

GOODWIN UNIVERSITY FACULTY SENATE BYLAWS
Adopted November 7, 2013
Amended December 7, 2022 (finalized 4/12/23)

Article I. Name

The name of this organization shall be the Goodwin University Faculty Senate.

Article II. Mission

The faculty will participate in the governance of the University by formulating and advocating the faculty perspectives to support academic initiatives of the University. The Faculty Senate will contribute to these initiatives as a valued partner in the fulfillment of the University's mission.

Article III. Membership

The Faculty Senate shall consist of:

1. Full-Time Faculty

Full-time faculty consists of faculty members whose primary function is teaching in the University. All full-time faculty, as defined herein, are voting members of the Faculty Senate.

2. Part-Time Faculty

Part-time faculty consists of faculty members who are considered permanent part-time salaried by the University. All part-time faculty defined herein are voting members of the Faculty Senate.

3. Adjunct Faculty

All adjunct faculty members are invited to open-session meetings. They do not have voting privileges. However, adjunct faculty are welcome to serve on Faculty Senate Committees.

Article IV. Officers and Duties of Executive Committee

The Executive Committee will consist of the President, Vice President, Recorder, and two Faculty-at-Large members (each from a different discipline). Terms on the Executive Committee will coincide with the terms of Faculty Senate Officers *as* noted in Article V. The President of the Faculty Senate will serve as Chair of the Executive Committee. The Executive Committee shall exercise all duties expressed in these Bylaws as well as those conferred upon it by the Faculty Senate. The Executive Committee will meet with the Vice-President of Academic Affairs at the request of the Senate President or the University President and/or Vice-President of Academic Affairs.

The Officers of the Faculty Senate shall consist of a President, Vice President, and Recorder

1. President

Duties of the President are as follows:

- a. Presides at meetings of the Faculty Senate
- b. Sets times and location of Faculty Senate meetings
- c. Opens meetings of the Faculty Senate at the time for which they are called and decides whether the session is Open, Closed, or a combination of both as needed to meet the needs of the Senate.
- d. Recognizes members entitled to have the floor
- e. States and puts to a vote all questions regularly moved and announces the result of the vote; or, if a motion is out of order, rules it out of order.
- f. Reports on approved motions to the University community and Board of Trustees as needed.
- g. Sits on the Board of Trustees as a voting member and as the representative of the faculty.
- h. Accepts responsibility for communicating to, and acting as the representative of the faculty, to any necessary University officials about the concerns of the Senate.
- i. Enforces good decorum
- j. Has the authority to set time limits on reports and debates. Any Senate member can, however, motion for more time with the approval of the voting membership present.
- k. Shall be an ex-officio member of all Faculty Senate committees, except as otherwise noted in Article VI of these Bylaws.
- l. May allow non-members to address the Faculty Senate in open session only.
- m. Serves as chair of the Executive Committee.
- n. Will appoint, with the Senate's approval, a Recorder pro-tempore when the Recorder is unable to attend a regular or special meeting of the Faculty Senate.
- o. Attends all Executive faculty meetings with the Vice-President of Academic Affairs

2. Vice President

Duties of the Vice President are as follows:

- a. Assists the President with all duties concerning the Faculty Senate
- b. Presides at meetings in the absence of the President and holds President's authority and responsibilities in his or her absence.
- c. Accompanies President, at his or her request, when reporting concerns to necessary administrators and departments.
- d. May substitute for the President, in his or her absence, at the Board of Trustees meeting to represent faculty and share faculty news.
- e. In the event of the President's separation, will become President, with all the authority, rights and responsibilities thereof for the remainder of the President's term. No person, however, may hold the Office of President for more than five consecutive years.
- f. Will act as Faculty Senate Treasurer until the Faculty Senate creates such an office.
- g. In the event of the separation of the Vice President, the President will call a special election as soon as possible to fill the vacancy for the remainder of said term.
- h. Will act as Recorder of the Executive Committee in the event of the Recorder's absence.
- i. Attends all executive committee meetings with the Vice-President of Academic Affairs

3. Recorder

Duties of the Recorder are as follows:

- a. Takes minutes and attendance at Faculty Senate meetings, publishes the open session minutes, and maintains a permanent record of the open and closed session minutes and attendance for each Faculty Senate meeting.
- b. Keeps and files copies of Senate committee meetings, which are provided by the committee chairs.
- c. Compiles, types, and posts an agenda to all Faculty Senate members, in accordance with the President, at least one week prior to the next Faculty Senate meeting
- d. Will act as custodian of closed session minutes after approval by the Executive Committee.
- e. In the event of the separation of the Recorder, the President will call a special election as soon as possible to fill the vacancy for the remainder of said term.
- f. Will act as Recorder of the Executive Committee
- g. Will obtain a list of all full and part-time faculty from appropriate University official, each semester.
- h. Attends all executive meetings with the Vice-President of Academic Affairs.
- i. Updates and evaluates the Goodwin University Faculty Senate website and pages at least once a semester.

