievances
- Provide training for committees organized to hear tenure appeals, rank appeals, and grievances
- Serve on Appeals Committees as necessary
- Each year, the RTP&A Committee shall review 20% of RTP criteria university-wide, ensuring that each department, school, or program document is reviewed at least once every five years. The order and timing of review for each document shall be managed and tracked by the Chair of the Committee, in coordination with the Provost's Office
- Provide training and support for Tenure and Rank Advisory Committees and chairs of said committees in their roles as outlined in University Policies 632 and 637.

Section 3: *University Curriculum Committee (UCC)* Chair must be tenured, be in good standing with the University, have the support of their department chair, and have completed a term as a UCC member, College Curriculum Chair, or as Global Intercultural (GI), General Education (GE), or Writing Enriched (WE) Chair, or equivalent curriculum experience. The Chair shall serve a three-year term of service with their first year as Chair Elect, followed by a two-year



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

term as Chair. During the final year of service as Chair, they train the incoming Chair Elect. The Chair may serve a maximum of two consecutive terms. The UCC Chair shall:

- Oversee the efficient and effective approval of curriculum as outlined in UVU Policy 605 Curriculum Process
- Oversees:
 - o Course review outlined in UVU [Policy 605 Curriculum Process](#)
 - o Credit hour review outline in UVU [Policy 610 Credit Hour](#)
- Leads the 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 Senate
- Presides over monthly UCC meetings as a non-voting member, except in the case of a tie;
- Oversees all activities of the GI, GE, WE, and Graduate Committees;
- Maintains guidelines and bylaws associated with the GI, GE, WE, and Graduate Committees
- Trains new Chairs and committee members of UCC, GI, GE, WE, and Graduate Committees in duties pertaining to curriculum and college/school committee members and chairs
- Works with the Curriculum Office, the Office of Teaching & Learning (OTL), and others in building and maintaining strong web presence for various committee needs and timelines of information
- Acts as an advocate for curriculum process needs across university and colleges/schools;
- Meets regularly with the Curriculum and Scheduling Office to ensure coordination of activities
- Serves as a non-voting member of the Assessment Committee
- Maintains effective communication between all curriculum-related committees to ensure a seamless curriculum process
- Works with the Graduate Committee Chair to ensure a robust curricular process for graduate programs
- The Senate President (or designee) annually evaluates the UCC Chair and writes a letter for the UCC Chair's RTP file

Section 4: *Special Assignments & Investigations (S&I)* Chair serves a three-year term and may be re-elected for no more than two consecutive terms. It is required that the S&I Chair is a tenured faculty member The S&I Chair shall:

- 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
- Provides a formal mechanism for all faculty to express anonymous questions and concerns to the Senate
- Intentionally and directly solicits questions and concerns from all faculty and addresses them, as practical



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Reports the progress and results of investigations in Executive Committee meetings and during Senate, if the content of the investigation is not confidential. Solicits feedback and potential direction for further action during these reports

Section 5: *Advancement of Teaching* Chair serves a three-year term and may be re-elected for no more than two consecutive terms. The Advancement of Teaching Chair shall:

- Monitors and supports the Faculty Excellence Awards (FEA) college/school Chairs as they conduct the FEAs
- Committee is co-led by the Advancement of Teaching Chair, who is a voting member, and an administrator from the Office of Teaching & Learning (OTL), who is a non-voting member
- Is charged with the study, development, and cultivation of supportive and learner-centered teaching at the University
- May provide a representative to serve on policy creation, evaluation, and revision committees that are directly related to:
 - o Teaching effectiveness, evaluation, and efficiency
 - o Support of faculty teaching
 - o Encouragement of scholarship and innovation in teaching and learning strategies
 - o Appropriate recognition of good teaching
 - o Support of diverse learners
- Under the direction or approval of the Senate, aligns teaching policies and practices in concert with the University RTP Committee, UCC, Academic Programs Assessment Committee, OTL and others
- 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
- Facilitates the review and approval of travel and institutional grant monies

