



*Charter of the University Senate*

*Western Kentucky University*

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## **Preamble**

We, the faculty of Western Kentucky University, are committed to a collegial system of university governance. In a collegial system, authority and responsibilities are shared among colleagues, some of whom have duties as faculty and others as administrators. The Statement on Government of Colleges and Universities, jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges (as adopted by the AAUP in 1966 and revised in 1990), outlines general principles governing the respective roles of governing boards, faculties, and administrators. In accord with the general principles outlined in this document, we subscribe to the goal of a system of governance in which there are appropriately shared responsibilities and cooperative action.

In a collegial system, decision-making power is delegated to the collegial group most expert in or responsible for the area in which a decision is made. The faculty has primary responsibility for areas such as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life relating to the educational process. The final decision on these matters is by statute lodged with the Board of Regents and may be delegated by the Board to the President. We believe that in these matters faculty advice should be welcomed and encouraged and if not accepted the rationale communicated to the faculty. Whenever possible, the faculty should have the opportunity to consider the matter further and to convey its view to the appropriate administrator. In other areas which affect academic programs, such as the selection of the President and other administrators, the organization and structure of departments, institutional budget priorities, and the like, the appropriate faculty bodies should be consulted.

This Charter sets forth a structure through which the faculty as a whole at Western Kentucky University can exercise its collegial responsibility. Every faculty member shall have the opportunity to participate in university governance--either directly by serving in the Senate or on a Senate committee or indirectly by electing colleagues to represent her or him.

### **I. The Function of the University Senate**

The University Senate is the agency for the articulation and presentation of the views of the faculty. While departments, colleges, schools, and programs are empowered to make decisions in many areas, the need remains for consultation and cooperation on academic and professional matters that pertain to the university as a whole. Hence, the University Senate shall function as the official representative voice of the faculty, advising and making recommendations to the President and Provost/Vice President for Academic Affairs concerning academic requirements and policies, faculty responsibilities and welfare, and any other matters of importance to the faculty.

## **II. The Membership of the University Senate**

### **A. Composition**

1. The term "faculty" for purposes herein is defined as all persons in the full-time employ of the University who hold faculty rank, excluding visiting faculty, part-time faculty, and/or one year appointments. The extended campus and the part-time faculty representatives selected to serve on the Faculty Welfare and Professional Responsibilities Committee who must be members of the group they are to represent need not have "faculty" status as defined above.
2. Faculty members who hold appointments in more than one college and/or department will be counted as a member of the department and college in which the majority of their time is assigned. If a faculty member is assigned equally between departments and/or colleges, the faculty member will be asked to select the unit for which the appointment will count for Senate eligibility purposes.
3. Each college unit to which a faculty member can be tenured and each library department shall have one representative. If more than 4 faculty members within a college are tenured to the college, rather than to a departmental unit, they shall be collectively treated as a department for the purposes of Senate representation. These representatives shall be voting members of the Senate, and shall serve a two-year term. They shall select their own alternate to serve in their place if they are unable to attend a University Senate function. The alternate shall have the full rights and privileges of an elected senator when substituting for a regular representative.
4. Each college and the library shall select as many at-large representatives as required so that the total of departmental and at-large representatives is equal to ten (10) percent (rounded to the nearest whole number) of the unit's total faculty for a minimum of 2 elected senators. At-large representatives shall be voting members of the Senate, and shall serve a two-year term. They shall select their own alternate to serve in their place if they are unable to attend a University Senate function. The designated alternate shall have the full rights and privileges of an elected senator.
5. The Student Government Association shall have three representatives and three alternates to be selected by the Student Government Association. The student representatives shall be voting members of the Senate, and shall serve one-year terms.
6. Non-voting advisory members of the University Senate include: the President of the University, the Provost, the Academic Deans, the Dean of Graduate Studies, the Dean of Libraries, the Faculty Regent (the Faculty Regent cannot also be an elected Senate representative), and a representative from the Staff Council.
7. The Honors College is not to be considered a "college" for purposes of determining composition of the University Senate.

### **B. The Officers Their Functions**

1. The University Senate shall have a Chair, Vice-Chair, and Secretary elected annually by the membership of the University Senate at the April Senate meeting. The Chair in consultation with the Executive Committee shall appoint a Parliamentarian, who need not be a Senator.

2. The Chair shall conduct the meetings of the Senate and serve as the chair of the Executive Committee.
3. The Vice Chair shall perform all the duties of the Chair in the absence of the Chair. Additionally, the Vice Chair is responsible for organizing elections conducted by the Senate.
4. The Secretary shall keep minutes of all Senate meetings, and make the minutes available to members of the Senate and the entire faculty by posting them on the Senate Website within five workdays. The Secretary shall keep a membership list and record of attendance. The Secretary shall also keep minutes of the meetings of the Executive Committee.
5. The officers of the University Senate shall serve in their respective positions for a period of one year or until successors are elected. They shall be eligible for reelection.
6. The terms of the Chair, Vice-Chair, and Secretary shall begin on August 1<sup>st</sup> immediately succeeding the election.
7. The officers of the Senate may be removed for cause, following the guidelines established in the most recent edition of Sturgis' *The Standard Code of Parliamentary Procedure*.