4. Faculty at Large Members will:

- a. Attend all Executive Committee meetings, meetings with the Vice-President for Academic Affairs and Faculty Senate meetings.
- b. Serve as liaisons between the membership and the Executive Committee
- c. May sit on certain committees assigned by the Senate President to ensure the Executive Committee's directives and goals.
- d. The Officers reserve the right to remove any Faculty-at-Large member from the Executive Committee for neglect of duty, or any conduct that is not in accordance with the mission of the Senate. The Officers will then appoint a new Faculty at Large member for the remainder of said term.
- e. Should a Faculty at Large member separate voluntarily, the Officers will then appoint a new Faculty at Large member for the remainder of said term

Article V. Elections

1. Terms and Qualifications

- a. The President, and two Faculty-at-Large members will be elected for a two-year term in odd years. The Vice-President and Recorder will be elected for a two-year term in even years. Officer terms will begin on August 1st end on July 31st two years following. The President may serve two consecutive two-year terms. Once his or her term(s) are completed, he or she must then not serve as a Faculty Senate Officer for at least two years before becoming eligible to serve again in an Officer position. Faculty Senate Officers must be full-time faculty members as defined in Article III.
- b. If a member of the Executive Committee runs for another office during his or her term, he or she must resign the current office held if elected to the office sought.
- c. A special election within 30 days from prior election will then be called by the President for fulfillment of the newly vacant position for the remaining term.

2. Election Process

- a. Beginning in 2023, elections will begin in the summer semester and will conclude by July 31st.
- b. The Nominating Committee Chair will announce upcoming positions at the first meeting of the summer semester.
- c. Interested individuals will email a completed *Faculty Senate Election Form* (Appendix B) by July 1 to the Nominating Committee Chair.
- d. The Nominating Committee Chair will then create the Election Ballot and the Scribe will send to voting members.
- e. Election Ballots will be open for two weeks. Upon closing, the Nominating Committee will count the votes and confirm election results. The results will be reported to the President.
- f. Newly elected officials will begin their tenure on August 1st.

3. Removal of Officers

- a. The Senate reserves the right to remove any Officer or other member of the Executive Committee for neglect of duty, or any conduct that is not in accordance with the mission of the Senate. The removal of an Officer, however, may only take place with a two-thirds majority of the membership present.
- b. Prior to removal of an Officer (or other member of the Executive Committee), the Senate must vote to consider removal at least 30 days prior to voting for removal. The Officer in question will have such time to convince the Senate why he or she should remain in office. During said time, the Officer will retain all of his or her authority, rights, duties, and responsibilities that are assigned to his or her Office. The Officer in question may not be present at the vote for removal. If the President is considered for removal, the Vice President will preside over the vote. For other Officers, the President will preside.

Article VI Committees

The Faculty Senate may establish committees as it deems appropriate. The Executive Committee will select the chair of these committees from the Faculty Senate membership as defined in Article III. The Executive Committee shall prescribe the function and duration of such committees. Each of these committees are subunits of the Senate and may only take such action as the Executive Committee or the Faculty Senate deem advisable. The Executive Committee shall review committee needs and membership at the beginning of each academic year or when it is deemed necessary.

1. Promotions Committee

The Promotion Committee will function as a permanent committee of the Faculty Senate. The Faculty Senate retains no authority to dissolve this committee or make any changes to this committee without the consent of the Vice-President for Academic Affairs, Vice-President for Human Resources, and Promotion Committee Chair. When asked by the Promotion Committee Chair, Faculty Senate will appoint full-time faculty members at the rank of assistant professor or higher to serve on the Promotion Committee. The Promotion Committee will operate under its own Rules of Procedure and will determine the terms and service of its committee members. The Promotion Committee Chair shall, from time to time, report Promotion Committee meeting dates, procedures, and membership to the Senate.

2. Faculty Senate Nominating Committee

The Nominating Committee shall be a permanent subcommittee of the Faculty Senate with five or seven members. This committee will act as the sole arbiter of Senate Officer Elections and will be the custodian of all ballots. The chair of the Nominating Committee will be the recipient of all election ballots. The Nominating Committee will count and certify the ballots and submit the results to the Faculty Senate in a timely fashion. Nominations for Senate Officers must be submitted to the Nominating Committee by July 1 or the nearest weekday, should it fall on a Saturday or Sunday. The Officers of the Senate will

appoint the Chair of the Nominating Committee for a two-year term beginning in odd numbered years. Members of the Nominating Committee may not nominate Officers for elections as long as they serve on said committee.

3. Faculty Recognition Committee

The Faculty Recognition Committee shall be a permanent subcommittee of the Faculty Senate. The committee will work to recognize and raise awareness of full, part-time, and adjunct faculty endeavors that advance the University's mission and purposes. Due to the monetary aspects, this position works closely with the Vice President of Academic Affairs.

4. Sabbatical Leave Committee

The Sabbatical Leave Committee shall be a permanent subcommittee of the Faculty Senate. The committee will review faculty applications for sabbatical leave. The Committee shall then make recommendations to the administration, in accordance with Goodwin University policy.