Article 3: Non-Standing Committee Chairs

Section 1: *The Council on Academic Standards (CAS)* Chair must be a tenured faculty member and must not be a sitting Senator. The Chair serves a three-year term and may serve a second term but may not serve more than two consecutive terms. The Chair begins their term of office on July 1 of the year they are elected and serves until the end of June in the last year of their term. The CAS Chair shall:

- Attend and serve as Ex-Officio, non-voting member of the Executive Committee and Senate
- Recommend and evaluate policies concerning admission, retention, graduation, and academic standards and helps establish procedures to carry out such policies
- Adjudicates individual student cases involving undergraduate and graduate academic standards and performs other duties as directed by the Senate including:
 - o Providing recommendations for students with regards to readmission
 - o Hearing appeals for degree/program requirement changes (or substitutions)



UTAH VALLEY UNIVERSITY Faculty Senate Bylaws

- Hearing appeals for admission
 - Hearing appeals for suspension
 - Hearing appeals for dismissal
- Other issues which may be decided by this Council include:
 - Conflicts concerning GE requirements (total hours/hours in one or more areas of GE, distribution requirements, etc.)
 - Conflicts regarding course enrollment (late adds, late withdrawals, etc.)
 - Academic dishonesty
 - Course substitutions
- Serve as an appellate body regarding policies and procedures concerning admission, retention, graduation, and academic standards
- Serve 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
- In collaboration with Academic Standards University College Advisement Center, reviews and approves readmittance petitions per UVU [Policies 523 Grading](#) and [521 Undergraduate Academic Standards](#)
- The bylaws of the Council will be maintained separately from the Senate Bylaws and can be found on the CAS website

Section 2: *The Office of Teaching & Learning (OTL)* representative attends Executive Committee and Senate meetings, serving as a non-voting, Ex-Officio member of both. The representative informs the Senate on developments in the OTL. The individual also acts as a consultant with Senate on issues regarding pedagogy, course development, course delivery, and other related issues.

Section 3: *The General Education Committee (GE)* Chair shall serve a three-year term for a maximum of two consecutive terms. The 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. The GE Committee shall function as a sub-committee of the UCC. 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;
 - Two representatives from the College of Humanities and Social Sciences; with one representative from the Department of English & Literature and the other from a department other than English & Literature;
 - One representative from each College or School besides those previously mentioned
- To ensure smooth and knowledgeable transitions of committee chair-ships, current Chairs will create and maintain a document that outlines, describes, and explains the purpose, tasks, and expectations of the Committee.

Article 4: Executive Committee Voting & Elections



UTAH VALLEY UNIVERSITY Faculty Senate Bylaws

Section 1: *Voting Members of the Senate Body.*

- President: Votes in Senate in the event of a tie
- Policy Liaison: Votes in Senate if a Senator
- Service & Elections Standing Committee Chair: Votes in Senate if a Senator
- Retention, Tenure, Promotion, & Appeals Standing Committee Chair: Votes in Senate if a Senator
- University Curriculum Standing Committee Chair: Votes in Senate if a Senator
- Special Assignments & Investigations Standing Committee Chair: Votes in Senate if a Senator
- Advancement of Teaching Standing Committee Chair: Votes in Senate if a Senator

Section 2: *Non-Voting Members of the Senate Body*

- Vice President
- Parliamentarian
- Council on Academic Standards Chair
- UCC Chair if not a Senator
- Senate Librarian

Section 3: *Elections for the Executive Committee*

Individuals must be Senators to be eligible to be elected to positions in this section, unless otherwise stated in these Bylaws.

