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Bylaws

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ARTICLE I: SOURCE OF AUTHORITY AND PURPOSE

I, 1. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES

In Section 3 of the Comprehensive Standards for the Southern Association of Colleges and Schools, Commission on Colleges publication *The Principles of Accreditation: Foundations for Quality Enhancement* document (2012 edition) it clearly states that institutions in compliance should have a clear structure for faculty governance. “The institution publishes policies on the responsibility and authority of faculty in academic and governance matters” (3.7.5)

The Southern Association of Colleges and Schools, Commission on Colleges recognizes a “tradition of shared governance within American higher education” and “the importance of both faculty and administrative involvement in the approval of educational programs,” “curriculum development,” and a “role in both academic and governance matters” (*Resource Manual for the Principles of Accreditation*, March 2012).

I, 2. UNIVERSITY SYSTEM OF GEORGIA BOARD OF REGENTS

The Board of Regents of the University System of Georgia defines the membership, duties, powers, and privileges of the President, Faculty, and AU Senate. BOR Policy Manual, [Faculties Section 3.2](#).

I, 3. AUGUSTA UNIVERSITY STATUTES

The AU Statutes define the organizational structure of the university and its governance bodies.

I, 4. AUGUSTA UNIVERSITY SENATE BYLAWS

These Bylaws are prepared for the convenience of the faculty of AU and are not to be construed as an official publication of the Board of Regents (BOR) of the University System of Georgia (USG). In case of any divergence from or conflict with these AU University Senate Bylaws and the Bylaws and/or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. The AU Bylaws were approved by the faculty on February 7, 2013.

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63 Advisory Agency

64 **I, 5. AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**

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66 The American Association of University Professors (AAUP) (in conjunction with the
67 American Council on Education and the Association of Governing Boards of Universities
68 and Colleges) emphasizes that faculty should have shared governance over matters of
69 “framing and execution of long-range plans,” “decisions regarding physical resources,”
70 and in prioritizing “the allocation of resources.” Further, “the faculty has primary
71 responsibility for such fundamental areas as curriculum, subject matter and methods of
72 instruction, research, faculty status, and those aspects of student life which relate to the
73 educational process” (“Statement on Government of Colleges and Universities,”
74 originally adopted 1967 and revised 1990, *The AAUP Policy Documents and Reports*
75 [Redbook], 11th ed., 2015).

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77 **I, 6. PURPOSE**

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79 Principles of shared governance strengthen all of the best higher education institutions
80 in America today. Through a system of representative participation in a university’s
81 decision- making processes concerning all key academic and faculty matters, the
82 university is able to work as a cohesive body—empowering faculty at all levels to take
83 part in the development of continued excellence in teaching, learning, outreach to the
84 community, research, and scholarship, which all forward the mission of the institution.

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86 The University Senate is a vehicle through which faculty share in the operation and
87 management of the university. The shared governance practice of consultative
88 decision- making between the University Senate and the University Administration at
89 every level underscores the belief that faculty are at the heart of the academic mission
90 of teaching, research, and service. This concept is critical to maintaining a quality
91 academic program and the mission of the university.

ARTICLE II: MEMBERSHIP OF THE UNIVERSITY ASSEMBLY AND FACULTY

II, 1. PRESIDENT AND UNIVERSITY SENATE *EX-OFFICIO* EXECUTIVE CHAIR

The President of AU will serve as Head of the faculty and the Ex-officio Executive Chair of the University Senate.

II, 2. ASSEMBLY

The Assembly is a meeting of the whole faculty and administrative faculty, as defined in Article II, 3 and II, 4.

II, 3. FACULTY

The faculty of the university is composed of Administrative Officers and the Corps of Instruction who are full time and on an annual contract. As defined by the Board of Regents Policy Manual 3.2.1.1, the Corps of Instruction includes professors, associate professors, assistant professors, instructors, senior lecturers, lecturers, and teaching personnel with such other titles as may be approved by the Board. Research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

For purposes of shared governance as defined in these bylaws, 75 percent annual full-time status or higher constitutes full time. These individuals will have privileges including voting at all Assembly meetings and holding institution-wide offices in shared governance activities.

II, 4. ADMINISTRATIVE FACULTY

II, 4.1. If not included above in Article II, 3, the term “whole faculty” also includes all those who hold academic rank and serve as academic department chairs, division chairs or directors, academic deans, academic vice-presidents, residents, and regional branch administrators – including all persons with direct line authority over faculty.

II, 4.2. Faculty holding administrative positions greater than 50% at the college level (e.g., assistant dean) may vote, but cannot hold office in institutional shared

134 governance.

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136 II, 4.3. Full-time staff members who do not hold academic rank and who have not
137 been designated as an administrative officer do not hold the privileges of faculty, as
138 described above, no matter the term of their contract.

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140 II, 4.4. Academic rank is one of the privileges afforded faculty members and will be
141 limited to faculty members within the definition in Article II, 3 above.

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143 **II, 5. PART-TIME PERSONNEL**

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145 Part-time personnel are those persons, regardless of rank, who serve the institution
146 on a semester-by-semester basis/contract. These include those persons holding the
147 titles part-time instructor, visiting lecturer, and visiting faculty, whether teaching or
148 engaged in research—who will have representation at the college level and,
149 depending on college policy, may vote at that level but shall neither have the
150 privileges of the faculty nor serve at the university level. They will not elect University
151 Senate senators. They are welcome to attend all meetings of the Assembly, but are
152 non-voting.

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154 Graduate Teaching Assistants, Post-Doctoral Fellows, Interns, and Residents will
155 have no privileges as faculty. They have privileges in either the graduate student
156 organization or graduate medical association. They are welcome to attend all
157 meetings of the Assembly, but are non-voting.

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159 **II, 6. ADJUNCT FACULTY**

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161 Adjunct faculty are professional staff members of businesses, industries, clinical,
162 and other agencies and organizations appointed by the institution and its branches
163 on a part-time basis to carry out instruction, research, or other functions on behalf of
164 the institution. They do not hold rank at the institution. Any title they might have is
165 honorary. They will have no voting privileges at any level.

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ARTICLE III: ORGANIZATION

III, 1. ASSEMBLY

III, 1.1. MEMBERSHIP

III, 1.1.1. Faculty and Administrative Faculty as defined in II, 3 and II, 4 make up The membership of the Assembly and may attend and participate in all meetings of the Assembly, as defined in Article II, 2.

III, 1.2. STRUCTURE

III, 1.2.1. Regular Assembly meetings will be announced prior to the beginning of each academic year. There will be at least two Assembly meetings each academic year. The Fall Assembly may include the New Faculty Reception, and the Spring Assembly may include the Faculty Awards Ceremony.

