

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Sense of Senate Resolution (SSR) Number SSR0318S

Date of Senate Approval 02/01/2018

FWDC 7

**Sense of the Senate:
Revisions to Senate Leave Policy and Election of Alternates**

Rationale: Current Standing Rules and Rules of Order for Faculty Senate require that senate resignations for the purposes of single-semester professional development leaves or family/medical leaves be permanent. That is, regardless of the length of term remaining, faculty senators may not return to their senate roles after a leave. With the recent increase in frequency of faculty leaves, the pool of alternates has not been adequate to keep up with the need. Furthermore, in some cases, faculty senators have preferred to return after a leave, but have not been permitted to do so because of current standing rules.

In order to better honor the agency of faculty senators, as well as to create a more sustainable system of electing alternates to serve when vacancies occur, we propose the following:

- 1) In cases where faculty senators take a one-semester leave from the university, they be permitted though not required to return to senate for the duration of their term, as long as there is a minimum of one year remaining in the term upon their return. During the semester prior to their leave, they 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.
- 2) Senate alternates will be elected for two-year terms, rather than one-year terms. In cases where a vacancy occurs for a single semester, an alternate will be called upon to serve for that semester, only, rather than for the duration of the term. In the first year, 6 rather than 3 alternates must be elected (3 for one-year terms, 3 for two-year terms) in order to establish the new pattern.

In order to implement the above changes, both Section 3 of the Constitution and the Standing Rules and Rules of Order must be revised. See below for the proposed changes. If Faculty Senate approves this resolution, the Constitutional revisions will go before the full faculty for a vote. If the measure passes, revisions will go into effect in Fall 2018.

****Constitutional Edits****

**CONSTITUTION OF THE FACULTY SENATE
OF
THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE**

The faculty of the University of North Carolina at Asheville as hereinafter defined, having responsibility for the academic program of the institution, establishes, for the purpose of regulating the conduct of its business and deliberations, this constitution. This is done in full awareness that all procedures must be compatible with acts of the legislature, rulings of the Board of Governors and the Board of Trustees, and rules established for the University as a whole. Nothing in this constitution shall abrogate the Chancellor's final authority over policies and procedures at the University of North Carolina at Asheville.

ARTICLE I

Definition of Faculty and Those Eligible to Vote and Stand for Election

The faculty shall be composed of all persons having academic rank at the University of North Carolina at Asheville, the Chancellor of the University, the Provost and Vice Chancellor for Academic Affairs, and the Assistant or Associate Provosts. The ranks are Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor. Eligibility to vote and stand for election will be based on the requirements defined in Section 10.2 of the Faculty Handbook.

ARTICLE II

Section 1

Powers and Duties

1. The Senate shall exercise the legislative powers of the faculty.
2. 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.

3. Senate actions are subject to faculty review as follows: The Senate shall promptly distribute a written report of its actions and recommendations to all members of the faculty. The faculty, in general meeting, may discuss, amend, endorse or veto any Senate action, provided that at least one week in advance of the meeting the faculty is given written notice of the issue to be raised and the action to be proposed. A quorum of the faculty (50% +1) must be present at such a meeting where amendment or veto shall be by two-thirds majority of those voting. Because of this provision the Senate must report actions within two weeks via faculty mail or electronic mail so that any faculty member may initiate discussion of Senate actions.

The faculty may refer appropriate concerns to the Senate for investigation, clarification, discussion and debate. The Third Vice Chair of the Senate shall issue an agenda to all faculty members prior to each Senate meeting. Meetings of the Senate shall be open to all members of the faculty; visitors may participate in Senate debate by majority consent of the members present.

4. Actions and resolutions of the Senate shall be forwarded, as appropriate, to the Chancellor and Provost and/or Vice Chancellor of Academic and Student Affairs.

5. The Senate may, at its own discretion, seek the advice and counsel of any member of the faculty.

Section 2

Composition of the Senate

The Senate shall be composed of eighteen elected faculty members. The Provost and Vice Chancellor for Academic Affairs shall serve as an ex officio, non-voting member of the Senate. The Senators shall hold three year terms of office from May 5 through May 5 of each succeeding year. Terms of office shall be phased so that six members are elected to new terms each year.

Senators will regularly attend Senate meetings and Senate committee meetings. When a Senator cannot attend a regular meeting of a Senate committee or the Senate, she/he should inform in advance the appropriate chair and specify her/his reasons. A Senator missing more than three meetings of either the Senate or a Senate committee will have her/his Senate membership reviewed by the Executive Committee of the Senate.

Section 3

Election of Senators

Each year the faculty shall vote for six Senators. One Senator each shall be elected from each of the broad academic areas: Social Sciences, Natural Sciences, and the Humanities. The highest vote recipient in each area shall be elected. Three Senators shall be elected at large, being the next three highest vote recipients over all. All elected representatives shall represent the faculty as a whole and not solely the exclusive academic area in which they teach. (In the first election following the approval of this Constitution, five Senators shall be elected at large.)

In each election, three alternates, being the next highest vote recipients from each of the three divisions after the above Senators are designated, shall be elected for ~~one~~ two year terms. The alternates shall attend Senate meetings with voice, but without vote. Should a vacancy occur for any reason, the Senate shall elect one of the alternates to assume the full duties of that position for the duration of that vacancy. Should a vacancy occur after all alternates are in place, a special election shall be called to fill the vacancy, unless the vacancy occurs within 45 days prior to the next regularly scheduled election, in which case the position will remain vacant.

****Edits to Standing Rules and Rules of Order****

Standing Rules and Rules of Order 2017-2018

The Standing Rules and Rules of Order are reviewed and approved annually by the Senate which give the basic duties of the senate and its committees. It also has the rules regarding recusals, abstentions, replacing a senator and Comer Rule of Two Readings for passage of policies.

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 rest of the Senator's term~~ **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

- 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

- 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 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 Liberal Arts Curriculum Committee (LACC) in its ongoing review of the Liberal Arts Curriculum (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

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.