### **C. Elections**

1. Any person eligible to serve as a University senator is eligible to participate in the election of University senators.
2. Under the direction of the Vice Chair of the Senate assisted by the College representatives to the Executive Committee, departments shall hold elections for departmental Senators during odd numbered years. In February of the election year, each department shall elect a representative to serve on the Senate. Elections shall be completed and the results reported to the College Dean and the Vice-Chair by March 31<sup>st</sup>. Any person eligible to serve as a Senator may participate in the election.
3. Under the direction of the Vice-Chair of the Senate assisted by the College representatives to the Executive Committee, colleges shall hold elections for at-large Senators during even numbered years. In February of the election year, each department may nominate up to three faculty members to a pool from which its college's at-large representatives shall be chosen. The list of nominees for each college shall be published online and faculty within the college shall vote by electronic ballot, with the ballot being available for three days. The number of at-large Senators elected shall be based upon the current faculty numbers in each College per the Senate representation requirements set forth in Section II. Elections shall be completed and the results reported to the College Dean and the Vice-Chair by March 31<sup>st</sup>. Each eligible voter shall be permitted to vote for as many persons as positions being filled. Those with the highest number of votes shall be declared elected. In the event of a tie, a drawing to determine the winner shall be conducted by the Vice-Chair. The runners-up shall be placed in a pool from which replacements will be selected when vacancies occur. In each case, the person with the highest number of votes shall be selected.
4. At the April Senate meeting, the Executive Committee representative from each college, the Library and the Student Government Association shall hold a caucus of

their Senate representatives elected to serve the following academic year to determine membership on each of the Senate standing committees. The Executive Committee and the Undergraduate Curriculum Committee must have representation from each college, the Library and SGA. In the event a college, the Library or the SGA does not have enough elected senators to serve on the remaining standing committees of the Senate as required in Section IV(A), the elected representatives may appoint additional faculty/student members to fill the remaining committees or the elected representatives may serve on more than one standing committee.

5. If a departmental senator resigns, an election will be held in his/her department to replace the senator. The department shall follow the election procedure set forth in paragraph two. If an at-large senator resigns, the first eligible runner-up from that unit's at-large pool shall replace the resigning senator.
6. If a senator is absent from two regularly scheduled Senate meetings during an academic year and fails to provide an alternate, the Chair of the University Senate may declare the senator's position vacant. If the position of a departmental senator is declared vacant, the department shall hold a new election. The Vice Chair of the University Senate shall keep a complete record of the votes for at-large senators for each college. If the position of an at-large senator in a college is declared vacant, the next eligible person in the at-large pool of that college shall become senator.

#### **D. Term of Office**

Each elected member shall serve for a term of two years beginning August 1 of the first year and ending July 31 of the second year, with the exception of the Student Government representatives. Members shall be eligible for reelection for a second consecutive term but ineligible for further reelection until one year has elapsed. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term. Fractions of terms of less than one year served in fulfilling an unexpired term shall not prevent the individual from being elected for two additional successive terms.

### **III. Senate Meetings and Rules of Procedure**

- A. The University Senate URL shall be: <http://www.wku.edu/senate>. The Chair, or his/her authorized representative, shall be responsible for maintenance of the website.
- B. The website shall, at a minimum, contain the following:
  1. A list of the current Senate membership;
  2. A list of the current Senate standing committee membership;
  3. Senate Charter;
  4. Current month meeting agenda; and
  5. Past meeting minutes.
- C. The Senate shall use email as the official means of communication with its membership.
- D. The University Senate shall meet once a month during the academic year unless the frequency of meetings is changed by a vote of the Senate. The date, time, and place of the meetings are to be determined by the Executive Committee.
- E. The agenda, committee reports and/or resolutions to be considered by the Senate shall be posted on the Senate website with notice to the Senate membership at least seven days

prior to the meeting.

- F. The Chair may call a special meeting with the concurrence of the majority of the voting members of the Executive Committee. A special meeting must also be called by the Chair upon written request of at least ten members of the University Senate.
- G. If a departmental senator and the departmental alternate senator cannot attend a Senate meeting, the departmental senator can send any member of the department to the Senate meeting.
- H. A quorum of the University Senate shall be a majority of the voting membership of the Senate. Business conducted up to the point that an absence of a quorum is established and announced by the chair is assumed to be conducted with a quorum present.
- I. Procedural matters brought before the Senate shall require only one reading; substantive matters shall require two readings. Any senator may make a resolution which, if seconded, shall be addressed by the Senate.
- J. The University Senate shall use the most recent edition of Sturgis' *The Standard Code of Parliamentary Procedure* to govern its meetings.
- K. All meetings of the University Senate shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the Senate at the discretion of the Chair.