- Nominations:
 - o Nomination must be made and seconded by sitting Senators in attendance
 - o For Standing Committee Chairs, nominations must be made by the 2nd to last Senate meeting of the Spring term. Standing Committee Chairs are voted on during the last meeting of the Senate.
 - o At least 50% of the quorum in attendance must ratify the nominations
 - o S&E Chair: At the Senate meeting when they are nominated, nominees shall submit with the name of their department a statement of no more than 300 words describing their fitness for and vision of the position
- Procedures:
 - o The newly elected President presides at the election of the new Executive Committee members following the election to the Presidency
 - o During the election of the new Executive Committee members, the Vice President, Parliamentarian, and Secretary may assist the President, as requested
 - o Voting may be conducted electronically through a means guaranteeing non-duplicate voting counts

Section 4: *Elections of the President and Vice President*

- Nominations:
 - o Shall be held during a presidential election year. A presidential election year is the last year of service of the outgoing President



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Must be made during a Senate meeting between November 1 and December 1 of the same year
- The outgoing President presides over the nominations of the next President and Vice President
- Procedures:
 - The following individuals shall conduct the elections of the President and Vice President
 - Current President
 - Current Vice President
 - Secretary
 - Assistance may be provided by the S&E Chair, Parliamentarian, College Elections Chair, or other appropriate individuals as identified by the current President
 - President and Vice President shall be elected in the Senate meeting immediately following the nomination meeting and prior to the end of the Fall semester of the academic year during a presidential election
 - 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
 - A preferential vote will be used to identify the order of preference for each candidate nominated

Article 5: Faculty Senators Voting & Elections

Section 1: *Faculty Senators*

- Senators shall be elected for a three-year term, and they may be elected for additional terms
- Elections shall take place within academic departments no later than March 15 of each year
- If Senators move from one academic college/school to another, they shall not retain their Senate seats, though they shall be eligible to be elected to the Senate from the new college/school
- If an academic college/school loses its seat or seats due to reapportionment, the faculty members eligible to vote from that college/school shall determine how to apportion the college/school Senators among its faculty members
 - In such cases, some Senators may not serve their full three-year term
- Senators begin their service on July 1
- Number of Senators serving for each department is defined in UVU [Policy 103 Constitution of the Faculty Senate](#)
 - 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



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- A department will not lose a seat, nor will another seat be given based on any changes in the department throughout the year
- As stated in UVU [Policy 103 Constitution of the Faculty Senate](#), 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

Section 2: *Election of Other Faculty Senate Committees*

- Elections for other committees of the Senate shall be conducted at the last 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
- Elections are presided over by the President
- Chairs of committees are considered members of the Senate and have voting rights in Senate if they are also an elected Senator for their academic Department and it explicitly is stated in the appropriate section above.

Section 3: *Special Rules Regarding Some Faculty Senate Committees*

- ***Advancement of Teaching Committee Members***
 - 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
 - Faculty development
 - Recommended committee members may not be seated unless ratified by the Senate
- ***General Education Committee (GE)***
 - Chair will be elected by the GE Committee, overseen by the Chair of the University Curriculum Committee (UCC) Members of the GE committee select the GE Chair and the selection is ratified by the Faculty Senate Executive Committee
- ***Global Intercultural Committee (GI)***
 - Nominee must have completed the GI certification and should be familiar with GI objectives and programs
 - Nominees must demonstrate interest in GI issues (e.g. in their research, syllabi, or other activities)
 - Each college/school nominates and votes for two finalist nominees



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- The names of these two finalist nominees are sent to the GI Committee along with the evidence of their qualifications
- For each college/school, the Committee will select which of the two finalist nominees to put on the Committee
- ***Interim Positions***
 - In the event the Parliamentarian or Policy Liaison officers cannot fulfill their duty, then the Executive Committee shall determine interim candidates for election
 - Any interim replacement must have the same eligibility for the role as the duly elected position requires
 - An election will take place in the first appropriate Senate meeting

Section 4: Trainings

- New Senators and members of Standing Committees including Chairs, shall complete any training approved and required by the Senate

Approved trainings shall be listed in the Bylaws and updated each time the Bylaws are ratified

Article 6: Procedures of the Faculty Senate

Section 1: General Procedural Guidelines

- Robert's Rules represents the official rules of the Senate. The intent at Senate meetings is to follow procedure but not get bogged down by it or have it become the focus of the Senate's activities.
- 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 time may not be appropriate depending on the issue and level of concern expressed by the faculty.
- All discussion at the Senate moved 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.

