

Charter and Bylaws

Faculty Senate of Western Kentucky University

Draft

**CHARTER
FACULTY SENATE
OF
WESTERN KENTUCKY UNIVERSITY**

I. PREAMBLE

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, Western Kentucky University subscribes to the goal of a system of governance in which there are appropriately-shared responsibilities and cooperative action.

This Charter sets forth a structure for the Faculty Senate through which the faculty, administrators, and students of Western Kentucky University can exercise their collegial responsibility for the mission of the University. Every constituent shall have the opportunity to participate in this mission – either directly by serving on the Faculty Senate or indirectly by electing colleagues as representatives to the Faculty Senate.

II. FUNCTION

- A. The Faculty Senate (hereafter “Senate”) is the agency for the articulation and presentation of the views of the faculty on academic and professional matters that pertain to the university as a whole. To achieve this goal, the Senate

1. functions as the official representative voice of the faculty on matters concerning faculty status, faculty responsibilities and welfare, academic requirements and policies not otherwise the purview of the Academic Council (hereafter “Council”), and any other matters of importance to the faculty.
 2. advises and makes recommendations to the President and Provost on these matters.
- B. General areas under the purview of the Senate include, but are not limited to
1. matters relating to faculty worklife.
 2. faculty welfare (e.g., benefits and compensation).
 3. oversight, review, and revision of the Faculty Handbook.
 4. academic quality.
 5. fiscal affairs.
 6. strategic planning.
- C. The Faculty Senate reviews proposals brought forward by its standing committees, faculty at large, administrators and/or students. It consults with and/or provides advice to other committees, councils, administrators and/or students on all matters relating to faculty life; it may refer to committees, councils, or individual administrators assignments that are relevant to the issues within its purview; and it may initiate its own discussions and studies on any issue that affects faculty and the University.
- D. For Academic Affairs policies, the Senate consults and provides advice and comment on drafts of 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 provide such advice and consultation. In addition, the Senate may initiate the creation of new policies.

III. COMPOSITION

A. Elected Membership (voting)

1. Representatives

Each department in the University (herein “department” is defined as any tenure-granting unit) will elect one representative and one alternate representative. Full-time faculty members, excepting those with appointments as department head or above, who have completed one year of full-time service at WKU are eligible to be representatives or alternate representatives of the Senate. The alternate shall have the full rights and privileges of an elected representative when substituting for a regular representative.

2. At-large Representatives

- a. The number of representatives for a college and the WKU Libraries (hereafter the WKU Libraries is designated as a “college”) shall be no fewer than one representative for each department within that college.
- b. Each college shall elect at-large representatives so that the total of the representatives from departments within the college and at-large representatives of that college is equal to eight percent (8%) of the total college full-time faculty, rounded to the nearest whole number. If the number of representatives from departments within a college exceeds 8% of the college full-time faculty, that college shall have no at-large representatives.
- c. To maintain this proportional representation, the number of at-large representatives to which each college is entitled will be calculated anew on February 1 of each calendar year.

- d. Each college shall elect one alternate representative to serve temporarily when the at-large college representative is unable to serve. The alternate at – large representative shall have the full rights and privileges of an elected at – large representative when serving for a regular at – large representative.
- e. Full-time faculty members, excepting those with executive administrative appointments (including acting or interim appointments), who have completed one year of service at WKU are eligible to be at-large or alternate at-large representatives of the Senate.

B. Ex Officio Membership (non-voting)

Ex officio members serve in an advisory position to the Senate. Members will have the right to attend meetings and to address the Senate but will not have the right to vote. Ex officio members include

- 1. the President or a representative of the President’s Office.
- 2. the Provost or a representative of the Provost’s Office.
- 3. the Deans of the Colleges and Graduate School or their representatives.
- 4. the Faculty Regent.

C. Term of Membership

The term of membership for faculty members will be three (3) years, with one-third of the faculty membership rotating each year. A faculty member may be elected for consecutive terms and there are no term limits on eligibility for membership.

