

Charter of the Faculty Senate

Western Kentucky University

As Revised July 1, 2025

Table of Contents

Section			Page
Preamble			3
I.	The Function of the Faculty Senate		3
II.	The Membership of the Faculty Senate		4
	A.	Composition	4
	B.	The Officers and Their Functions	4
	C.	Elections	5
	D.	Term of Office	6
III.	Faculty Senate Meetings and Rules of Procedure		6
IV.	Organization of the Senate		7
	A.	Standing Committees of the Senate	7
	B.	The Executive Committee	8
	C.	Composition and Duties of Other Standing Committees	8
	D.	Rules of Standing Committees	8
	E.	Ad Hoc Committees	9
	F.	Faculty Representation on Other University Committee	9
		1. Advisory Committee on Faculty Continuance, Promotion and Tenure	10
		2. Advisory Committee on Faculty Grievance	10
		3. University Academic Complaint Committee	11
V.	Faculty Senate Procedures for University Policies		11
VI.	Charter Amendments		12
VII.	Implementation		12
Appendix A, Functions of the College Curriculum Committees			13
Bylaws			14

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.

Article I 2.D. of the Bylaws of the Board of Regents — Western Kentucky University (Amended/Approved Jan. 20, 2012) states that one of the "Duties and Responsibilities" of the board is: "To accept the spirit of academic freedom and shared governance as fundamental characteristics of University governance."

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 Faculty Senate or on a Faculty Senate committee or indirectly by electing colleagues to represent her or him.

I. The Function of the Faculty Senate

The Faculty 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 Faculty 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 Faculty 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 all of the following: visiting faculty, part-time faculty, faculty with one-year appointments, and faculty who hold administrative positions that encompass personnel decisions. 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 Faculty 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 Faculty Senate representation. These representatives shall be voting members of the Faculty 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 Faculty 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 Faculty 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 Faculty Senate function. The designated alternate shall have the full rights and privileges of an elected senator.

5. Non-voting advisory members of the Faculty Senate include: the President of the University; the Faculty Regent; the Provost; all Academic Deans, Associate Deans or their designees; the Registrar or his/her designee; Department Heads; the Faculty Regent (the Faculty Regent cannot also be an elected Faculty Senate representative); a representative from the Staff Council; and the President of the Student Government Association.

6. The Honors College is not to be considered a “college” for purposes of determining composition of the Faculty Senate and committees.

B. The Officers and Their Functions

1. The Faculty Senate shall have a Chair, Vice Chair, and Secretary elected annually by the membership of the Faculty Senate at the April Faculty 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 Faculty 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 Faculty Senate.

4. The Secretary shall keep minutes of all Faculty Senate meetings and make the minutes available to members of the Faculty Senate and the entire faculty by posting them on the Faculty 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. The Secretary will ensure that all audio recordings of Faculty Senate meetings are properly archived.

5. The officers of the Faculty Senate shall serve in their respective positions for a period of one year or until successors are elected. They shall be eligible for re-election.

6. The terms of the Chair, Vice Chair, and Secretary shall begin on August 1st immediately succeeding in the election.

III. The officers of the Faculty Senate may be removed for cause, following the guidelines established in the most recent edition of ~~Sturgis~~ the American Institute of Parliamentarians'.

A. 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 Faculty 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 Faculty Senate. Elections shall be completed, and the results reported to the College Dean and the Vice Chair by March 1st. Any person eligible to serve as a Senator may participate in the election.

3. Under the direction of the Vice Chair of the Faculty 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. College representatives to the Executive Committee shall send the list of nominees for each college to the Vice Chair who shall cause them to be published online. 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 Faculty Senate representation requirements set forth in Section II. Elections shall be completed, and the results reported to the College Dean and the Vice Chair of the Senate by March 1st. Each eligible voter shall be permitted to vote for as many nominees 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 of the Senate. Any runners-up shall be placed in a pool from which replacements will be selected when vacancies occur. In each case, the runner-up with the highest number of votes shall be selected.