III, 1.2.2. The President, the Chair, the University Senate, or any faculty member or faculty group (by successful appeal to the University Senate or the University Senate Executive Committee) may call an Assembly meeting.

III, 1.2.3. Whenever feasible, the date, time, and place of any Assembly meeting shall be announced two weeks in advance if matters requiring a vote of the faculty are to be considered.

III, 1.2.4. Minutes of each meeting shall be taken by the University Senate Secretary and published before the next meeting. These minutes shall be subject to approval by the faculty at the next meeting.

III, 1.2.5. Business at Assembly meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order* unless otherwise provided for in these Bylaws.

III, 1.2.6. Before the first faculty meeting of each semester, the Provost should establish the official count and list of the faculty as defined in II, 3 and II, 4.

III, 1.2.7. *Meeting of the Assembly and Quorum.* Regardless of the number in attendance, the meeting may be held. If a quorum of 10 percent of the faculty as defined in II, 3 and II,4 is not present at an Assembly meeting, then no official Assembly business may be conducted; however, at any time a petition signed by 10 percent of the AU faculty will be sufficient to require an expedient electronic vote by the faculty on any issue.

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Quorum of Whole Faculty for Electronic Voting. Twenty percent of the membership of the whole faculty as defined in II, 3 and II, 4 also constitutes a quorum for the electronic vote, except as noted in Article V, 1.2.4

III, 1.2.8. The Senate Chair (or the A U President) shall conduct the Assembly meetings.

III, 1.3. FUNCTIONS

III, 1.3.1. The Assembly will vote on important matters of curriculum brought to the Assembly's attention by the President, Provost, Senate Chair, Executive Committee, or University Senate.

III, 1.3.2. The Assembly will assist in the orderly conduct of the affairs of AU, facilitate the performance of faculty duties and obligations, protect academic integrity, seek excellence in student outcomes, and protect the rights and privileges of the faculty of the AU.

III, 1.3.3. The Assembly shall present matters of concern to the University Senate for consideration and appropriate action and direct the Senators (Article III, 2.4.10) to report back to the Assembly.

The Assembly through the University Senate and the Senate Executive Committee shall foster effective lines of communication and interaction among faculty members of GRU, the administration, and the student body.

The Assembly shall communicate through the University Senate and the Senate Executive Committee faculty viewpoints to the administration of AU.

III, 1.3.4. The whole faculty shall elect to the University Senate all members-At-Large and Officers.

III, 1.3.5. The Assembly shall receive reports from the University Senate of The University Senate's actions and activities and act on all questions that come before the Assembly, including, but not limited to, voting on important matters of curriculum brought to the University Senate's attention by the President, Chair, or University Senate.

III, 1.3.6. The whole faculty shall exercise final authority on all relevant AU business (except as noted in Article V, 1.2), including vetoes of University Senate actions with a simple majority of at least 20 percent of the faculty as defined in II,

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III, 2. UNIVERSITY SENATE

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III, 2.1. MEMBERSHIP

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III, 2.1.1. Articles II, 3 and II, 4 define all members of the Faculty eligible for election to the University Senate.

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III, 2.1.2. The Staff Governance body, the Undergraduate Student Governance body, the Graduate Student Governance body, and, if any, the Part-Time Faculty Governance body shall be encouraged to participate in university shared governance. One member of each body is invited to attend Senate meetings, ex-officio and non-voting.

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III, 2.2. STRUCTURE

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III, 2.2.1. The University Senate is a representative body of the AU faculty that serves to conduct the business of the whole faculty, such as approving or forwarding to the Assembly or appropriate parties business pertaining to academic policies, curriculum, promotion, tenure, faculty rights and privileges, faculty development, communication, educational goals, and other strategic matters. The Senate shall also advise the university administration on budgetary and other university resource matters.

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III, 2.2.2. The University Senate will communicate with the President and Provost on all appropriate matters impacting the AU faculty and students.

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III, 2.2.3. The University Senate will have an Executive Committee composed of The President of the University (*ex-officio*), the Executive Vice President for Academic Affairs and Provost (non-voting), the Vice President for Academic and Faculty Affairs (non-voting), the Senate Chair, Immediate Past-Chair, Senate Vice-Chair, Senate Secretary, and Senate Treasurer. This body will set the dates and the agenda for University Senate meetings and the Assembly meetings. The Chair of the University Senate will conduct the Executive Committee meetings and the University Senate meetings. The Secretary of the University Senate will ensure that all administrative records of the activities of the Faculty Senate are in order. The Administrative Assistant to the University Senate will archive the minutes for all meetings and post the agendas.

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III, 2.2.4. Each Officer will take office as of May 31 in the year elected and each Senator will take office as of August 15 of each year and serve a two-year term unless otherwise stated in these Bylaws.

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III, 2.2.5 The number of delegates elected to the University Senate from each college will be based on the following numbers of faculty as defined in II, 3 and II, 4:

1-20 faculty, one representative

21-99 faculty, two representatives

100-199 faculty, three representatives

200-299 faculty, four representatives

300-399 faculty, five representatives

400 or more faculty, six representatives

III, 2.2.6. There shall be four at-large senators elected by the faculty as a whole as defined in II, 3 and II, 4. Each college may nominate one at-large senator, and no more than one at-large senator from a single college may serve at any time.

III, 2.2.7. Quorum of the Senate will be a minimum of 51 percent of the voting membership of the Senate.

III, 2.2.8. The Secretary of the University Senate shall make an attendance report to ensure the presence of a quorum before the first action of the session requiring a vote to be taken.

III, 2.3. FUNCTIONS

III, 2.3.1. The University Senate is a vehicle through which faculty share in The operation and management of the university. The shared governance practice of collaboration between the faculty and the administration at every level underscores the belief that faculty are at the heart of the academic mission of teaching, research, and service. This concept is critical to maintaining quality academic programs and the mission of the university.

III, 2.3.2. Through the University Senate and its constituent Senate Committees, the faculty are principally responsible for admissions standards, prerequisite requirements, program establishment and disestablishment, and share the governance of all matters affecting the faculty and students—including but not limited to a formal role in determining promotion and tenure (P&T) requirements, grievance procedures, faculty development, academic affairs, and other matters

337 involving the faculty, administration, staff and students.

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339 III, 2.3.3. The University Senate receives semi-annual reports from the Provost and
340 all Senate Committees.

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342 **III, 2.4. UNIVERSITY SENATE OFFICERS AND SENATORS**

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345 **III, 2.4.1. PRESIDENT OF THE UNIVERSITY**

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347 The President of the University shall serve as ex-officio Executive Chair and Head
348 of the faculty. The President may call meetings of the Assembly, the University
349 Senate, and the University Senate Executive Committee and has voting privileges at
350 both the University Assembly and the University Senate.