D. Vacancies

1. If a voting member of the Council is absent without alternate representation from two regularly scheduled meetings during an academic year, or becomes ineligible to serve due to an extended absence from the University or to a change in appointment, the Chair may declare the member's position vacant.
2. Such vacancies shall be filled only for the unexpired term.

IV. OFFICERS

The Council shall elect a Chair, Vice-Chair, and Secretary from among its elected faculty members. The term for all officers will be one academic year. There are no term limits on holding office.

V. COMMITTEES

The Senate shall establish standing committees to have jurisdiction over its various functions. The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Chairs of the other standing committees, and as ex officio members, the Provost and Faculty Regent. The Senate may also establish ad hoc committees as needed to address issues outside the purview of its standing committees.

VI. MEETINGS

The Senate shall meet in accordance with its Bylaws. Voting will be by a simple majority. A quorum for business shall be at least one-half of the voting membership.

VII. AGENDA

All matters that fall under the purview of the Faculty Senate must be submitted for review by the Senate and shall not be considered complete without Senate action.

VIII. REVIEW OF FACULTY SENATE RECOMMENDATIONS

A. The Provost shall review the record of actions by the Senate.

1. If the Provost agrees with recommendations of the Senate, they shall be the policy of the University subject to approval by the President and Board of Regents, if required.
2. If the Provost disagrees with recommendations of the Senate, the Provost shall provide in writing to the Senate reasons for his/her disagreement
3. If the Provost desires revision to any recommendation by the Senate, the proposed revisions must be submitted the Senate for reconsideration.

B. The President shall review those recommendations forwarded directly to him/her by the Senate.

1. If the President agrees with recommendations of the Senate, they shall be the policy of the University subject to approval by the Board of Regents, if required.
2. If the President disagrees with recommendations of the Senate, the President shall provide in writing to the Senate reasons for his/her disagreement or present his/her reasons in person before the Senate at its regular meeting.

IX. AMENDMENT OF THE CHARTER

A proposed amendment to the Charter of the University Senate may be submitted to the SEC by Senate members or by a committee of the Senate. The SEC 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.

X. IMPLEMENTATION

The Faculty Senate as set forth herein shall be established and this Charter adopted when approved by the Board of Regents of WKU, and shall replace any prior existing Senate.

BYLAWS
FACULTY SENATE
OF
WESTERN KENTUCKY UNIVERSITY

I. THE MEMBERSHIP

A. Composition

1. In accordance with the Charter of the Senate, the voting membership will include elected departmental representatives, at – large representatives from each college, Non-voting, ex officio membership will include the President, the Provost, and the Deans of the Colleges and Graduate School or their representatives.
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.

B. The Officers and Their Functions

1. The Senate shall have a Chair, Vice-Chair, and Secretary elected annually by the membership of the University Senate at the April Senate meeting.
2. The Chair shall
 - a. conduct the meetings of the Senate and serve as the chair of the

Executive Committee.

- b. set the time and place of regular meetings.
 - c. assign issues to the appropriate committee for study and possible action with the assistance of the Faculty Governance Administrative Assistant (hereafter referred to as administrative assistant).
 - d. determine, in consultation with the Executive Committee, whether issues to be presented to the Senate constitute substantive matters that require a second reading.
 - e. serve as the Senate liaison to the Academic Council and the Provost.
 - f. respond to requests from the President and Provost for the formation of ad hoc committees to study particular issues or to recommend faculty members to serve on a university committee.
 - g. make recommendations to the Senate concerning rules and standards, proposed amendments, and procedural changes.
 - h. address other matters as deemed appropriate by the Senate.
3. The Vice Chair shall
- a. perform all the duties of the Chair in the absence of the Chair.
 - b. keep a list of the membership.
 - c. coordinate the election and caucus schedules, including the certification of eligible faculty and students.
4. The Secretary shall
- a. 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.
 - b. keep a record of Senate attendance.
 - c. keep minutes of the meetings of the Executive Committee.
 - d. assist the Chair in preparing the Senate meeting agendas.