4. At the April Faculty Senate meeting, the Senate Executive Committee representative from each college, the Library, and the Student Government Association (SGA) shall hold a caucus of their Faculty Senate representatives elected to serve the following academic year to determine membership on each of the Faculty Senate standing committees. Between the March and April Senate meetings, each standing committee will hold a meeting at which continuing and incoming members elect a new Committee Chair whose term of office will begin on August 1st. Each standing committee shall report the results of these elections to the Vice Chair no later than the April Senate meeting. The Vice Chair, representatives from each college on the Senate Executive Committee, and the newly- elected Committee Chair will work together to assure that each committee is fully staffed no later than the May Senate meeting and ready to begin work on August 1st of the upcoming academic year.

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 Faculty Senate meetings during an academic year and fails to provide an alternate, the Chair of the Faculty 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 Faculty 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.

B. 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 whose terms shall be one year. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term.

IV. Faculty Senate Meetings and Rules of Procedure

A. The Faculty Senate URL shall be: https://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 Faculty Senate membership;
2. A list of the current Faculty Senate standing committee membership;
3. Faculty Senate Charter;
4. Current month meeting agenda; and
5. Past meeting minutes.

C. The Faculty Senate shall use email as the official means of communication with its membership.

D. The date, time, place and modality of the meetings will be recommended by the Executive Committee to the Senate for a vote by the incoming and continuing Senate members with the Executive Committee recommendation determined in accordance with the Faculty Senate Master Calendar."

E. The agenda, committee reports and/or resolutions to be considered by the Faculty Senate shall be posted on the Faculty Senate website with notice to the Faculty 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 Faculty Senate.

G. If a departmental senator and the departmental alternate senator cannot attend a Faculty Senate meeting, the departmental senator can send any member of the department to the Faculty Senate meeting.

H. A quorum of the Faculty Senate shall be a majority of the voting membership of the Faculty 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 Faculty 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 Faculty Senate.

J. The Faculty Senate shall use the most recent edition of the *Standard Code of Parliamentary Procedure* to govern its meetings.

K. All meetings of the Faculty Senate shall be open to the public. Visitors shall be permitted to address the Faculty Senate at the discretion of the Chair.

V. The Organization of the Faculty Senate

The Faculty Senate shall act on all proposals received either from its committees or from its members. In addition, the Faculty 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 Faculty Senate shall also act through its committees, receiving for information reports of committee actions. However, the Faculty 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 Faculty Senate meeting. The Faculty Senate shall forward its recommendation to the Provost.

A. Standing Committees of the Faculty Senate

The standing committees of the Faculty Senate are as follows: The Executive Committee, the Undergraduate Curriculum Committee, the Faculty Welfare and Professional Responsibilities Committee, the Committee on Academic Quality, the Budget and Finance Committee, the Graduate Council and the Handbook Committee.

B. The Executive Committee

The Executive Committee shall be composed of the Chair, Vice Chair, and Secretary of the Faculty Senate, the Chairs of the other standing committees, and one Faculty Senate member from each 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 Faculty Senate shall function as Secretary of the Executive Committee.

The functions of the Executive Committee shall be:

1. creation of Faculty Senate master calendar which sets forth the dates and times of regular meetings for all standing committees;
2. to determine the agenda for each Senate meeting;
3. to function as liaison between the Faculty Senate and the President and Provost/Vice President for Academic Affairs, meeting with each one at least twice a semester;
4. 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;
5. to review standing committee reports and/or ad hoc committee reports and vote to include the reports on the regular Faculty Senate agenda;
6. to assist the Chair of the Faculty Senate in assigning issues to the appropriate committee

for study and possible action;
7. to make recommendations to the Faculty Senate concerning Faculty 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 and,
10. to serve as a liaison to the faculty in communicating the current issue under review by the Faculty Senate and its committees and in describing the accomplishments of the Faculty Senate.

C. Composition and Duties of Other Standing Committees

The composition and duties of other Faculty Senate standing committees shall be set forth in Bylaws of each standing committee, which Bylaws are subject to approval of the Faculty Senate and are linked here:

1. The Undergraduate Curriculum Committee:
2. The Faculty Welfare and Professional Responsibility Committee:
3. The Committee on Academic Quality:
4. The Budget and Finance Committee:
5. The Graduate Council: and,
6. The Handbook Committee:

D. Rules of Standing Committees

1. Meetings: Standing committees shall meet at least once each month during the academic year according to the meeting dates and times published on the Faculty Senate master calendar. 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 from among its membership. The Graduate Council Chair who shall become a Senator upon election to serve as chair of that committee.