#### **IV. The Organization of the University Senate**

The University Senate shall act on all proposals received either from its committees or from its members. In addition, the Senate shall hear and rule on any appeal from a college curriculum committee, and shall forward its recommendation, along with the relevant materials to the Provost.

The University Senate shall also act through its committees, receiving for information reports of committee actions. However, the Senate may vote to review a committee action. The committee shall be informed of the review and the matter shall be placed on the agenda of the next Senate meeting. The Senate shall forward its recommendation to the Provost.

##### **A. Standing Committees of the Senate**

The standing committees of the Senate are as follows: the Executive Committee, the Undergraduate Curriculum Committee, the Colonnade General Education Committee, the Professional Responsibilities and Faculty Welfare Committee, and the Committee on Academic Quality. The composition and duties of the standing committees are as follows:

###### **1. The Executive Committee**

The Executive Committee shall be composed of the Chair, Vice-Chair, and Secretary of the University Senate, the Chairs of the other standing committees, and one Senate member from each undergraduate college and the Library, and one Student Government Association representative. The Provost and the Faculty Regent shall be ex-officio, non-voting members of this committee. The Secretary of the Senate shall function as Secretary of the Executive Committee.

*The functions of the Executive Committee shall be:*

- a. to set the time and place of regular meetings and to prepare the agenda for each meeting;
- b. to function as liaison between the Senate and the President and Provost/Vice President for Academic Affairs, meeting with each one at least twice a semester;
- c. to respond to requests from the President and Provost for the formation of an ad hoc committee to study a particular issue or to recommend faculty members to serve on a university committee;
- d. to review standing committee reports and/or ad hoc committee reports and vote to include the reports on the regular Senate agenda;
- e. to assist the Chair of the Senate in assigning issues to the appropriate committee for study and possible action;
- f. to make recommendations to the Senate concerning Senate rules and by-laws, proposed amendments, and procedural changes;
- g. to conduct elections for Faculty Regent as required by state statute;
- h. to establish the pool from which faculty members will be chosen to serve on the Faculty Grievance and Continuance Committees as described below and,
- i. to serve as a liaison to the faculty in communicating the current issue under review by the Senate and its committees and in describing the accomplishments of the senate

2. The Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each college (excluding Honors College) and the Library shall be selected by Senate colleagues from the same college/Library. One curriculum committee representative and one alternate shall be selected from each of the college undergraduate curriculum committees. To ensure adequate representation, three faculty members and three alternates shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One student senator shall be selected by the Student Government Association to serve on the Committee. The selected senators, curriculum committee representatives, at-large appointees, and the student representative are voting members. The Registrar, a representative of the Office of the Provost, and the deans (or their representatives) of the undergraduate colleges, and the Library shall be non-voting advisory members.

*The functions of the Undergraduate Curriculum Committee shall be:*

- a. to review existing undergraduate programs and new program proposals in light of the university's mission statement;
- b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing



- faculty-student relations;
- c. to review existing undergraduate courses and new courses having significant consequences that cross college lines;
  - d. to study any undergraduate curricular matter it chooses; and,
  - e. to study undergraduate matters assigned to it by the Executive Committee.

The Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review particular undergraduate programs and courses to determine whether they meet established standards. The latter includes both action, consent, and information items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to **Colonnade General Education**. The Chair of the Undergraduate Curriculum Committee shall submit a report setting forth its recommendations concerning these matters to the Chair of the Senate Executive Committee at least **seven** days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost.

The Undergraduate Curriculum Committee shall place on its agenda the following items. In his/her report to the committee, the Chair shall inform the committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of "consent item.") Any member of the Undergraduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on the action agenda. (See Appendix A for a definition of "action item.") Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee which submitted it, accompanied by a rationale for the rejection. The Chair of the Undergraduate Curriculum Committee shall submit a report setting forth the consent and action items as approved by it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost.

It is not the role or responsibility of the Chair of the Undergraduate Curriculum Committee or the Committee membership to edit proposals for grammar and formatting. The college curriculum committees shall be responsible for ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the

UCC. Proposals that require substantial editing may be returned to the proponent at the discretion of the UCC Chair. UCC proposal guidelines and forms can be found online at: [www.wku.edu/ucc](http://www.wku.edu/ucc).