5. Diversity, Equity, and Inclusion Committee (DEI)

The Diversity, Equity, and Inclusion Committee shall be a permanent subcommittee of the Faculty Senate. The committee will provide perspective on DEI work at Goodwin University, advocate for a more diverse, inclusive, and equitable work environment, and be a resource for faculty on DEI.

6. Retention and Technology Committee

The Retention and Technology Committee (currently known as Starfish) shall be a permanent subcommittee of the Faculty Senate. The committee will provide perspective on the operation and management of the Starfish (or any other) retention system. Additionally, this committee will work with the university on technology advancements updates or changes.

7. Performance Review Committee

The Performance Evaluation Committee shall be a permanent subcommittee of the Faculty Senate. The committee will provide perspective on the annual performance review process.

8. Bylaws Committee

The Bylaws Committee shall be a permanent subcommittee of the Faculty Senate. The Bylaws shall be reviewed and updated every two years by the subcommittee in even years.

Article VIII. Meetings

1. Regular Meetings

Times and dates of Faculty Senate meetings will be set by the President. The Senate will conduct regular meetings approximately every month, alternating meeting days. Attendance will be taken at all regularly scheduled meetings.

2. Special Meetings

The President may call special meetings. A one-week notice to the Senate membership is required. The time and date of special meetings will be determined by the President. Attendance will be taken at all special meetings.

Article IX. Procedures

1. Agenda

Executive Committee shall develop an agenda for upcoming meetings. The Recorder shall provide the membership with the agenda prior to a regular meeting and prior to a special meeting. Any member may petition the Officers to include an item on the agenda. The determination of “closed” and “open” session of Faculty Senate will be made by the Executive Committee in advance of any meeting. Any member may petition the Officers to include an item in closed or open session.

2. Session Definitions

An open session of Faculty Senate indicates a session where members of Senate and non-members of Senate may be present. Non-members can be recognized to speak by the President only. Non-members cannot vote. Aspects of confidentiality do not apply to open sessions.

A closed session of Faculty Senate indicates a session where only voting members of Senate are present. Presence in a closed session of Faculty Senate is confirmed by Senate Recorder. Aspects of confidentiality apply to closed sessions as per Appendix A.

3. Rules of Procedure

The Rules of Procedure, as defined in Appendix A, will be followed at all meetings.

4. Resolutions and Amendments

a. Resolutions

For a resolution to carry, a majority of the membership present is required. Members must be present at Faculty Senate meetings to vote. Voting for a resolution will be noted in the Faculty Senate agenda, which will be distributed one week prior to the meeting.

b. Amendments

The Senate may consider amendments to these Bylaws at any regular meeting. Voting on amendments requires a quorum to pass. Members may vote electronically as defined by the Rules of Procedure.

5. Voting

Faculty Senate votes in a few ways: elections, major initiatives, and major/minor resolutions. Voting for resolutions, major initiatives, and amendments may be conducted by electronic voting or informal votes in session.

The procedure for voting for the election of Officers and other Executive Committee members is outlined above in Elections. Faculty Senate Members are entitled to cast one vote.

6. Quorum

All resolutions and amendments require a quorum to be considered. A quorum will be defined as *ten* percent of the present membership required for acceptance.

7. Minutes

The Recorder shall distribute open session meeting minutes to members no later than two weeks after a regular meeting has approved them and one week after a special meeting has approved them. Minutes from closed meetings will be taken by the Recorder and kept by the Recorder in a secure location. Any full or part time faculty member may request to see closed minutes in the presence of the Recorder. The faculty member may not remove closed minutes from the designated place, nor make copies of any closed minutes.

8. ByLaws Review

The committee will review these ByLaws every two years, in even numbered years.

Appendix A

Faculty Senate Rules of Procedures

The following rules of procedures will be followed at all Faculty Senate meetings. These rules will guide the focus, pace and group dynamics of each meeting.

1. The President of the Faculty Senate recognizes one speaker at a time.
2. The agenda for each meeting will dictate the dialogue for each meeting.
3. All meetings will start on time at the designated location as noted in the agenda.
4. Items for the agenda must relate to Faculty Senate and be approved by the Executive Committee.
5. When a speaker has the floor there will be no side conversations or interrupting the person who has the floor.
6. Any issue not on the agenda will be parked for possible further discussion at a future Faculty Senate meeting.
7. To maintain the integrity of the Senate, confidentiality of all information discussed at **closed meetings** needs to be maintained. No discussion in closed session, however insignificant it may seem, should be shared with those who are not voting members of the Faculty Senate.
8. The President of the Faculty Senate has the authority to ask for dismissal of any member who violates the Rules of Procedures. If a member refuses to leave the President has the authority to end the meeting.

Appendix B

Faculty Senate Election Form

Please use the following Template and submit intent by July 1, to the Nominating Committee Chair. Any nominations received after the deadline will not be considered.

Name:

(and insert photo)

Position You are Running for:

Why are you the best candidate for this position?

No more than one paragraph Biography.