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352 **III, 2.4.2 UNIVERSITY SENATE CHAIR**

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354 III, 2.4.2.1. *Election and Term of Office.* The faculty as a whole
355 elects the University Senate Chair at-large for a term of three years or
356 until a replacement is duly seated. The Chair will first serve as Vice-Chair for a
357 period of one year. The second year of the three year position will be served as
358 Chair, and the third will be as Past-Chair. The Chair position will become
359 effective on May 31 on the year of the election. If this individual is a 10 month
360 faculty member and not otherwise under summer contract with AU, there may
361 be a small stipend for overseeing business in the interim two months until the
362 start of the fall semester.

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364 If at the time of election to Vice-Chair the individual was a Senator with a year
365 of service remaining, the individual's college or, if the individual had been
366 elected at-large as a senator, the Faculty in a special at-large vote, shall seat an
367 alternative Senator to serve for one year. The individual may be elected to
368 serve only one three-year term. If an individual serves the three-year cycle and
369 also completed a two-year term as Senator immediately before the initial
370 election to Vice-Chair— this individual may serve no more than seven years
371 before a one-year break from office (for a maximum of two terms as Senator and
372 one in the cycle as chair).

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375 III, 2.4.2.2. *Duties.* It is the duty of the Chair to preside over all meetings of the
376 University Senate, the Executive Committee, and the Assembly. The Chair may
377 participate in a non-voting capacity in the deliberations of the Senate and
378 the Assembly, and will vote on issues in the Executive Committee. The
379 Chair shall vote in any case of a tie in the Senate and the Assembly.

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381 The Chair will have the power to call meetings of the University Senate and the

382 University Senate Executive Committee, and, with the consent of the Executive
383 Committee, meetings of the Assembly.

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385 The Chair will meet regularly with the President of AU or his or her
386 representative. The Chair must maintain effective communication between the
387 University Senate and the Administration, the University Senate and its
388 Committees, and the University Senate and the Assembly.

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390 While in traditional three-year rotations the Chair carries the majority of the
391 effort, it is expected in this structure that the three, Chair, Vice- Chair, and Past
392 Chair will share tasks and will work closely together to carry the responsibilities
393 of leadership in working with the other Executive Committee and Senate
394 members.

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396 The Chair may refer any matter to the Executive Committee, the Provost,
397 or the President for review or consideration.

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399 The Chair, in consultation with the Treasurer, will submit the annual budget
400 request for the University Senate. In consultation with the Executive
401 committee, the Chair will annually submit required reports.

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403 The Chair serving in even numbered years only (e.g. 2014-5, 2016-7) , or the
404 Chair's designee, will serve on the state-wide USG Faculty Council for two
405 years-the first year as AU Senate Chair and the second year as AU Senate
406 Past-chair.

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408 III, 2.4.2.3. *Vacancies*. If the office of Chair becomes vacant for any reason,
409 the immediate Past-Chair will step in and assume the duties of the Chair. If the
410 immediate Past-Chair is unavailable to serve, the University Senate will elect
411 another Past-Chair to serve as Chair for the remainder of the vacated term.

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413 **III, 2.4.3. UNIVERSITY SENATE VICE CHAIR**

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415 III, 2.4.3.1 *Term of Office*. The University Senate Vice-Chair is elected from
416 the faculty by vote of the Assembly for a term of three years or until a
417 replacement is duly seated. For rules of election, see "Chair" above.

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419 The term for the Vice-Chair is the first year of a three-year position: 1) Vice-
420 Chair, 2) Chair, and 3) Past-Chair, with a different title and duties each year.

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422 This position will become effective on May 31 on the year of the election. If this
423 individual is a 10 month faculty member and not otherwise under summer

424 contract with AU, there may be a small stipend for overseeing business in the
425 interim two months until the start of the fall semester.

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427 III, 2.4.3.2. *Duties.* The Vice-Chair will assume the duties of the Chair in the
428 Chair's absence from any meetings of the Assembly, the University Senate,
429 or the University Senate Executive Committee.

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431 The Vice-Chair, except when assuming the duties of the Chair, will have
432 full voting privileges at all meetings of the Assembly, the University
433 Senate, and the University Senate Executive Committee.

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435 The Vice-Chair will chair the ad-hoc Bylaws review committee (Article V, 1.4) and
436 the Vice-Chair will also perform such duties as are assigned by the Chair.

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438 The Vice-Chair will serve as Vice-Chair of the Executive Committee of the
439 University Senate.

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441 III, 2.4.3.3. *Vacancies.* If the position of Vice-Chair becomes vacant for any
442 reason, the alternate as determined in Article III, 3.2 shall be seated as Vice-
443 Chair.

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445 **III, 2.4.4. IMMEDIATE PAST-CHAIR**

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447 III, 2.4.4.1. *Term of Office.* For rules of election, see "Chair" above, 2.4.2.1.

448 The term for the Past-Chair is the final year of a three-year position: 1) Vice-
449 Chair, 2) Chair, and 3) Past-Chair. This position will become effective on May
450 31 on the year of the election. If this individual is a 10 month faculty member and
451 not otherwise under summer contract with AU, there may be a small stipend for
452 overseeing business in the interim two months until the start of the fall semester.

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454 III, 2.4.4.2. *Duties.* It is the duty of the Past-Chair to advise the Chair and the
455 Executive Committee on all appropriate matters. The Past-Chair will serve as
456 Chair if the office of Chair becomes vacant and the Vice-Chair is
457 unavailable to replace the Chair.

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459 If both the Vice-Chair and Chair cannot attend a Senate meeting for some
460 reason, the Past-Chair will conduct the meeting. The Past-Chair will perform
461 such duties as are assigned by the Chair.

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463 The Past-Chair will serve as a voting member of the Executive
464 Committee, the Assembly, and the Senate.

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III, 2.4.4.3. *Vacancies.* If the position of Past Chair becomes vacant for any reason, the Executive Committee shall fill the seat with the most immediate Past-Chair or, if necessary, another Past-Chair.

III, 2.4.5. SECRETARY

III, 2.4.5.1. *Term of Office.* The Secretary is elected at-large from among the Faculty and serves for two years or until a replacement is duly seated. The Secretary may be re-elected for up to three consecutive terms.

III, 2.4.5.2 *Duties.* The Secretary of the University Senate will ensure that all administrative records of the activities of the Faculty Senate are in order, such as ensuring agendas are posted in advance and minutes for all meetings are maintained, working with available staff as necessary. This position will become effective on May 31 on the year of the election. If this individual is a 10 month faculty member and not otherwise under summer contract with AU, there may be a small stipend for overseeing business in the interim two months until the start of the fall semester.