### 3. Colonnade General Education Committee

The Colonnade General Education Committee will oversee the WKU Colonnade General Education Curriculum. The Colonnade General Education Committee shall consist of 11 voting members (one senator per College, the Library, 3 at-large members and a student representative), plus their alternates and non-voting advisory members. One senate representative and one alternate from each undergraduate College (excluding Honors College) and the Library shall be selected by the College/Library Caucus and approved by the Senate Executive Committee. To ensure adequate representation, three faculty members and three alternates shall be appointed by the Senate Executive Committee. These at-large appointees should normally be senators, but non-senator faculty members may be appointed. Also, one student senator shall be selected by the Student Government Association to serve on the committee. The selected senators, at-large appointees and the student representative are voting members. A representative of the Office of the Provost, the Assessment Coordinator, Immediate Past Chairs, the Registrar (or a representative), and a representative from Academic Advising shall be non-voting advisory members of the Colonnade General Education Committee.

During the transition phase (ending May 2015), the Senate Executive Committee will approve members elected to the Colonnade General Education Committee from the College/Library caucuses and the term of the membership will be three years. The Student Government Association shall determine the term of service for its representative. The Vice Chair of the University Senate will facilitate selection of new members and/or alternates if necessary.

After the transition phase, new membership for the Colonnade General Education Committee will be selected by the Senate through the College/Library Caucus and approved by the Senate Executive Committee. The members of the committee do not need to be members of the Senate; however, each school plus the Library will be represented by senators. Terms of membership will expire on a staggered basis as shown below, and each member will serve a three-year term.

Year One	Year Two	Year Three
College of Health and Human Services	University Libraries	Gordon Ford College of Business
Potter College of Arts and Letters	Ogden College of Science and Engineering	College of Education and Behavior Sciences
		University College

The Colonnade General Education Committee shall function as the faculty review body to make recommendations regarding matters pertaining to the Colonnade General Education Program. The Colonnade General Education Committee shall have three types of responsibilities and shall meet these responsibilities through their associated activities:

- 1) To make proposals to the University Senate concerning the structure and content of the Colonnade General Education Program;
  - a. develop and review Colonnade General Education guidelines, policies, performance standards, assessment policies, and course criteria and
  - b. consider new courses and review existing courses proposed for the Colonnade General Education Program;
- 2) To review and recommend courses and policies for the Colonnade General Education Program to determine whether they meet established standards;
  - a. engage in a process of continuing evaluation through the assessment of Student Learning Outcomes (SLOs) for individual courses and the overall effectiveness of the Colonnade General Education Program;
- 3) To periodically collect, assess, provide feedback, and recommend to the Senate revisions, redesign, suspension, or revocation of Colonnade status for individual courses approved for the Colonnade General Education curriculum and/or improvements, including the redesign, of individual components of the Colonnade General Education Program (according to the guidelines or policies and procedures approved by the University Senate).
  - a. study all matters it chooses pertaining to the Colonnade General Education Program and,
  - b. study matters assigned to it by the Senate Executive Committee.

The oversight of the Colonnade General Education Program includes such matters as establishing standards for the program and monitoring the effectiveness of the program. Proposals concerning such matters shall be submitted to the University Senate for approval. Upon Senate approval, they shall be forwarded as a recommendation to the Provost.

The Colonnade General Education Committee shall also review all courses submitted to it by Department and/or College curriculum committees for Colonnade General Education credit. Any proposal that the Colonnade General Education Committee rejects shall be returned to the appropriate department (and submitter), accompanied by a rationale for the rejection. The Chair of the Colonnade General Education Committee shall submit a report setting forth consent and action items approved by it to the Chair of the Senate Executive Committee at least seven days prior to the Senate Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost.

The Colonnade General Education Committee shall report to the University Senate. All requests/appeals for substitutions and/or approval of Colonnade General Education courses that are submitted to the Committee on Credits and Graduation shall require a representative from the Colonnade General Education Committee to attend (for consulting

purposes) the meetings of the Committee on Credits and Graduation when Colonnade General Education credit issues/appeals are on the agenda.

#### 4. The Faculty Welfare and Professional Responsibilities Committee

The Faculty Welfare and Professional Responsibilities Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate shall be selected from each college (excluding Honors College) and the Library by Senate colleagues from the same college/Library. To ensure adequate representation, three at-large appointees shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. A faculty member from an extended campus and a part-time faculty member shall also serve as voting members of this Committee. These members shall be selected by rotation among the off-campus centers in the extended campus member's case and rotated among the colleges for the part-time faculty member. One student senator shall be selected by the Student Government Association to serve on the Committee. The selected senators, at-large appointees, extended campus representative, part-time faculty representative, and the student government representative shall be voting members. A representative from the Office of the Provost shall be a non-voting advisory member of this committee.