Section 2: Policy Actions and Processes

- Senators are first informed of policy as a "Read and Comment" item (aka Information Item). This informs faculty that the policy is now ready for their consideration and is always done via the Senate agenda.
- At the next Senate meeting a policy is listed for a "Debate" (aka First Reading). This means that all Senators come to the meeting prepared to discuss the policy and ask the steward questions.
- The policy then becomes a "Motion to Vote" item (aka Action Item). This means that senators will further discuss the policy but also take some type of action. It should be



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

noted that at any time in this process the Senate can suspend the rules and take whatever action it likes by a majority vote.

- Comment documents are used to encourage preparation and provide for a more meaningful discussion. The Policy Liaison is responsible to create cloud-based (e.g. Google Docs) comment documents prior to the agenda being sent out to Senators. Senators should provide their comments prior to the meeting with sufficient time for the Policy Liaison to condense them. Discussion should start with, but not be limited to, the comments found in this document

Section 3: *Non-Policy Debate Actions and Process*

- When the Senate is asked to weigh in on, endorse, reject, or otherwise show support for or against items that affect faculty at the University, all such items must be presented to the Executive Committee before inclusion on the Senate agenda
 - o The person bringing forward the matter will be considered the steward of the matter, similar to being a policy steward
- Once the 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
 - o The Executive Committee shall determine whether the matter is treated initially as a “Read and Comment” item, a “Debate” item, or a “Motion and Vote” item
 - o The process for considering this item will follow similarly to the Policy Debate process described above
- If the non-policy item is generated by the 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
- Senate Resolutions function as a means for Senate to take a stand on issues that are pertinent to faculty. When the Senate is tasked with a Resolution, the Senate will consider creating an ad hoc committee to draft the Resolution, specifying the intended audience and conclusion to the Resolution. The process for forming the committee should include the steward of the Resolution and should be outlined prior to voting on the creation of the committee
 - o Presentation and adoption of the Resolution will follow the typical Debate calendar as outlined in *Section 2*

Section 4: *Procedural Actions/Motions*

- Senators complete actions by saying “I move (make a motion) to ...”
 - o All actions listed below are accomplished by a motion, a second, and then a simple majority vote, unless otherwise noted
 - o A Senator can also request a paper ballot, a secret ballot, or a larger majority vote (e.g. 2/3rd) at any time which must be passed by a vote as well
 - Make a Motion: Senator can move to create something in this fashion. It is the most common procedural action of the Senate. It must be seconded



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

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

- 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 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. Senate then returns to the original motion depending on what action has been taken on the amendment
- Division of a Question: At times, debate on a motion may bring Senate to a point where it is apparent that a motion needs division into separate parts. If this is seen as friendly by the sponsor, simply do that; otherwise, it is voted upon
- 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
- Table the Motion: 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
- 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
- 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 not generally viewed as a friendly action but can be useful
- 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
- 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
- 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



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

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, (meetings operate under a fixed time limit, which means the 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
- Adjourn: this is a non-debatable motion and, if seconded and passed, ends the session. If not called by the Chair, it is often seen as a hostile motion

Section 5: *Meetings of the Faculty Senate & Executive Committee*

- When there is no action items scheduled for the agenda of a Senate meeting, the Executive Committee is authorized to cancel that meeting and to carry forward all other items on the agenda to the next Senate meeting
- 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
- Special meetings of the Senate shall be held at the call of the President or designee, or any 20% of the members of the Senate who submit a written request for a special meeting to the Executive Committee
 - Rules governing the conduct of Senate meetings shall be in force at such special meetings
 - These meetings may occur online in situations in which there is felt urgency, including during Summer, and may occur online as necessary.
 - Any emergency actions put in place are only effective until the next regularly scheduled Senate meeting at which point the item will be discussed
- Senate meetings shall be open to all faculty

Section 6: *Order of Business of the Faculty Senate*

- Except as otherwise provided by the President, the order of business of the Senate shall be:
 - Call to Order
 - Approval of minutes from previous meeting
 - Roll Call or Silent Roll Call
 - Provost Updates
 - Presentation Items
 - Consent Agenda
 - Debate Calendar – Policy
 - Motion and Vote (aka Action Items)
 - Debate (aka First Readings/Responses)
 - Read and Comment (aka Informational Items)



