

# CSB/SJU JOINT FACULTY SENATE

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**JOINT FACULTY SENATE CONSTITUTION**

**1.0 PREAMBLE**

Augmentation of the JOINT FACULTY ASSEMBLY with a FACULTY SENATE is guided by principles that a legitimate faculty governance structure must promote and protect. These principles are:

- a) The faculty governance structure must be compatible with the protection of individual faculty rights.
- b) The faculty governance structure should enhance the collective voice of the faculty in decisions related to academic policy and practice.
- c) The faculty governance structure should contribute to collective faculty decision-making that is timely, effective, and well informed.
- d) The faculty governance structure should represent the entire faculty fairly.

**2.0 SENATE MISSION AND JFA AUTHORITY**

**2.1 Senate Mission and Authority**

The Joint Faculty Assembly delegates to the Joint Faculty Senate responsibility to represent the collective faculty of the College of Saint Benedict and Saint John's University. The Joint Faculty Senate is charged to deliberate and make decisions on matters related to the academic policies and programs, faculty rights and responsibilities, and the general academic environment of the institutions. The Joint Faculty Senate communicates and consults with faculty, administration staff, and the Boards in formulating, developing, and implementing the CSB/SJU educational mission.

**2.2 Joint Faculty Assembly (JFA)**

Pursuant to the *CSB/SJU Faculty Handbook*, Section 5.1, "The Joint Faculty Assembly is the body in which the faculty of the College of Saint Benedict and Saint John's University conduct their collective business." The JFA is not replaced by the Faculty Senate. By means of JFA approval of this Joint Faculty Senate Constitution, the JFA membership delegates authority to the Joint Faculty Senate to make decisions in accordance with provisions contained herein and in the *Handbook*.

- a) The JFA elects representatives to the Joint Faculty Senate according to the procedures specified in Section 3 below. Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook*. Faculty members holding a dual appointment in both the Department of Theology and the School of Theology are entitled to vote for both the Humanities & DOT Division Senator and the School of Theology Senator.

- b) The JFA elects the Chair and Vice-Chair according to procedures specified in Section 5 below. The Chair and Vice Chair of the JFA also serve as the Chair and Vice Chair of the Faculty Senate, respectively.
- c) The JFA elects membership to standing committees, pursuant to the *CSB/SJU Faculty Handbook*, Section 5.3, with the exception of the current Faculty Governance Committee which is replaced by the Joint Faculty Senate. The current structure and duties of the other standing committees are unchanged in this document, except that committees shall report and make recommendations to the Faculty Senate Executive Committee (see Section 6.0 below).
- d) The JFA retains authority to call an official meeting of the full Assembly according to the following procedure:
  - (1) A **petition** is submitted to the Senate Executive Committee. The petition must specify the agenda and be signed by 20% of the faculty members eligible to vote.
  - (2) In response to receipt of a valid petition, and no later than 15 business days following the petition, the Senate Executive Committee calls an **official meeting** of the Joint Faculty Assembly with the agenda specified in the petition.
- e) The JFA retains authority to reverse a Faculty Senate decision according to the following procedure:
  - (1) A **petition** specifying the Senate decision to be reconsidered is signed by 20% of the faculty members eligible to vote and submitted to the Senate Executive Committee to call an official meeting of the Joint Faculty Assembly. The petition must be submitted to the Senate Executive Committee no later than 60 days following announcement of the decision to be reconsidered.
  - (2) At an **official meeting of the JFA** to reconsider the issue, motions may be made to reverse the Senate decision and/or to alter the Senate decision by means of a substitute motion. Both types of motions are subject to debate at the JFA meeting. A motion to alter a Senate decision may be itself amended at the JFA meeting.
  - (3) Final vote on motions to reverse, and on motions to alter by means of a substitute motion, must be taken in electronic ballot of the entire faculty. A majority of those voting in an electronic ballot is required to reverse or alter a Senate decision.
- f) The JFA retains authority to amend or abolish the provisions of this Faculty Senate Constitution.
  - (1) **Proposal**. An amendment may be proposed by either a majority vote of the Senate or by a petition signed by one-fourth of the faculty.
  - (2) **Ratification**. Amendments are submitted to the JFA for electronic voting and ratified by a simple majority of the faculty voting.
- g) The faculties of the college and the university, through the JFA, retain authority under Faculty Handbook Sections 2.16 and 5.1.3 k. for any revisions to be made to Section 2 of the Faculty Handbook. The Senate may deliberate and make recommendations on such matters.