5. It is recognized that the total number of senators allocated to certain colleges and the libraries may be insufficient to allow proper representation on Faculty Senate standing committees. Therefore, any faculty in those colleges and libraries eligible to serve as a senator may be appointed by their college/library representatives to serve on a standing committee in a vacant position reserved for his or her college/libraries. Senate shall

publish vacancies on Faculty Senate standing committees to all faculty by email and/or posting on the Senate website.

6. Appointed members of committees and volunteer members described in D.5. above who are not members of the Faculty Senate shall have the right to speak on the floor of the Faculty 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 Faculty Senate-elected members of the committee.

E. Ad Hoc Committees

The Faculty Senate 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 Faculty Senate.

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 Faculty 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 Faculty 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 Faculty Senate-recommended members shall serve until the committee has completed its task and is dismissed. One faculty representative from the Faculty Senate who serves on a standing university committee, or an ad hoc committee shall report to the Faculty Senate and shall keep the Faculty Senate abreast of the activities of the committee on which he/she is serving.
In addition to committee appointments made by the Faculty Senate Executive Committee, faculty representatives will be elected via the Faculty 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 Faculty 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:

a. On or before May 1st of each odd numbered year, each academic department shall elect one eligible faculty member.
b. Nominees shall be elected by secret ballot by all members of the faculty unit holding academic rank as defined in the Faculty Handbook.
c. The Vice Chair of the Faculty Senate shall communicate with academic departments to facilitate this election.
d. 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 Faculty 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 Faculty Senate annually. 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 Faculty 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, beginning August 1st. 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.

VI. Faculty Senate Procedures for University Policies

For Academic Affairs policies, the Faculty 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 Faculty Senate may also be asked to provide such advice and consultation. In addition, the Faculty 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 Faculty Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Faculty Senate Executive Committee.

2. The Faculty Senate Executive Committee will review the draft policy and:
    a. May agree to include the policy on the action agenda of the next Faculty Senate meeting, along with a determination as to whether the draft policy requires a second reading by the Faculty Senate, or
    b. 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 Faculty Senate Executive Committee.

3. For each draft policy placed on the action agenda of the Faculty Senate, the Faculty Senate may vote to:
    a. 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 Faculty Senate meeting, or
    b. Not approve the recommendation and return it to the Faculty Senate Executive Committee with questions, comments, or revisions. The Faculty Senate Executive Committee would then proceed as in A.2.

B. The procedure for creation, substantial revision (as determined by the Faculty Senate Executive Committee), or repeal of policies that are sent to the Faculty Senate for review by units outside of Academic Affairs (see WKU Policy 0.000), is as follows:

1. The Faculty Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Faculty Senate Executive Committee.

2. The Faculty Senate Executive Committee will review the draft policy and:

    a. May provide input to the Responsible Office and place the draft policy on the information agenda of the next Faculty Senate meeting, or
    b. The Faculty Senate Executive Committee may proceed as in A.2.

C. The procedure for minor revisions (as determined by the Faculty Senate Executive Committee) of existing policies is as follows:

1. The draft policy revision will be placed by the Faculty Senate Chair on the action agenda of the next meeting of the Faculty Senate Executive Committee.

2. The Faculty 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 Faculty Senate meeting.

VII. Charter Amendments

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

VIII. Implementation

The Faculty 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.

[Appendix A]

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. Exceptions to this include those items that qualify for expedited review by Academic Affairs, as approved by the undergraduate and graduate curriculum committees. 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 n 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 Faculty 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 Faculty Senate. It shall submit the proposal to the Faculty Senate Chair to be placed as an action item on the Faculty Senate agenda. If the Faculty 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 Faculty Senate members. That is, a non-senator can serve a maximum of four years on Faculty Senate committees and then will be ineligible for serving on the Faculty Senate or any other Faculty Senate Committee until one year has elapsed.

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