

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE  
FACULTY SENATE

Senate Document Number      0118F  
Date of Senate Approval        09/06/18

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Statement of Faculty Senate Action:

***Standing Rules and Rules of Order (2018-19)***

**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. All matters of policy to come before the Senate will have a decision summary attached to First Reading that states the subcommittee vote, summary of the decision and statement of any dissent.

**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. In cases where a Senator expects to be on leave for a single semester, they may opt to return to Senate following the leave as long as a minimum of one year remains in their term at the time of return. During the semester prior to the leave, Senators must notify the Executive Committee in writing either of their permanent resignation, or their wish to return to their position following the completion of their leave. If a resignation is accepted, the Senate shall elect one of the Senate alternates to fill the Senator's term for the duration of the vacancy.

**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:**

##### 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. proposed and existing centers
  - iii. institutional programs
- b. Consider proposals for new degree programs, certificates, and/or proposals that require additional resources or matters regarding consistency with the university's Mission Statement or Statement on Shared Values. When IDC determines that a new degree program can be supported, the proposal is then reviewed by APC for curriculum design before submission to Senate.
- c. 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**

##### Duties:

- a. Consider for submission to the Senate major curricular changes within existing degree programs. This includes proposals for minors, concentrations, designations, curriculum changes and innovations. If proposals require additional resource support, APC will forward the proposal to IDC for consideration. 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 within existing degree programs and report those changes to the Senate.
- c. Review APC document approval procedures at the beginning 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 Liberal Arts Curriculum Committee (LACC) in its ongoing review of the LAC.
  - f. Hear appeals from faculty on LACC decisions. APC may uphold the decision, reverse the decision, or send it back for further evaluation.
  - g. 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.