- e. announce meetings to the Senate membership.
- 5. The officers of the Academic 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 and Vice-Chair shall begin on August 1st 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. The Faculty Governance Administrative Assistant and Parliamentarian

- 1. The Faculty Governance Administrative Assistant shall serve under the direction of the Chair of the Faculty Senate. The duties of the Faculty Governance Administrative Assistant will be carried out by a staff member in the Office of Academic Affairs. These duties will be to maintain the Senate website, which shall contain a list of the current Senate membership and standing committee membership, the Faculty Senate Charter and Bylaws, the current month's meeting agenda, and past meeting minutes.
- 2. The Parliamentarian, who need not be a member of the Faculty Senate, will be appointed by the Executive Committee and will ensure that meetings are conducted according to standard parliamentary procedure. If an issue of procedure arises, the role of the Parliamentarian is to advise the Chair and Vice Chair of the Senate as to the recommended resolution of the issue to move the meeting forward.

D. Elections

1. Any person eligible to serve as a representative is eligible to participate in the election of representatives to the Senate.
2. Under the direction of the Vice-Chair, departments shall hold elections for representatives. In February of the election year, each department shall elect a representative and an alternate representative. Elections shall be completed and the results reported to the College Dean and the Vice-Chair of the Senate by March 31st.
3. Under the direction of the Vice-Chair, colleges shall hold elections for at-large representatives and alternates. The number of at-large representatives elected shall be based upon the current faculty numbers in each College per the representation requirements set forth in the Charter. In February of the election year, each department in the college may nominate up to three faculty members to a pool from which its college's at-large representatives and alternates 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. Elections shall be completed and the results reported to the College Dean and the Vice-Chair of the Senate by March 31st. 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 at – large representatives. 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 hereafter called the At – Large Alternate Representative Pool. Alternate at – large representatives will be selected from this pool to attend the Senate meeting upon a planned absence of the elected at – large representative and replacements for at – large representatives will be selected from this pool when vacancies occur. In the latter case, the person with the highest number of votes shall be selected. The Alternate At – Large Representative Pool will be updated each time an election for at – large representatives occurs.

4. At the April Senate meeting, the Chair shall hold a caucus of the representatives elected to serve the following academic year to determine membership on each of the Senate standing committees. With the exception of the Executive Committee, each standing committee must have at least one representative from each college. In the event a college does not have enough elected representatives to serve on the standing committees of the Senate, the elected representatives may appoint additional faculty members to fill the remaining committees or the elected representatives may serve on more than one standing committee.
5. If a departmental representative resigns, the alternate shall replace the resigning representative and the department will hold an election to replace the former alternate. If an at-large representative resigns, the individual with the highest number of votes in the college's Alternate At – Large Representative Pool shall replace the resigning representative.
6. If a representative is absent from two regularly scheduled Senate meetings during an academic year without alternate representation, the Chair may declare the position vacant. If a departmental position is declared vacant, the department shall hold an election for a new representative and alternate. The Vice Chair of the Senate shall keep a complete record of the votes for at-large representatives for each college. If the position of an at-large representative in a college is declared vacant, the next eligible person in the Alternate At – Large Pool of that college shall become the at – large representative and the at – large alternate. If the pool is exhausted, the college will determine the mechanism for choosing a replacement for the vacant position.

E. Term of Office

Each elected representative shall serve for a term of three years beginning August 1 of the first year and ending July 31 of the third year. Members shall be eligible for reelection for consecutive terms without term limits.

The election of Faculty Senate members shall be staggered such that no more than one-third of the Senate membership changes at any one time. Initially, members will be randomly assigned to serve two, three, or four years. Thereafter, Senate membership shall be for a term of three years.

II. MEETINGS AND RULES OF PROCEDURE

- A. The Senate shall use email as the official means of communication with its membership.
- B. The Senate shall have an official website. The Faculty Governance Administrative Assistant shall be responsible for maintenance of the website under the direction of the Chair, Vice Chair, and the chairs of senate committees.