*The functions of the Faculty Welfare and Professional Responsibilities Committee shall be:*

- a. to make recommendations concerning the responsibilities and obligations of the faculty person in his/her role as scholar and teacher;
- b. to make recommendations concerning faculty evaluation and the recognition of outstanding performance in teaching, scholarship (research) and university service;
- c. to make recommendations on policies, criteria, and procedures for faculty recruitment, appointment, reappointment, promotion, tenure, post-tenure review, salary, workload, working conditions, summer teaching, sabbatical leave, leave of absence, professional travel expenses, off-campus teaching and service, and consulting activities ;
- d. to furnish advice on policies and procedures relating to retirement programs, insurance plans, sick/medical leave, tenure, and other matters relevant to faculty welfare;
- e. to study any matter pertaining to faculty responsibilities and welfare it chooses;
- f. to make recommendations concerning policies and procedures related to faculty grievances; and,
- g. to study matters assigned to it by the Executive Committee.

The Chair of the Faculty Welfare and Professional Responsibilities shall submit a report setting forth recommendations it may have relating to faculty issues to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost.

## 5. Committee on Academic Quality

The Committee on Academic Quality shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each college (excluding Honors College) and the Library shall be selected by Senate colleagues from the same college/Library. To ensure adequate representation, three at-large appointees shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One representative shall be selected by the Student Government Association to serve on this committee. The selected senators, at-large appointees and the student government representative shall be voting members. A representative from the Registrar's Office, a representative from the Academic Advising and Retention Center and a representative of the Office of the Provost shall be non-voting advisory members.

*The functions of the Committee on Academic Quality shall be:*

- a. to study and monitor the changes to the grading system;
- b. to study and monitor changes in the Drop/Add policy;
- c. to study and monitor changes in advising policies;
- d. to explore additional ways to strengthen the academic culture at WKU;
- and, e. to study matters assigned to it by the Executive Committee.

The Chair of the Committee on Academic Quality shall submit a report setting forth recommendations it may have relating to issues before it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost.

## 6. Budget and Finance Committee

The Budget and Finance Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate shall be selected from each college (excluding Honors College) and the Library by Senate colleagues from the same college/Library. To ensure adequate representation, three at-large appointees shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One student senator shall be selected by the Student Government Association to serve on the Committee. The selected senators, at-large appointees, and the student government representative shall be voting members. A representative from the Office of the Provost shall be a non-voting advisory member of this committee.

*The functions of the Budget and Finance Committee shall be:*

- a. to study and make recommendations to the Senate regarding institutional budget priorities;
- b. to study and make recommendations to the Senate on any matter it chooses pertaining to the university's budget or finances;
- c. to study matters assigned to it by the Executive Committee.

The Chair of the Budget and Finance Committee shall submit a report setting forth recommendations it may have relating to issues before it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded as a recommendation to the Provost and President.

## 7. The Graduate Council

The Graduate Council, serving as a Standing Committee of the Senate, is the official representative voice of the graduate faculty and graduate students. Graduate Council membership is comprised of three graduate faculty and one graduate student representing each of the six academic colleges at Western Kentucky University. In addition, the Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council, for a total of twenty-five (25) voting members. Faculty representatives must be members of the graduate faculty and employed full-time by WKU. Ex-officio members include the Dean of the Graduate School and one graduate student representative from the Student Government Association (SGA).

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council reports its curricular and policy actions to the University Senate who reports to the Provost with recommendations for implementation or appropriate disposition.

Among the primary responsibilities of the Graduate Council are:

- 1) to advise the Dean of the Graduate School on matters relating to the administration of graduate faculty, programs, and students including:
  - a. research initiatives involving graduate faculty and graduate students
  - b. standards governing graduate student admission, financial support, and degree completion
  - c. qualifications required for membership on the graduate faculty and participation in the graduate program, including the supervision and direction of theses and dissertations
- 2) to receive, review, and act upon new or revised Graduate Program and curricula proposals
- 3) to monitor graduate issues and concerns and make policy, proposals, and resolutions concerning Graduate School research curricula and other issues and policies impacting the quality of graduate education at WKU

- 4) to respond to requests about graduate matters from the Provost, Dean of Graduate School, Senate, or Council of Academic Deans and serve as liaison between Graduate Council and the University administration
- 5) to follow the established policy and procedures as established by the Graduate Council Guidelines, the Graduate School, and as published in the WKU Graduate Catalog.

The Chair of Graduate Council shall submit a report setting forth the consent and action items as approved by the Graduate Council to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the graduate faculty members of the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon approval by the graduate faculty members of Senate, the report shall be forwarded to the Provost.