The Secretary serves as a voting member of the Executive Committee of the University Senate, the University Assembly, and the University Senate.

III, 2.4.5.3. *Vacancies.* If the position becomes vacant for any reason, the alternate as determined in Article III, 3.2 shall be seated as Secretary.

III, 2.4.6. TREASURER

III, 2.4.6.1. *Term of Office.* The Treasurer is elected at-large from among the Faculty and serves for two years or until a replacement is duly seated. The Treasurer may be re-elected for up to three consecutive terms. For AY 2015-2016, the Treasurer will be nominated by the University Senate Executive Committee and elected by the Senate.

III, 2.4.6.2 *Duties.* The Treasurer of the University Senate will work with the other members of the Executive Committee to produce a budget plan and to maintain the related fiscal records for the University Senate. This position will become effective on May 31 on the year of the election. If this individual is a 10 month faculty member and not otherwise under summer contract, there may be a small stipend for overseeing business in the interim two months until the start of the fall semester.

508 The Treasurer serves as a voting member of the Executive Committee of the
509 University Senate, the University Assembly, and the University Senate.

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511 III, 2.4.6.3. *Vacancies*. If the position becomes vacant for any reason, the
512 alternate as determined in Article III, 3.2 shall be seated as Treasurer.

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514 **III, 2.4.7. PARLIAMENTARIAN**

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516 III, 2.4.7.1. *Election and Term*. The Parliamentarian and his or her alternate
517 are appointed by the Executive Committee, approved by the Senate, and
518 serves for a one year term or until a replacement is duly seated. The
519 Parliamentarian may be re-appointed. If this individual is a 10-month faculty
520 member and not otherwise under summer contract, there may be a small
521 stipend for overseeing business in the interim two months until the start of the
522 fall semester.

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524 III, 2.4.7.2. *Duties*. The Parliamentarian will make sure that the University
525 Senate and Assembly uphold and follow relevant parliamentarian process,
526 including following *Robert's Rules of Order*, during all meetings. Further, the
527 Parliamentarian will also be tasked with making sure all Bylaws are followed.

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529 The Parliamentarian may be invited to attend meetings of the Executive
530 Committee of the University Senate as a non-voting member.

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532 The alternate to the Parliamentarian will attend any meetings of the
533 University Senate and/or Executive Committee of the University Senate for
534 which the Parliamentarian is not available. The Parliamentarian must notify and
535 make arrangements for the alternate to attend meetings for which he or she is
536 unavailable. If the alternate is also unavailable, then the Parliamentarian will
537 notify the Chair of the University Senate and ask for a substitute.

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539 III, 2.4.7.3. *Vacancies*. If the position becomes vacant for any reason, the
540 alternate as determined in Article III, 3.2 shall be seated as Parliamentarian.

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542 **III, 2.4.8. OMBUDSPERSON**

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544 III, 2.4.8.1. *Qualifications*. The Senate shall appoint a faculty member to serve
545 as the Ombudsperson, who can be a volunteer or nominee from the current or
546 former senior faculty. Nominations may be made by any member of the faculty
547 as defined in Article II, 3.3. The individual must be willing to receive training.
548 The Ombudsperson may be appointed for additional terms. The Senate may by
549 majority vote terminate the appointment of any Ombudsperson.

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Preferably, the Ombudsperson holds the academic rank of Professor or held it at the time of retirement. Each Ombudsperson should be trained in conflict resolution through the University System of Georgia Consortium on Negotiation and Conflict Resolution¹ or an equivalent program, either before appointment or as soon as possible thereafter. The Ombudsperson should normally have prior service on University Senate committees or panels, preferably with experience in such matters as faculty discipline and dismissal proceedings, sexual harassment investigations, or faculty P&T. However, once appointed by the Senate, the Ombudsperson may not simultaneously hold any administrative office or serve on committees/panels dealing with the issues cited above.

III, 2.4.8.2. *Term.* The Ombudsperson shall serve for two years and may be reappointed in two-year intervals indefinitely or until a replacement is duly seated. If this individual is a 10 month faculty member and not otherwise under summer contract, there may be a small stipend for overseeing business in the interim two months until the start of the fall semester.

III, 2.4.8.3. *Duties.* The Ombudsperson shall serve as a source of information, confidential advice, and assistance in resolving serious concerns of individual faculty members. Such concerns may include, but are not limited to, research misconduct proceedings, faculty discipline and dismissal matters, sexual harassment concerns, and faculty P&T appeals. The Ombudsperson will not address collective concerns of the faculty; these should be addressed through the University Senate and its committees and officers.

The Ombudsperson should be available to consult with any faculty member who so wishes. The Ombudsperson should act as a neutral party to inform the faculty member about issues of concern and to develop resolution options that address the faculty member's concerns. The Ombudsperson shall not have authority to set policy or to direct a specific resolution to a matter.

The Ombudsperson may serve as an initial point of action for an individual faculty member's dispute or grievance and shall recommend an initial direction for the complaint. Faculty may also begin a dispute or grievance with the Grievance Committee if they prefer.

¹ See the Basic Mediation Program @ http://law.gsu.edu/cnrc/index/higher_ed/outreach/core_offerings_.

591 Any use of the Ombudsperson shall be encouraged, but voluntary. No faculty
592 member shall be required to use the Ombudsperson. The Ombudsperson may
593 meet with the relevant administrative officers of the AU and other
594 organizations to assist in resolving the faculty member's concerns. The
595 Ombudsperson shall have access to relevant institutional records, subject to
596 regulations on confidentiality. The Ombudsperson should not participate in any
597 formal institutional process, as an advocate, witness, or in any other formal role.

598
599 The Ombudsperson shall keep confidential the information that any faculty
600 member shares, unless the faculty member authorizes disclosure or the
601 Ombudsperson's legal and ethical duties compel the disclosure. Georgia law
602 provides that most records held by the AU are available to the public, and
603 there is no special legal privilege for ombudspersons. Therefore, the
604 Ombudsperson may be obligated to respond to a subpoena or court order,
605 to inquiries from law enforcement, and to authorized auditors and investigators.
606 Also, the Ombudsperson shall be obligated to volunteer information of illegal
607 activity.

608
609 The Ombudsperson should review the limits to the Ombudsperson's role with
610 anyone who wishes to consult. In keeping with the principle of confidentiality
611 described above, the Ombudsperson shall not be required to report on his or
612 her activities, except that the Executive Committee may request a report on the
613 number of faculty who consulted the Ombudsperson, and the approximate total
614 number of active hours spent functioning as an Ombudsperson. The purpose of
615 these reports would be to assess the workload and demand for this service. At
616 the Ombudsperson's discretion, if confidentiality can be maintained, the
617 Ombudsperson may use anonymous voluntary surveys of the faculty who
618 consulted him or her to measure the effectiveness of this program.

