



MEMORANDUM

To: Donna E. Shalala, President

From: Tomas A. Salerno
Chair, Faculty Senate

Date: April 2, 2015

Subject: Faculty Senate Legislation #2014-32(A) – Revise *Faculty Manual* Section A5.1, A5.2, and add A5.3, School Councils

The Faculty Senate, at its March 25, 2015 meeting, voted unanimously to approve the amended proposal to revise Section A5.1, A5.2 and add A5.3, School Councils, of the *Faculty Manual*.

The requirement concerning who presides over the School Council is only relevant for those academic units that have a School Council which is a separate entity from the full Faculty. In non-departmentalized units, for example, the entire Faculty typically fulfills the responsibilities assigned to the School Council.

The major changes entail: (1) the delineation of a process for elected School Council members to select a Speaker of the Council who will preside over meetings, and (2) listing the Dean of the School as a non-voting *ex officio* member.

Proposed changes reflected in underlined / ~~strikeout~~ format.

BEGIN TEXT, *FACULTY MANUAL*:

A5 School Councils

A5.1 The faculty of each school, including the Graduate School and the Library, shall establish a Council as its executive agency. The voting members of the faculty of each school shall elect from their members a Council which shall ~~have the following duties and responsibilities: it shall~~ act as the committee on academic planning, educational and research policy, and general welfare of the school; it shall elect all committees of the school faculty; it shall act as confidential counsel to the dean of the school in any matter submitted by the dean; it or its designee shall set the date and hour and prepare the agenda for all regular meetings of the school faculty; it shall include in the agenda any matter requested in writing by ~~ten~~five percent of the voting members of the school faculty; a majority of the voting faculty of a department, or any items or matters submitted by the dean or his/her principal deputy; ~~it may make recommendations to the school faculty concerning proposed actions; it may act for the school faculty, as authorized annually by the school faculty, and report such actions at the next meeting of the school faculty. The~~

authority of the Council to elect committees of the school faculty in no way limits the authority of the dean to appoint *ad hoc* committees from the school faculty to advise the dean.

A5.2 The School Council shall consist of at least three elected members, each serving for a three-year term, the terms to be staggered in order to provide continuity. One or more alternates may also be elected. A majority of the members shall be REGULAR FACULTY. In departmentalized schools, except as provided to the contrary in a written bylaw, representatives will be elected from each department. The Council of a school containing a small number of faculty members may consist of all voting members of the school faculty. ~~The dean of the school shall be the chair of the Council.~~ Should a member of the Council resign or should a position for any other reason become vacant a successor shall be chosen by the remaining members of the Council to serve for the unexpired term.

A5.3 In departmentalized schools, the School Council shall yearly elect one of its members to be the Speaker of the Council to preside at meetings of the Council; to represent the wishes of the faculty; to provide advice or recommendation to the dean; and to administer the activities of the Council. Up to two Vice Speakers may be elected to assist the Speaker in all administrative duties and will assume the duties of the Speaker in his or her absence. The Dean of the school will serve as a non-voting *ex officio* member of the Council except as may be necessary to break a tie vote. The Dean will attend at least one meeting each semester. All meetings of the Council will be open to UNIVERSITY FACULTY members of that school or college¹, except for executive sessions which will be attended only by elected members or in their absence, their alternates. The Council shall receive administrative support from the Office of the Dean, and a Secretary to the Council shall be employed to assist the Speaker and the Council in the conduct of its activities.

END TEXT


This legislation is now forwarded to you for your action.

TAS/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
Academic Deans

¹The phrase “of that school or college” was accepted as a friendly amendment at the 3/25/15 Senate meeting.

CAPSULE: Faculty Senate Legislation #2014-32(A) – Revise *Faculty Manual* Section A5.1, A5.2, and add A5.3, School Councils

APPROVED:  DATE: 5/5/2015
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE

EFFECTIVE DATE OF LEGISLATION: Upon approval of the vote of the faculty and the Board of Trustees, whichever comes last

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

[Legislation approved by the faculty on July 14, 2015 and approved by the Board of Trustees on October 21, 2015.]