## **B. Rules of Standing Committees**

1. Meetings: Standing committees shall meet at least once each month during the academic year. Special meetings may be called by the committee chair upon the request of a majority of the committee members. The day, time, and place of all meetings shall be published so that interested parties may attend a committee meeting. Visitors shall be permitted to address the committee at the discretion of the committee chair.
2. Quorum: A quorum shall consist of a simple majority of voting members of the committee.
3. Voting Requirements: A simple majority of the quorum is required for a legal vote
4. Officers: Each committee, except the Executive Committee, shall elect its own Chair. The Chairs of all standing committees shall be members of the Senate.
5. Appointed members of committees who are not members of the Senate shall have the right to speak on the floor of the Senate when matters related to their committee are being debated, but they shall not have voting rights. In committee sessions, they shall have the same rights as Senate-elected members of the committee.

## **C. Ad Hoc Committees**

The Executive Committee shall have the right to appoint an ad hoc committee in response to a need which it has identified or to an administrative request. The composition of such a committee shall be determined by the situation. Where appropriate, the rules for Standing Committees shall govern the organization and operation of an ad hoc committee. An ad hoc committee shall be disbanded after it has completed its investigation and reported its findings to the University Senate.

#### **D. The Handbook Committee**

The Handbook Committee receives proposed changes to the Handbook that have been approved by the University Senate and the Provost. The committee reviews and incorporates approved changes in new Handbook editions, ensuring that the integrity and spirit of the change is maintained and is consistent with the existing Handbook. The committee is also responsible for monitoring and recommending policies and procedures for future Handbook revisions.

##### *Composition and Voting Procedures of the Handbook Committee:*

The Handbook Committee is composed of the immediate past chair of the University Senate who will serve as chair, and one tenured faculty member from each college of the University selected by the faculty from such college. Selection of college representatives will be overseen by the Vice Chair of the University Senate. If the immediate past Senate chair is no longer employed by the University, any past Senate chair who continues to be employed by the university shall serve as chair of the committee. The current chair of the Faculty Senate and a representative from the office of the Provost shall also be members of the Faculty Handbook Committee but shall not have a vote.

During the implementation phase of the Handbook Committee, the terms of the membership will expire on a staggered basis as show below. Thereafter each member will serve a three-year term.

##### Initial Term

<u>One year</u>	<u>Two Years</u>	<u>Three years</u>
College of Health and Human Services	University Libraries	Gordon Ford College of Business
Potter College of Arts and Letters	Ogden College of Science and Engineering	College of Education and Behavioral Sciences
		University College

##### *The functions of the Handbook Committee shall be to:*

- 1) maintain a record of all proposed revisions to the Faculty Handbook, whether or not approved, including the source, the content, and the approval authority of the revision;
- 2) incorporate changes to the Faculty Handbook recommended by the University Senate and approved by the Provost;
- 3) ensure that the Faculty Handbook is widely and easily available to faculty and is up-to-date;
- 4) set a deadline by which substantive revisions to be included in the next version of the Faculty Handbook must be submitted for review by the Handbook Committee, and announce that deadline at the University Senate's first meeting of the academic year.

Substantive revisions include the addition, deletion or revision of policy or procedure. The process for substantive revision is as follows:



- 1) Proposals for substantive revision:
  - a) may be initiated by the Handbook Committee, by the Provost, or by any member of the faculty.
  - b) Must be submitted by a deadline established by the Handbook Committee
  - c) shall be received by the Senate Chair.
  - d) should conform to the following guidelines:
    - i) proposals should be made in the form of texts intended as an addition to or a replacement of, in whole or in part, some current sections of the Faculty Handbook;
    - ii) a particular proposal contains no more than one alteration of substance; and
    - iii) a brief explanation of the reason(s) for proposing that revision accompanies the proposal
- 2) The proposed revision shall be placed by the Senate Chair on the action agenda for the next meeting of the Senate Executive Committee. The Senate Executive Committee shall review the proposed revision and:
  - a) May agree by simple majority to
    - i) include the proposal on the action agenda for the next Senate meeting; or
    - ii) forward the proposal to a one of its standing committees, an ad hoc committee or the Handbook Committee for additional review. Following this additional review, which is to be completed in a time frame appropriate to the magnitude of the revision, the proposal is returned to the Senate Executive Committee for continued disposition as in 2.a.
  - b) shall inform the Handbook Committee of all proposed revisions for its records, whether or not they are approved for additional review. The Handbook Committee will maintain a list of all proposed revisions and track their disposition.
- 3) For each recommended revision placed on the action agenda of the Senate, the Senate may vote to:
  - a) Approve and forward the recommendation to the Provost; or
  - b) Not approve the recommendation and may return same to the referring committee with questions, comments or revisions. If the Senate returns the recommendation to the referring committee, the revision process must be initiated again pursuant to step 1 hereinabove.
- 4) Upon written approval by the Provost, the revision:
  - a) Will be referred to the Handbook Committee for incorporation into the Handbook by June 30 of the same academic year;
  - b) Will be referred to the President and the Board of Regents for final approval at the third quarterly meeting.
  - c) Will have an effective date of August 1 of the same calendar year.