619
620 The Ombudsperson attends all Senate meetings, ex-officio and non-voting.

621
622 III, 2.4.8.4. *Vacancies*. If the position becomes vacant for any reason, the Senate
623 shall appoint a new Ombudsperson.

624
625 **III, 2.4.9. UNIVERSITY ADVOCATE**

626
627 III, 2.4.9.1. *Qualifications*. The Senate shall appoint a faculty member to serve
628 as the University Advocate. The individual may volunteer to serve or may be
629 nominated from among the senior faculty. Nominations can be made by any
630 member of the faculty as defined in Article II, 3.3. The individual must be
631 willing to receive training. The University Advocate may be appointed for

632 additional terms.

633

634 The University Advocate should preferably hold the academic rank of
635 Professor. The University Advocate should normally have prior service on
636 University Senate committees but, while serving as University Advocate, should
637 not hold an administrative office or serve on University Senate committees. The
638 University Advocate should be a person of courage who will address issues
639 without regard to his or her own personal opinion. The University Advocate
640 should be diplomatic, accessible, plain spoken, and approachable.

641

642 III, 2.4.9.2. *Term.* The University Advocate shall serve for two years and may
643 be reappointed in two-year intervals indefinitely or until a replacement is duly
644 seated. The Senate may terminate the appointment of the University Advocate
645 by majority vote. If this individual is a 10-month faculty member and not
646 otherwise under summer contract, there may be a small stipend for overseeing
647 business in the interim two months until the start of the fall semester.

648

649 III, 2.4.9.3. *Duties.* The University Advocate shall serve as a voice for faculty
650 members who do not feel comfortable speaking for themselves and who
651 may, anonymously or publicly, ask the University Advocate to speak for
652 them, ask a question, put forward a concern, or address an issue. The
653 University Advocate may be asked to represent faculty members to the
654 Assembly, the Senate, the Executive Committee, or the administration. The
655 University Advocate may speak with impunity, addressing issues on behalf of
656 members of the university.

657

658 The University Advocate may decline to raise issues that the University
659 Advocate considers to be in poor taste, irrelevant, or inappropriate.

660

661 The University Advocate is an ex-officio and non-voting member of the Senate.

662

663 III, 2.4.9.4. *Vacancies.* If the position becomes vacant for any reason, the Senate
664 shall call for new nominations and appoint another faculty member to serve as
665 University Advocate.

666

667 **III, 2.4.10. LIAISON TO THE BOARD OF REGENTS**

668

669 III, 2.4.10.1. *Position.* The Liaison to the Board of Regents may be any faculty
670 member as defined in II, 3 and II, 4 or emeritus faculty. The position shall
671 be appointed by the Executive Committee, approved by the Senate, and
672 serves for one-year or until a replacement is duly seated.

673

674 III, 2.4.10.2. *Duties.* The Liaison to the Board of Regents shall attend Board of
675 Regents meetings in order to communicate actions of the Board to the Senate.
676

677 III, 2.4.11. SENATORS 678

679 III, 2.4.11.1. *Term of Office.* The term for Senators is two years. Senators may
680 hold their offices for three consecutive terms. After a six-year period of service,
681 an individual is ineligible for one year before again being able to serve in the
682 Senate.
683

684 III, 2.4.11.2. *Duties.* Senators will represent faculty at all Senate meetings and
685 Assembly meetings. The Executive Committee will assign a Senator to liaise
686 with each of the University Senate Committees. Senators assigned as liaison
687 will attend committee meetings, ex-officio and non-voting, to ensure
688 communication between the Senate and its committees.
689

690 III, 2.4.11.3. *Election and rotation.* Each year, approximately half the allotted
691 Senators will be elected by each College with two of four Senators elected at-
692 large. If a college has only one representative, the college will determine
693 when the Senator will be elected to a two-year term. No more than one at-large
694 senator from a single college may serve at any time.
695

696 III, 2.4.11.4. *Vacancies.* Any Senate vacancy will be filled as soon as possible
697 by the alternate Senator from the appropriate college. If the Senate position was
698 at-large, the position will be filled by the alternate.
699
700

701 III, 2.4.12. FACULTY REPRESENTATIVES ON THE AUGUSTA UNIVERSITY RESEARCH 702 INSTITUTE BOARD OF DIRECTORS 703

704 III, 2.4.12.1 *Selection.* Three faculty representatives are to serve as voting
705 members on the Augusta University Research Institute (AURI) Board of
706 Directors. The term is for three years, and two of the representatives should be
707 involved in research. Not all Faculty Senate selections shall be from the same
708 college. The representatives shall be appointed by the Executive Committee and
709 approved by the Senate.
710

711 III, 2.4.12.2 *Duties.* The group meets quarterly. The representatives will
712 communicate actions of the AURI Board to the Senate.
713

714 III, 2.5. UNIVERSITY SENATE COMMITTEES 715 716

717 III, 2.5.1 GENERAL INFORMATION

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III, 2.5.1.1. *Purpose.* The University Senate Committees shall support the functions of the University Senate, encourage participation by faculty in shared governance, and work with the administration to support the AU mission, vision, and Strategic Plan. All committee meetings will be open to the faculty unless there are concerns regarding potential conflict of interest or confidentiality.

III, 2.5.1.2. *Committee Membership.* Unless otherwise noted, each College, including Colleges without primary appointment faculty, shall have two elected representatives. One will serve as a primary voting member, and the other shall serve as a secondary member who can attend all meetings if the secondary wants, and attend and vote when the primary member is absent from a meeting. Each year, the primary member will rotate off and the alternate will become the primary member and the college will elect a new alternate. Each member serves for two years or until a replacement is duly seated. Each member may be reelected to the same committee for up to three consecutive terms for a total of 6 years of service, at which time the individual must sit out for a year. Colleges which are small enough that they are represented by only one University Senator may, at their discretion, decide not to provide a secondary member to any or all University committees. On the committees where student involvement is appropriate (specifically, Athletics, Budget Advisory, Information Technology, and University Resources (BAITR), and Student Affairs), the Graduate and Undergraduate Student Government Association Presidents will make recommendations for students to serve on those committees.

III, 2.5.1.3. *Chair.* Unless otherwise noted, the members of each committee will elect a chair from among their members. It is the chair's responsibility to provide monthly reports to the University Senate Chair and an end of the year report to the Senate. As necessary, the chair of the committee may give reports on the floor of the Senate. The University Senate Chair may invite any committee chair to give a report to the Senate or to the Executive Committee. The Chair shall announce meetings in advance.