The website shall, at a minimum, contain

- 1. a list of the current Senate membership, including the names of departmental representatives and alternates and at – large representatives and alternates along with their term expiration dates.
 - 2. a list of the current Senate standing committee membership.
 - 3. the Senate Charter.
 - 4. the current month meeting agenda.
 - 5. past meeting minutes.
- C. The 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 Chair of the Senate at the

- beginning of each academic year. The agenda, committee reports and/or resolutions to be considered by the Senate shall be posted on the website with notice to the membership at least seven days prior to the meeting.
- D. The Chair may call a special meeting with the concurrence of the majority of the voting members of the Executive Committee. The Chair must call a special meeting in a timely fashion upon the written request of at least ten members of the Senate or upon the request of the Provost.
 - E. If a departmental representative and departmental alternate representative cannot attend a Senate meeting, the departmental representative can send any member of the department to the Senate meeting. If an at – large representative and an at – large alternate cannot attend a Senate meeting, the at – large representative can send any person in the college at - large pool.
 - F. A quorum of the Senate shall be a majority of the voting membership. Business conducted up to the point that an absence of a quorum is established and announced by the chair is assumed to have been conducted with a quorum present.
 - G. Any representative may make a motion from the floor, which if seconded, shall be addressed by the Senate.
 - H. The Faculty Senate shall use the most recent edition of Sturgis' *The Standard Code of Parliamentary Procedure* to govern its meetings.
 - I. All meetings of the 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.
 - J. A vote by the Senate or a Senate Standing Committee may be conducted

electronically. The conditions and requirements for conducting an electronic vote for the full Senate shall be specified by the Executive Committee and those for a Senate Standing Committee shall be specified by the Standing Committee.

III. STANDING COMMITTEES OF THE FACULTY SENATE

The standing committees of the Senate are the Executive Committee, the Faculty Welfare and Professional Responsibilities Committee, the Academic Quality Committee, and the Benefits and Budget Committee. The composition and duties of the standing committees are as follows:

A. The Executive Committee

The Senate Executive Committee (hereafter SEC) shall be composed of the Chair, Vice-Chair, Secretary, Chairs of the other standing committees, and, as ex officio members, the Provost and Faculty Regent.

The functions of the SEC shall include, but are not limited to the following:

1. to set the time and place of regular meetings and to prepare the agenda for each Senate meeting
2. to function as liaison between the Senate and the President and Provost, meeting with each one at least twice a semester
3. 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
4. to review standing committee reports and/or ad hoc committee reports and vote to include the reports on the regular Senate agenda

5. to take provisional action in lieu of full Senate review when urgent action is needed and it is impractical to call a meeting of the full Senate. Such actions will be reviewed by the full Senate at its next meeting.
6. to assist the Chair in assigning issues to the appropriate committee for study and possible action
7. to make recommendations to the Senate concerning Senate rules and by-laws, proposed amendments, and procedural changes
8. to conduct elections for Faculty Regent as required by state statute
9. to establish the pool from which faculty members will be chosen to serve on the Faculty Grievance and Continuance Committees as described below
10. to serve as a liaison to the faculty in communicating the current issues under review by the Senate and its committees and in describing the accomplishments of the Senate
11. The SEC shall have the right to appoint an ad hoc committee in response to a need which it has identified or to an administrative request

B. The Faculty Welfare and Professional Responsibilities Committee

The Faculty Welfare and Professional Responsibilities Committee (hereafter FWPRC) shall include at least one Senate representative from each college and as many additional members as self-allocated during the Senate caucus. The FWPRC shall review and consider proposals routed to it by the Executive Committee and shall include its comments, suggestions, and recommendations regarding each proposal in a written report to the SEC. As part of the review process, the FWPRC shall consult with other standing committees of the Senate as appropriate. The FWPRC receives reports and recommendations from the Faculty Handbook committee and serves as the official liaison between this committee and the Senate. The FWPRC may also initiate study of any issue relating to faculty welfare and faculty responsibilities and address these issues in its written report to the SEC.