Editorial revisions include updates to the organizational structure, web addresses and names/titles as well as other similar non-substantive changes and may occur at the recommendation of any WKU employee. The process for editorial revision is as follows:

- 1) A proposal for editorial revision is forwarded to the Senate Chair.
- 2) The Senate Chair places the proposal for editorial revision on the consent agenda of the first next meeting of the University Senate.
- 3) For each proposed revision placed on the consent agenda, the Senate may:
  - a) Approve the proposed revision to be immediately incorporated into the official Handbook; or
  - b) Remove the proposed revision from the consent agenda to the action agenda for discussion, and then:
    - i) Approve the proposed revision to be immediately incorporated by the Handbook Committee into the official Handbook; or
    - ii) Disapprove the proposed revision and return same to the referring person/committee with questions, comments or revisions. If the Senate returns the proposed revision to the referring person/committee, the revision process must be initiated again as in step 1 hereinabove.

## **F. Faculty Representation on other University Committees**

Besides academic and faculty responsibility and welfare matters, there are many activities in the university which affect academic programs. Examples include the selection of the President and Executive Officers, institutional budget priorities, building priorities and design of academic facilities, goals and objectives of major fund raising efforts as related to academic matters, scholarship policies, selection of major non-academic administrators, support services related to academic functions, general policies regarding intercollegiate athletics, campus safety, transportation and parking policies, etc. In these matters it is appropriate that faculty opinion be considered along with that of others. Where feasible the appropriate faculty body should be consulted. In other cases the appropriate form of faculty input may be through having one or more faculty members serve on the committee in question. When committee appointments are appropriate, the President or delegated administrative officer shall request the University Senate Executive Committee to recommend as many faculty members as needed to serve on such committees. This applies both to standing committees such as the Budget Committee, Athletic Committee, and the like, and ad hoc committees formed to study and make recommendations on any issue of special importance to faculty.

Faculty members representing the Senate on a standing university committee shall normally serve for two years, but may serve for a longer term to conform to the norm for that committee. On ad hoc committees Senate-recommended members shall serve until the committee has completed its task and is dismissed. One faculty representative from the

Senate who serves on a standing university committee or an ad hoc committee shall report to the Senate, and shall keep the Senate abreast of the activities of the committee on which he/she is serving.

In addition to committee appointments made by the Senate Executive Committee, faculty representatives will be elected via the Senate to the Faculty Pool for the Advisory Committee on Continuance and Tenure and the Advisory Committee on Faculty Grievance; and, the University Academic Complaint Committee. Names put forward by Academic Affairs for membership on either committee are to be approved by the SEC and voted on by the Senate.

1. Advisory Committee on Faculty Continuance, Promotion, and Tenure.

The President is authorized to establish an Advisory Committee on Faculty Continuance, Promotion, and Tenure. It shall be comprised of eligible tenured faculty members assigned to full-time teaching, research, and/or academic service duties, other than the faculty regent, to be selected as follows:

- ☐ On or before November 1<sup>st</sup> of each odd numbered year, each academic department shall elect one eligible faculty member.
- ☐ Nominees shall be elected by secret ballot by all members of the faculty unit holding academic rank as defined in the Faculty Handbook.
- ☐ The Vice-Chair of the Senate shall communicate with academic departments to facilitate this election.
- ☐ Persons elected as nominees eligible for appointment shall remain on the eligible list for a period of two academic years, and may be re-elected.

The committee shall be a standing committee consisting of five (5) tenured faculty members. Membership on the committee shall be selected annually from the list by lot. Faculty members shall not participate in a case involving a faculty member from the same department; and members chosen shall remove themselves on their own initiative, if they deem themselves disqualified because of bias or interest. In addition, each party shall have a maximum of two (2) challenges without stated cause. Supplementary selections and lists shall proceed in the same manner until an accepted committee is constituted.

The committee shall designate one (1) member as chair.

2. Advisory Committee on Faculty Grievance.

The committee shall be drawn from the same pool chosen for the Advisory Committee on Faculty Continuance. The committee shall consist of five (5) tenured faculty members selected by the University Senate by lot annually from a list of elected faculty members. A faculty member shall not participate in a case involving a faculty member from the same department. Faculty members chosen to serve on the committee shall remove themselves, either at the request of one of the parties, or on their own initiative, if they deem themselves disqualified because of bias or interest. Each party shall have a maximum of two (2) challenges with or without stated cause. The committee shall select its own chairperson.

