

## ***Standing Rules and Rules of Order (2012-13)***

### **Recusals and Abstentions**

The Senate will follow Robert's Rules of Order for abstentions with the sole exception of conflicts of interest. Senators should recuse themselves before the discussion of the motion. A Senator may still speak for or against the motion but as a member of the University, not a Senator. Recusals must be discussed with the Chair of the Senate before the meeting. "Conflict of interest" in this context shall be broadly defined to include any issue where a Senator feels unable to be objective and put aside personal interests.

### **Requirement for Two Readings of All Matters of Policy**

Motions involving matters of policy shall be proposed in writing to the Faculty Senate one meeting in advance of their consideration; this will constitute a "First Reading." The matter is not discussed or voted upon until the "Second Reading" at the next Senate meeting. A two-thirds vote of the members present will be required in order to propose and consider a motion regarding a matter of policy during a single meeting.

### **Replacement of Senator and Term for Replacement**

If a Senator must consider resignation due to illness or for any other reason, that Senator shall submit a resignation to the Executive Committee who shall determine if the resignation shall be accepted. If a resignation is accepted, the Senate shall elect one of the Senate alternates to fill the rest of the Senator's term.

### **Executive Committee:**

Duties:

- a. Appoint Senate members to Senate Committees.
- b. Supervise the Editor of the Faculty Handbook and Senate Secretary.
- c. Appoint ad hoc committees or task forces. These committees may include in their membership faculty members who are not then serving on the Senate and others.
- d. Insure that ad hoc and Senate committees and task forces report annually to the Senate for review, clarification, and coordination of faculty policy.
- e. Supervise the preparation of the minutes of the Senate, the distribution of the Senate agenda, and written reports of Senate actions to the faculty.
- f. Call additional Senate meetings when deemed necessary.
- g. Assume responsibility for informing the Senate about UNCA's adherence to the principles of the Standards of Shared Governance on the 16 UNC Campuses Adopted by the Faculty Assembly of the University of North Carolina (April, 2005) and endorsed by the UNCA Faculty Senate.

### **Institutional Development Committee:**

Duties:

- a. Evaluate and assess for both resource implications and consistency with the university's Mission Statement, Statement on Shared Values, and planning documents
  - i. faculty and administrative policies and activities
  - ii. new degree programs, minors, concentrations, and curriculum changes and innovations
  - iii. proposed and existing centers
  - iv. institutional programs
- b. Participate as statutory members of the University Planning Council and, in consultation with the administration, in the review of budget allocation and other institutional development matters.

## **Faculty Welfare and Development Committee**

### Duties:

The Committee shall study, on an on-going basis, the campus policies affecting faculty welfare as specified in [Article II, Section 1.2](#). It shall initiate changes and/or entertain suggestions and concerns regarding these matters from individuals and groups of faculty members. It shall also draft policy changes and resolutions on issues of faculty welfare for Senate consideration.

## **Academic Policies Committee**

### Duties:

- a. Consider for submission to the Senate major curricular change. When the APC approves a document unanimously, the document is included on a consent agenda. Any Senator may request removing a document from the consent agenda for discussion by the Senate. By tradition, the APC consent agenda is presented during the APC committee report.
- b. Approve minor curricular changes and report those changes to the Senate.
- c. Review APC document approval procedures at the end of each academic year.
- d. Work with Academic Affairs and the Registrar's Office to edit catalog insuring that all catalog changes that are not editorial are approved by APC.
- e. Coordinate with and oversee the Integrative Liberal Studies Oversight Committee (ILSOC) on the implementation of the Integrative Liberal Studies (ILS) curriculum.
- f. Hear appeals from faculty on ILSOC decisions. APC may uphold the decision, reverse the decision, or send it back for further evaluation.
- g. Implement ongoing review of general education curriculum at UNCA as specified in SD0808F.
- h. Develop institutional policy and procedures in academic matters.

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### The Senate shall:

- a. Provide for such standing and special committees that the Senate may deem necessary;
- b. Establish, review, evaluate and restructure the boards and committees established by the Senate;
- c. Act on reports and recommendations from the boards and committees;
- d. Approve the academic calendar for the University;
- e. Promote high educational standards at the University;
- f. Approve the general University degree requirements;
- g. Recommend the establishment or discontinuation of degrees and programs;
- h. Approve all curricular changes;
- i. Approve policies and regulations governing the conditions under which the instruction of students takes place;
- j. Advise members of the administration regarding standards of admission to the university including but not limited to academic standards;
- k. Advise members of the administration on matters pertaining to the level and use of tuition and fees;
- l. Establish reappointment, promotion and tenure policies and regulations;
- m. Review policies and regulations pertaining to appointments, faculty development, teaching and research;
- n. Advise the administration regarding faculty salaries, faculty workload, compensation and benefits;
- o. Review and recommend policies governing educational functions of the University;
- p. Participate in institutional development by providing input into the ongoing planning and budgetary process;
- q. Maintain and promote the welfare of all members of the University community;
- r. Advise and counsel the administration upon any matters that the administration or the Senate may wish to present and to act upon any matters presented by the administration when action is appropriate.