III, 2.5.1.4. *Connection to Senate.* The Executive Committee of the University Senate will assign a University Senator to each committee (Section 2.4.11.2) to serve as an ex-officio, non-voting liaison.

III, 2.5.1.5. *Connection to University Administration.* The Senate may seat Administrators, ex-officio and non-voting to University Senate committees, as appropriate.

760 III, 2.5.1.6. *Vacancies*. Unless otherwise noted, the committee chair should
761 keep the University Senate informed of any vacancies on the
762 committee. When a vacancy occurs the entity responsible for the original
763 selection will provide a replacement.

764 765 **III, 2.5.2. UNIVERSITY SENATE EXECUTIVE COMMITTEE** 766

767 III, 2.5.2.1. *Membership*. The University Senate Executive Committee consists
768 of the President (ex-officio and non-voting except in the case of a tie) or the
769 President's proxy (ex-officio and non-voting except in the case of a tie), the
770 Executive Vice President for Academic Affairs and Provost (non-voting), the
771 Vice-President for Academic and Faculty Affairs (non-voting), University Senate
772 Chair (voting), Vice-Chair (voting), immediate Past-Chair (voting), Secretary-
773 (voting), and Treasurer (voting). An Administrative Assistant may attend but is
774 non-voting.

775
776 III, 2.5.2.2. *Duties*. The Executive Committee is empowered to act upon all
777 matters except legislation in the name of the University Senate and Assembly
778 when, in its judgment, those bodies cannot readily be convened and when
779 extraordinary events require extreme haste. All such actions will be reported to
780 the faculty immediately via electronic means, and in person to the Senate
781 and the Assembly at the next possible meeting of each.

782
783 The Chair, Vice-Chair, and Past Chair will consult and work together as a
784 team to complete business and make decisions collaboratively.

785
786 The Executive Committee will set the dates and the agenda for
787 University Senate meetings and Assembly meetings.

788
789 The Executive Committee may propose new committees to serve the
790 purposes of the University Senate as part of shared governance. These
791 committees must be approved by the Senate. The Executive Committee may
792 also form ad hoc committees as needed to support the activities of the Senate,
793 which do not require Senate approval. Other committees and workgroups will
794 be reviewed and incorporated in the AU system of shared governance as
795 deemed appropriate.

796
797 The Executive Committee will serve as a review body for faculty
798 concerns related to the Institutional Review Board and Institutional Animal
799 Care and Use Committee.

800
801 III, 2.5.2.3. *Vacancies*. Any vacancy on the Executive Committee shall be filled

802 by the University Senate from among its members, and the interim officer shall
803 serve until the next election.

804 **III, 2.5.3. CURRICULUM AND ACADEMIC POLICIES COMMITTEE**

805 *Duties.* The Curriculum and Academic Policies Committee oversees the
806 evolution of the curriculum, ensuring it is academically sound and meets
807 University goals and the educational needs of our students. The committee
808 recommends appropriate policy to improve and develop academic programs in
809 more than one college, including all undergraduate programs and matters
810 pertaining to the Core curriculum. The committee also reviews all proposed
811 courses, changes, and programs when those changes impact curriculum and
812 academic issues in more than one college, the University as a whole, or all
813 faculty members. The committee members are to mediate curricular problems
814 within, between and among Colleges and oversee University policies and practices
815 in areas such as admissions, classroom management, student retention,
816 progression, graduation, and similar matters.
817
818

819 **III, 2.5.4. PROMOTION AND TENURE (P&T) COMMITTEE**

820 III, 2.5.4.1. *Membership.* No individual can serve on more than one Promotion
821 and Tenure (P&T) Committee at different levels (department, college, university).
822 For the purpose of this document, the Libraries are considered as a college and
823 the Director of the Libraries as a dean. No faculty member in a position at or
824 above the level of department chair shall serve on any P&T Committee. All
825 committee members shall adhere to the Augusta University (AU) Individual
826 Conflicts of Interest Policy:
827 [https://gru.policytech.com/dotNet/documents/?docid=568&LinkedFromInsertedLink=true&public=
828 true](https://gru.policytech.com/dotNet/documents/?docid=568&LinkedFromInsertedLink=true&public=true)
829
830

831
832 Each college that has a promotion and tenure committee will have one
833 representative on the University P&T Committee. The college representative
834 will be elected by the full-time faculty of the college.
835

836 Term limits will be three years. Approximately one-third of committee
837 membership will be appointed each year. Initial committee members will be
838 appointed to one-, two- or three-year terms. Initial terms will be determined by
839 lot. One third of the committee members (as designated by groups 1, 2, and 3)
840 will roll off each year and new members will be elected by their respective
841 colleges. Group 1 consists of the Hull College of Business, The Dental College
842 of Georgia, and Medical College of Georgia. Group 2 consists of the College of
843 Allied Health, Pamplin College of Arts, Humanities and Social Sciences, and the
844 University Libraries. Group 3 consists of College of Education, College of

845 Nursing and College of Science and Mathematics. Members shall not serve
846 consecutive terms.

847

848 All members of the University P&T Committee shall have full-time faculty
849 appointments and will hold rank of Associate Professor or above with tenure.
850 Colleges that have no tenured associate-level faculty eligible to serve on the
851 University P & T Committee are allowed to elect a representative that is an
852 Associate professor or above who is not tenured to serve on this committee.
853 Such representatives may not vote on tenure applications.

854

855 A quorum will consist of 75% of those eligible to vote who must be physically or
856 real-time virtually present at the meeting. A 60% majority vote of those present
857 physically and real-time virtually will be required to pass a motion to promote
858 or to tenure. Since the vote required is 60% of the members present, an
859 abstention will have the same effect as a *no vote*.

860

861 Appeals of the College P&T committee decisions are to be made in
862 accordance with the AU promotion and tenure appeals procedures.

863

864 III, 2.5.4.2. *Duties*. Duties of the committee include reviewing all prior
865 recommendations for due process and adherence to each unit's published
866 guidelines. If the committee finds evidence of a violation in due process or
867 inconsistencies in adherence to unit or university guidelines, the committee
868 recommendation shall be accompanied with a detailed explanation. The
869 committee also shall provide guidelines for college and department level P&T
870 processes and review College level P & T guidelines to make sure there are no
871 conflicts.

872

873 III, 2.5.3.3 *Vacancies*. The committee chair should keep the University
874 Senate informed of any vacancies on the committee. At that time the
875 college will replace the seat with another qualified member, as
876 applicable.

877

878 **III, 2.5.5. FACULTY RIGHTS AND RESPONSIBILITIES COMMITTEE**

879

880 *Duties*. The Faculty Rights and Responsibilities Committee will collaborate with
881 the administration on benefits, retirement, and faculty workload. They will work
882 with and make recommendations to the administration on issues with adjunct
883 faculty and graduate assistants, and other part-time and temporary teaching
884 faculty. The committee members will review and make recommendations as
885 applicable on all policies and programs concerning ethics and faculty retention.