UTAH VALLEY UNIVERSITY Faculty Senate Bylaws

- Action Calendar – Non-Policy
 - Motion and Vote (aka Action Items)
 - Debate (aka First Readings/Responses)
 - Read and Comment (aka Informational Items)
- Standing Committee Reports
- Other Committee Reports
- Announcements
- Good of the Order
- Adjourn
- Standing Committee and Other Committee reports are to be handled as links updated prior to the agenda going out by the appropriate Committee Chair. These links should be provided in the agenda. No time is provided for these reports, but can be outlined in either the Announcements or the Good of the Order for time sensitive matters

Article 7: The Role of the Faculty Senate in the Policy Procedure

Section 1: General Procedure Guidelines

- The policy process at UVU is governed by UVU [Policy 101 Policy Governing Policies](#). Every Senator should be familiar with this policy. The following policy procedure primer outlines portions of [Policy 101](#) and addresses the role that Senate plays
- Policy at UVU is governed by the Board of Trustees, which delegates certain policy control to the University President, 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 of the University

Section 2: Basic Policy Process

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

Section 3: Role of the Senate on Institutional Policy

- The Senate is an advisory board on policy unless the University President is willing to delegate greater authority over certain policy areas
- Senate can express opinion and pass along comments but cannot procedurally halt or substantively change policy items
- 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
- Senate can take one of three actions regarding a policy as described below, each of which conveys a different message to the University President and the Board of Trustees



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

- Pass the policy, possibly with appended suggestions and/or concerns
- Vote against the policy, possibly with forwarding further comments or a suggested course of action to the steward/University President/Board of Trustees
- 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 timelines to expire

Section 4: *Debate Calendar (Policy only) of the Senate Explained*

- As a policy leaves Stage One, it becomes a “Read and Comment” Item (aka Information Item) for the Senate and a method for commentary is opened for Senators up to 2 business days prior to the following Senate meeting date (Friday before the Tuesday)
- At the following meeting (after being listed as a Read and Comment Item), the policy moves to a “Debate” (aka 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
 - 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 to preserve time for issues of greater interest. A simple majority vote accomplishes all these actions
- At the following meeting (after Debate), the policy is then placed on the Senate agenda as a “Motion and Vote” Item (aka Action Item). This means the Senate will discuss any comment summary of the policy as applicable and then act on the policy per the option outlined above
- The final position of the Senate on the policy is conveyed to the policy steward via documentation as required by the University Policy Office and indicates the action taken by the Senate and includes all comments and/or material as votes upon the Senate
 - This document is created within 5 business days after the Senate meeting in which an action is taken and is sent to all Senators
 - Once distributed, Senators have 2 business days to amend the document or request it be returned to the Senate
 - If after 2 business 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 University Policy Office as the official position of the Senate
- The President is ultimately responsible for official statements from the Senate
 - When requested by the President, the Vice President along with the Policy Liaison may work with the President to represent the Senate body

Section 4: *Action Calendar (Non-Policy Discussion and/or Debate Items) of the Senate Explained*

- Item for discussion and/or debate comes in as a “Read and Comment” Item (aka Information Item) for the Senate and then follows the same process outlined in the



UTAH VALLEY UNIVERSITY Faculty Senate Bylaws

Debate Calendar (*see Section 3 above*) until the Motion and Vote stage, where the word “Policy” is replaced with “Item”

- 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

Article 8: Process for Ratification, Approval of, and/or Amendments to Bylaws

- Bylaws shall be ratified by the Senate at least during the Spring term and are in effect for the following academic year. Changes may also be suggested by a Senator at any time with the support of 2/3rd of the Senate and must go through the same ratification process
- For the usual Spring term ratification, changes to the Bylaws must be submitted no later than the Executive Committee meeting immediately prior to the 3rd to last Senate meeting of the Spring term
- Changes to the Bylaws must be approved in Senate meetings by a 2/3rd majority vote of the Senate
- Bylaws ratification process shall follow the Debate Calendar process (*see Article 7, Section 4*)