The functions of the FWPRC shall include, but are not limited to the following:

1. to make recommendations concerning the responsibilities and obligations of the faculty person in his/her role as scholar and teacher
2. to make recommendations concerning faculty evaluation and the recognition of outstanding performance in teaching, scholarship (research) and university service.
3. 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 as expressed in the Faculty Handbook.
4. to furnish advice on policies and procedures relating to retirement programs, insurance plans, sick/medical leave, tenure, and other matters relevant to faculty welfare
5. to study any matter pertaining to faculty responsibilities and welfare it chooses;
6. to make recommendations concerning policies and procedures related to faculty grievances
7. to study matters assigned to it by the SEC

The Chair of the FWPRC shall submit a report setting forth recommendations it may have relating to faculty issues to the Senate Chair at least seven days prior to the SEC's meeting for approval to include the report on the Senate agenda. Upon approval by the SEC, 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.

C. Academic Quality Committee

The Academic Quality Committee (hereafter AQC) shall include at least one Senate representative from each college and as many additional members as self-allocated during the Senate caucus. The AQC shall review and consider proposals routed to it by the SEC and shall include its comments, suggestions, and recommendations regarding each proposal in a written report to the SEC. As part of the review process, the AQC shall consult with other standing committees of the Senate as appropriate. The AQC may also initiate study of any issue relating to the University's academic mission and address these issues in its written report to the SEC.

The functions of the AQC shall include but are not limited to the following:

1. to study any matter it chooses pertaining to the academic mission and policy of the University
2. to explore additional ways to strengthen the academic culture at WKU
3. to study and monitor changes in advising policies
4. to study and monitor changes in the Drop/Add policy
5. to study and monitor the changes to the grading system
6. to study matters assigned to it by the SEC

The Chair of the AQC shall submit a report setting forth recommendations it may have relating to issues before it to the Senate Chair at least seven days prior to the SEC meeting for approval to include the report on the Senate agenda. Upon approval by the SEC, 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.

D. Fiscal Affairs Committee

The Fiscal Affairs Committee (hereafter FAC) shall include at least one Senate representative from each college and as many additional members as self-

allocated during the Senate caucus. The FAC shall review and consider proposals routed to it by the SEC and shall include its comments, suggestions, and recommendations regarding each proposal in a written report to the FAC. As part of the review process, the FAC shall consult with other standing committees of the Senate as appropriate. The FAC may also initiate study of any issue relating to the faculty benefits and/or University budget and address these issues in its written report to the SEC.

The functions of the FAC shall include, but are not limited to the following:

1. to study any matter it chooses pertaining to benefits and budgets of the University
2. to furnish advice and make recommendations on policies and procedures relating to matters of University budgets, retirement programs, insurance plans, family leave, sick/medical leave and other benefit matters
3. to consult appropriate experts regarding issues affecting the University's finances and employee benefits
4. to study matters assigned to it by the SEC

The Chair of the FAC shall submit a report setting forth recommendations it may have relating to issues before it to the Chair at least seven days prior to the SEC's meeting for approval to include the report on the Senate agenda. Upon approval by the SEC, 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.

E. 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 on the Senate website by the Staff Editor 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 SEC, 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.

F. Ad Hoc Committees

The Senate may establish ad hoc committees as needed to address issues outside the purview of the standing committees. An ad hoc committee may also be created in response to an administrative request.

A majority vote by the SEC will decide if an ad hoc committee will be created. The SEC will specify the task, membership, and a timetable for the ad hoc committee. Where appropriate, the Rules for Standing Committees shall govern the organization and operation of the ad hoc committee. An ad hoc committee shall be disbanded after it has completed its investigation and reported its findings to the Senate. Senate-recommended members of ad hoc committees shall serve until the committee has completed its task and is dismissed.

G. Faculty Representation on Other Committees

1. Faculty Handbook Committee

The Handbook Committee receives proposed changes to the Handbook that have been approved by the Faculty 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. The Handbook committee reports to the FWPRC standing committee of the Faculty Senate.

The functions of the Handbook Committee shall be to

- a. 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.
- b. incorporate changes to the Faculty Handbook recommended by the University Senate and approved by the Provost.
- c. ensure that the Faculty Handbook is widely and easily available to faculty and is up-to-date.
- d. 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.

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. The Vice Chair of the University Senate will oversee selection of college

representatives. 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 may 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.