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III, 2.5.6. BUDGET ADVISORY, INFORMATION TECHNOLOGY, AND UNIVERSITY RESOURCES COMMITTEE

Duties. The Budget Advisory, Information Technology, and University Resources Committee will interact with the administration on budgetary matters and all matters directly related to University resources including all physical resources and educational resources such as research space, physical plant, office space, parking, dormitories, athletic facilities, libraries, laboratories, classrooms, and information technology infrastructure and software. An Information Technology component shall serve as an interface between faculty and the IT services on campus.

III, 2.5.7. FACULTY DEVELOPMENT COMMITTEE

Duties. The Faculty Development Committee will recommend, approve, and monitor university-wide policies and activities related to faculty development resources and management, including mentoring in the areas of teaching, research, scholarship, publication, creative activity, and service. The committee will also review and make recommendations toward all university-wide faculty recognition policies and applications for university-wide faculty recognition programs.

III, 2.5.8. GOVERNANCE AND COMMUNICATION COMMITTEE

Duties. The Governance and Communication Committee will collaborate with AU colleges as appropriate to oversee issues of shared governance, to conduct and validate secure elections to the University Senate, and to facilitate communication among faculty. The committee will keep all college governance structures informed as to elections and Senate membership.

The committee will review and conduct online surveys to monitor faculty opinion of the university and to review the administration. At the direction of the University Senate the committee will conduct online votes of the Faculty.

The committee will provide avenues which allow faculty to communicate with the committee and the Senate on all issues related to shared governance.

III, 2.5.8.1 *Nominations.* The committee will inform the University Senate Executive Committee by the Executive Committee's January meeting which offices of the University Senate shall be filled by the annual election of the Assembly. The Chair of the University Senate will make a call for nominations to the Senate in its January meeting and issue a call to the Assembly immediately thereafter. These calls for nomination shall be repeated in conjunction with the March meetings of the Senate. Nominations, including self-

930 nominations can be made until the calls for nominations are closed on the floor
931 of the University Senate during its March meeting. All University Senate
932 elections will provide for write-in ballots for all offices.

933

934 **III, 2.5.8.2 Elections.** The committee shall construct the ballot for all open
935 offices and report to the Executive Committee who will certify the ballot as
936 complete and accurate. The election shall be announced by the chair from the
937 floor of the April University Senate meeting and electronically distributed to the
938 Assembly immediately thereafter by the committee.

939

940 **III, 2.5.8.3 Results.** The committee shall oversee the election proceedings and
941 report the results of the Assembly wide elections to the Executive Committee
942 prior to the Executive Committee's May meeting. The University Senate Chair
943 shall announce the results of the elections prior to the end of the Spring
944 Semester.

945

946

III, 2.5.9. COMMUNITY SERVICE COMMITTEE

947

948 *Duties.* The Community Service Committee will work across colleges to coordinate
949 the university faculty's presence in the local community and AU locations, including,
950 but not limited to, public and private entities, schools and teachers, Fort Gordon,
951 community health and service organizations, and other local, regional, and global
952 organizations as appropriate. The committee will also coordinate activities with the
953 Green Team, which is charged with organizing "green" initiatives on campus,
954 including but not limited to recycling. The committee will also coordinate with the
955 Budget and University Resources Committee on the issue of responsible (green)
956 facilities.

957

958

III, 2.5.10. STUDENT AFFAIRS COMMITTEE

959

960 *Duties.* The Student Affairs Committee will work with the administration to support
961 AU initiatives concerning students. The committee will work with and make
962 recommendations to the administration and colleges on AU admission
963 requirements. They will monitor and help coordinate campus procedures for
964 recruitment and outreach to area schools.

965

966 The committee will oversee all issues related to faculty involvement with Student
967 Activities funds and other student fee issues, including but not limited to student
968 technology fees, Lyceum, laboratory fees, parking fees, university-wide
969 scholarships, and financial aid.

970

971

III, 2.5.11. ATHLETICS COMMITTEE

972

973 III, 2.5.11.1. *Membership.* Each college, excluding colleges without primary
974 appointment faculty, will elect one member to this committee. No committee
975 member may be employed by the Athletics program. Each member serves for
976 two years and may be reelected to this committee.

977

978 The Director of Athletics will advise the committee and serve as an ex-
979 officio and non-voting member. One full member of this committee, the Faculty
980 Athletics Representative appointed by the President, will be trained by NCAA
981 officials.

982

983 III, 2.5.11.2. *Duties.* The Athletics Committee's responsibilities are in part
984 dictated by NCAA requirements. The committee is responsible for oversight of
985 and development of policy recommendations on academic matters involving
986 intercollegiate athletics including, but not limited to, special admissions for
987 athletes and athletes' progress toward graduation. In fulfilling its duties, the
988 committee has the right to request documents of the institution and of
989 individuals, to interview AU faculty, administrators, staff, and students, and
990 to seek the advice of AU legal counsel. The committee is empowered to
991 recommend to the Senate changes in the Athletic program's policies, and to
992 recommend to the administration changes in the Athletic program's activities
993 or personnel.

994

995 The committee will advise the administration and the Athletics program on all
996 matters related to university intercollegiate athletics, including but not limited to
997 the budget, athletic scholarships, sports that may be added or dropped, and
998 other matters.

999

1000 The committee will submit to the Senate an annual report on intercollegiate
1001 athletics, including the budget.

1002

1003 III, 2.5.11.3. *Chair.* The chair will communicate with the chair of the and Budget
1004 Advisory and University Resources Committee as necessary, will act as the
1005 Athletic Committee's representative to the Senate, and will send an end of the
1006 year report to the Senate.

1007

1008 **III, 2.5.12. DISPUTE RESOLUTION AND GRIEVANCE COMMITTEE**

1009

1010 III, 2.5.12.1. *Membership.* The Dispute Resolution members of the committee
1011 will be appointed by the Vice-President of Human Resources. The Dispute
1012 Resolution members are trained in mediation and other grievance processes.
1013 The Grievance members of this committee will be elected from the individual
1014 colleges. Each college will elect one member and an alternate to serve on

1015 the Grievance Committee. The members serve 3 year terms and can be re-
1016 selected for consecutive terms.

1017

1018 III, 2.5.12.2. *Duties.* The Dispute Resolution members of this committee will be
1019 involved if a faculty member requests to resolve a complaint through mediation.
1020 They will work jointly with the faculty member and the party involved to reach an
1021 amicable solution to the problem at hand without filing a formal grievance.