### 3. University Academic Complaint Committee.

One-half of the membership of the University Academic Complaint Committee (two faculty and two faculty alternates and one student and one student alternate) is elected by the University Senate. The pool of candidates will be made up of the regular (not alternate) faculty and student members of the individual college academic complaint committees. The University Senate will vote for four candidates from the faculty pool and two candidates from the student pool. The two faculty members and the student receiving the highest number of votes will serve as the members of the University Academic Complaint Committee, and the two faculty members and student receiving the next highest votes will be elected as the alternates. The term of service for these members shall be one year, August 1 to July 31. A representative on the University Academic Complaint Committee cannot hear a student's appeal if he/she has already reviewed the student's case at the department or college level. In this event, an alternate will serve on the University Academic Complaint Committee.

## **V. Senate Procedures for University Policies**

For Academic Affairs policies, the University Senate will be asked to provide advice and comment on draft, new policies as well as on the repeal or revision of existing policies. For policies arising out of other units within the university, the Senate may also be asked to provide such advice and consultation. In addition, the University Senate may initiate the creation of new policies.

- A. The procedure for creation, substantial revision, or repeal of Academic Affairs policies is as follows:
  1. The Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Senate Executive Committee.
  2. The Senate Executive Committee will review the draft policy and:
    - i. May agree to include the policy on the action agenda of the next Senate meeting, along with a determination as to whether the draft policy requires a second reading by the Senate, or
    - ii. May agree to forward the policy to a standing committee or an ad hoc committee for additional review and revision. Reviews of draft policies that have been referred to a committee should be completed in a timely manner and returned to the Senate Executive Committee.
  3. For each draft policy placed on the action agenda of the Senate, the Senate may vote to:
    - i. Recommend that the Provost take steps to pursue approval of the policy in accordance with University Policy 0.0000. The Provost will provide a written response to the recommendation, including a status report or justification if the recommendation is not endorsed at the next senate meeting, or

- ii. Not approve the recommendation and return it to the Senate Executive Committee with questions, comments, or revisions. The Senate Executive Committee would then proceed as in A.2.
- B. The procedure for creation, substantial revision (as determined by the Senate Executive Committee), or repeal of policies that are sent to the senate for review by units outside of Academic Affairs (see WKU Policy 0.000), is as follows:
  1. The Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Senate Executive Committee.
  2. The Senate Executive Committee will review the draft policy and:
    - i. May provide input to the Responsible Office and place the draft policy on the information agenda of the next Senate meeting, or
    - ii. The Senate Executive Committee may proceed as in A.2.
- C. The procedure for minor revisions (as determined by the Senate Executive Committee) of existing policies is as follows:
  1. The draft policy revision will be placed by the Senate Chair on the action agenda of the next meeting of the Senate Executive Committee.
  2. The Senate Executive Committee will review the draft policy revision and will provide input to the Provost or other Responsible Officer and place the draft policy on the information agenda of the next Senate meeting.

## **VI. Charter Amendments**

A proposed amendment to the Charter of the University Senate may be submitted to the Executive Committee by Senate members or by a committee of the Senate. The Executive Committee shall present the proposal, along with its own recommendation, to the membership of the Senate. An amendment must have two readings and be approved by a two-thirds majority of the membership present.

## **VII. Implementation**

The University Senate shall be established and this Charter adopted when approved by the Board of Regents of Western Kentucky University and shall replace the current Academic Council and Faculty Senate.

### **Functions of the College Curriculum Committees**

Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs. If a college curriculum committee approves a proposal and it has significant implications for departments in other colleges, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as an action item. Proposals with significant implications include the following: new programs (majors, minors, certificate programs), significant changes in a program, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of “one-time only” courses, and academic policies and regulations.

If a proposal does not have significant implications beyond the college, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (majors, minors, certificate programs) titles, replace on intradepartmental course in a program with another, delete programs, suspend programs, change course titles, change course catalog descriptions (as long as the course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the Undergraduate Curriculum Committee or the Graduate Council shall have the right to remove a proposal from a college-curriculum committee’s list of consent items and to treat it as an action item. If a member of the Undergraduate Curriculum Committee or the Graduate Council does so, the committee may postpone review of the item until their next meeting.

One-time only course offerings and proposals to change course prefixes shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as information items.

If a new course is also being recommended for inclusion in **Colonnade**, then the proposal shall first be forwarded to the Undergraduate Curriculum Committee for approval. If approved, the proposal shall then be forwarded to the University Senate for consent and to the **Colonnade** Committee for review.

If the Undergraduate Curriculum Committee, the Graduate Council, or the Colonnade Committee rejects a proposal from a college curriculum committee, the college committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

### Bylaws

Bylaw 1. Non-senators appointed to the University Committees shall be subject to the same term-of-service regulations as Senate members. That is, a non-senator can serve a maximum of four years on Senate committees and then will be ineligible for serving on the Senate or any other Senate Committee until one year has elapsed.

Bylaw 2. Representatives serving in the Senate and on Senate subcommittees in any capacity may not serve in more than one slot in a subcommittee at the same time.