2. In addition to faculty responsibility and welfare matters, there are many activities in the university that affect academic programs. Examples include the selection of the President and Executive Officers, institutional budget priorities, building priorities and design of academic facilities, instructional technology, goals and objectives of major fund raising efforts as related to academic matters, scholarship policies, selection of major nonacademic 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 and faculty should be afforded membership on the relevant University committees. Upon the request of the President or delegated administrative officer the SEC will recommend faculty members to serve on such committees. This applies both to standing committees 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. One faculty representative who serves on a standing university committee shall regularly report to the Senate, and shall timely keep the Senate abreast of the activities of the committee on which he/she is serving.
3. The President is authorized to establish an Advisory Committee on Faculty Continuance and Tenure, an Advisory Committee on Faculty Grievance, and a University Complaint Committee. Faculty representatives to these committees

will be elected via the Senate in accordance with procedures outlined in the Faculty Handbook.

IV. FACULTY SENATE PROCEDURES

A. Reports, Recommendations, and Resolutions

The Senate shall act on all items received either from its standing and/or ad hoc committees or from its members. The Senate shall also act through its committees, receiving for information reports of committee actions. The Senate may also vote to review a committee action.

1. Reports, recommendations, and resolutions are forwarded electronically to the Chair of the Senate for review and routing, as appropriate, to one or more of the Senate Standing Committees, and for matters concerning university – wide academic policies, to the Chair of the Academic Council. At this time, the Administrative Assistant also posts a Master Copy of each item on the Senate website for the purpose of comment and recommendation.
2. The Chair of each Faculty Senate Standing Committee prepares an agenda for that Committee's public meeting that is posted on the Senate's website at least one week prior to the meeting date. After the conclusion of its public meeting, the Chair of the Standing Committee submits the Committee's edits, comments, and recommendations to the Master Copy, which triggers notification to any other committees reviewing the item that changes have been made. The Standing Committee Chair also submits a report to the Chair of the Senate containing its recommendations for each item.
3. The Chair of the Senate prepares an agenda for the public meeting of the Senate, which is posted on the Senate's website at least one week prior to the meeting date.

4. Members can make motions from the floor under new business at the public meeting of the Senate.
5. As a result of its review, study, consultation and discussion, the Senate takes action and/or makes recommendations for action at its public meeting. The Chair of the Senate prepares and submits electronically a report of its public meeting with recommendations and resolutions to the Provost and posts the report on the Senate's website.
6. The Provost reviews all recommendations and resolutions of the Senate and provides a response within 30 days, if possible. Recommendations approved by the Provost become the policy of the University subject to approval by the President and Board of Regents, if required. If the Provost does not approve a Senate recommendation, the Provost shall written reasons for such to the Senate. If the Provost desires changes in any recommendation of the Senate, the proposed changes are submitted to the SEC for reconsideration.
7. The President reviews all recommendations and resolutions forwarded directly to him/her by the Senate and provides a response within 30 days, if possible. Recommendations approved by the President become the policy of the University subject to approval by the Board of Regents, if required. If the President does not approve a Senate recommendation, the President shall provide written reasons for such to the Senate or present his/her reasons in person before the Senate at its regular meeting.

B. University Policies

For Academic Affairs policies, the Senate will be consulted and asked to provide advice and comment on drafts of 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 will also be asked to provide such advice and consultation. In addition, the Senate may initiate the creation of new policies.

1. The procedure for creation, substantial revision, or repeal of Academic Affairs policies is as follows:
 - a. The Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the SEC.
 - b. The SEC 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.
 - 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 SEC.
 - c. 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 on Policies. 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.

- ii. not approve the recommendation and return it to the SEC with questions, comments, or revisions. The SEC would then proceed as in A.2.
- 2. The procedure for creation, substantial revision (as determined by the SEC), 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:
 - a. The Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the SEC.
 - b. The SEC 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.
 - ii. may proceed as in A.2.
- 3. The procedure for minor revisions (as determined by the SEC) of existing policies is as follows:
 - a. The draft policy revision will be placed by the Chair on the action agenda of the next meeting of the SEC.
 - b. The SEC 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.

V. AMENDMENTS

A proposed amendment to the Charter of the University Senate may be submitted to the SEC by Senate members or by a committee of the Senate. The SEC 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.

Draft