1022

1023 The Grievance members will form two sub-committees, The Grievance
1024 Subcommittee will determine whether the faculty member's complaint is
1025 considered grievous according to BOR policy, a separate Grievance Hearing
1026 Subcommittee will hear the faculty complaint and provide a recommendation
1027 to the President.

1028

1029 III, 2.5.12.4. *Chair.* From among its members, the Committee will elect a chair
1030 who will act as the committee's representative to the Senate, and who will send
1031 an annual report to the Senate.

1032

1033 III, 2.5.12.5. *Vacancies.* The committee chair should keep the University Senate
1034 informed of any vacancies on the committee. At that time the Director of Human
1035 Resources or the college will replace the seat with another qualified member, as
1036 applicable.

1037

1038 For more information, refer to the Faculty Grievance Policy in the Policy
1039 Library. (Policy 7.16.)

1040

1041

1042

1043 **III, 3. ELECTION PROCEDURES**

1044

1045 III, 3.1. *Elections.* University Senate elections (at large and officer positions) will
1046 normally be electronic. All eligible members of the Faculty (as defined in II, 3 and II,4)
1047 may vote in all at-large elections, including elections for the at-large members
1048 of the Senate, Vice-Chair, and Secretary, and Treasurer. The Senate Secretary is
1049 responsible for keeping the lists of eligible voters and eligible candidates for all offices
1050 and committees. The Governance and Communication Committee will oversee the
1051 conduct and validation of secure elections.

1052

1053 Each college may nominate up to sixteen candidates, four each for the positions of
1054 Vice-Chair, Secretary, Treasurer, and at-large Senator. In addition, any individual

1055 member of the Faculty (as defined in II, 3 and II, 4) from any college may
1056 independently stand for election to any of these positions.

1057

1058 Each nominee should provide the Senate office with 1) a biographical summary
1059 (bio-sketch) of no more than 250 words, 2) a summary statement in no more than 250
1060 words of the nominee's qualifications for the position, 3) contact information, 4) any
1061 online links to further information for voters, and 5) a photograph for the election
1062 website.

1063

1064 III, 3.2. *Alternates*. The alternates for every office are the individuals with the next
1065 highest vote counts, in descending order. The University Senate Secretary is
1066 responsible for keeping the complete list of alternates. If no alternates are available
1067 then the executive committee shall nominate a candidate who will stand for University
1068 Senate approval.

1069

1070 III, 3.3. Tie votes. In the case of a tie vote, there will be a run-off election within two
1071 weeks of the end of the regular election.

1072

1073 **III, 4. CENSURE AND REMOVAL FROM OFFICE**

1074

1075 III, 4.1. An ad hoc committee of three Senators appointed by the Executive
1076 Committee shall investigate questions of censure. Any cause for the censure or removal
1077 of a Senate Officer, University Senator, Senate committee chair, Senate committee
1078 member, or any other individual from any Senate-controlled position is a
1079 confidential and private matter, not to be shared beyond the Ad Hoc Censure
1080 committee, the Executive Committee, and/or the Senate.

1081

1082 Censure or removal shall happen only in unusual circumstances of neglect of
1083 duties, abuse of office, illness, retirement, prolonged absence, illegal behavior, moral
1084 turpitude, or other serious infractions. Censure can consist of a letter of caution for a
1085 minor infraction, a letter of reprimand for a serious infraction, or temporary or
1086 permanent termination of office and/or seat for a gross infraction.

1087

1088 III, 4.2. Senators and University Senate Officers may be censured, or in the most
1089 serious cases, removed from office, for cause, by a vote of two thirds of the
1090 University Senate. In the case of removal (or suspension) from office, the office will
1091 be filled by the selection procedures specified herein.

1092

ARTICLE IV: COLLEGE GOVERNANCE

IV, 1. College Bylaws

IV, 1.1. Each College and the Libraries, which have the status of a college, will keep bylaws for their internal governance structure, whatever form that structure may take.

IV, 1.2. Each College will have some form of elected faculty governance. These governing bodies—whether a body of the whole with elected leadership or a representative group—are charged with organizing the nominations and elections in the College, including selecting college representatives to University-wide committees. They will collect the information needed for the election of their Senators, as well as the nominations for at-large Senators, and nominations, if any, for the Vice-Chair, and Secretary, and Treasurer of the University Senate.

IV, 1.3. The internal college governing bodies are also charged with ensuring a voice for all faculty members, including part-time faculty.

IV, 1.4. Colleges should have a faculty-selected structure designed to monitor and provide advice concerning the College curriculum; faculty development; strategic planning; work assignments; scheduling; evaluation and assessment of faculty; research; grievances of faculty and students; and elections. For promotion, tenure, and post-tenure review, please see the Promotion and Tenure Committee guidelines document.

IV, 2. Structure of College Governance

So long as each college has elected officers and representative bodies to oversee functions outlined in Article IV.1, the structure—whether a governance of the whole or a more formalized and detailed structure—is left to the individual colleges' faculties to determine and maintain. An exception to this policy is the P&T Committee, which for consistency across the university, has a mandated committee structure. Please see the P&T Committee guidelines document.

ARTICLE V: AMENDMENT OF THE BYLAWS

V,1. Amending the Bylaws

V, 1.1. Suggested amendments or revisions to the Bylaws of the AU University Senate may originate with any individual faculty member as defined in II, 3 and II, 4 or any representative body subordinate to the Senate and may be referred to the Executive Committee or Senate, or they may originate from within the Executive Committee or Senate.

V, 1.2. Amendments, revisions, or other changes to the Bylaws shall be approved by a 60% majority electronic vote of a quorum of the total Faculty as defined in II, 3 and II, 4.

V, 1.3. Proposed amendments, revisions, or other changes to the Bylaws shall be distributed to all faculty members electronically at least four weeks in advance of the vote. The electronic distribution of proposed changes to the bylaws and the subsequent e vote should be coordinated and managed by the Governance and Communication Committee as described in III, 2.5.8.

V, 1.4. The Bylaws will be reviewed by an ad hoc committee of the AU University Senate Executive Committee at least every two years. The chair of this committee will be the Vice-Chair of the AU Senate (Section 2.4.3.2), and three other members selected by the Executive Committee in consultation with the Senate. This committee will consider amendments, revisions, or other changes to the Bylaws, and will report any recommendations to the AU Senate Executive Committee.

V, 2. Interpretation of the Bylaws

Questions of interpretation of the Bylaws shall be presented as an agenda item and resolved by a simple majority vote of the AU University Senate in consultation with the Parliamentarian. If the question of interpretation becomes a recurring question, an amendment or revision to the bylaws should be proposed and would then proceed through the steps outlined in article V, 1.