### 3.0 SENATE REPRESENTATION AND ELECTION

#### 3.1 Election of Senators

- a) Eligibility of faculty to vote is described in Section 5.1.1 of the *CSB/SJU Faculty Handbook* and shall apply to Senate elections.
- b) All ranked faculty (see *Handbook*, Section 5.1.1) are eligible for election to the Faculty Senate.
- c) Full-time administrators with faculty status may not vote in Senate elections and are not eligible for election to the Senate during their terms as administrators.
- d) The election of Senators is managed by the Committee on Handbook and Elections in a two-stage election process. The two stages are described below in items (5) and (6).
  - (1) Nominations from the faculty are solicited by the committee, and the procedures described in the *CSB/SJU Faculty Handbook*, Section 5.3.0.1 d are followed, adapted as necessary to fit the provisions in this section.
  - (2) For each stage of the elections, nominations are announced by the committee electronically to the members of the Joint Faculty Assembly one week in advance of the election to permit additional nominations to be submitted to the committee, confirmed with nominees, and included in the election ballot.
  - (3) It is the responsibility of the Committee on Handbook and Elections to ensure that elections are contested and, to the extent possible, to ensure that the slate is constructed so that some balance of rank and campus is assured.
  - (4) To the extent possible, terms of service are staggered such that one-half of Senators are elected in each academic year.
  - (5) The **first stage** is the election of Senators by division, conducted electronically, and apportioned as described below in Section 3.4. The first stage also includes election of the Vice-Chair according to provisions in Section 5.1 below by the voting membership of the entire Joint Faculty Assembly.
  - (6) During the **second stage**, the committee on Handbook and Elections is charged with presenting a slate for at-large members, balanced as they see fit by rank and campus of appointment and submitted for electronic vote by the membership of the entire Joint Faculty Assembly.

#### 3.2 Non-voting Representatives

- a) The President of the College, the President of the University, the Provost for Academic Affairs, the Academic Dean and Associate Provost, and a representative from the Library are non-voting ex-officio members of the Joint Faculty Senate.
- b) Only elected Faculty Senate members have voting rights in the Senate.

#### 3.3 Size of Senate

The Faculty Senate consists of 23 voting members, including the Chair and Vice-Chair.

### 3.4 Representation Distribution

a) **Divisions:** Eleven Senators are elected by division. In 2008, the allocation of Senators by division is:

|                                    |   |
|------------------------------------|---|
| Humanities excluding SOT(85) . . . | 3 |
| Natural Sciences (80). . . . .     | 3 |
| Social Sciences (81) . . . . .     | 3 |
| Fine Arts (29) . . . . .           | 1 |
| School of Theology (18) . . . . .  | 1 |

[The apportionment of the eleven divisional Senators is determined by the ratio of the number of faculty per division to the total JFA membership, multiplied by eleven. Each division is guaranteed representation by a minimum of one Senator. Based on this formula, apportionment of seats to each division will be reexamined every two years.]

**Note:** The School of Theology representative will not be eligible to vote on matters related to the undergraduate curriculum. Faculty with contracts in both the School of Theology and an undergraduate division will be eligible to vote for senators representing both the School of Theology and the undergraduate division.

b) **At-large:** Twelve Senators, including the Vice-Chair, are elected at large by a vote of the joint faculty.

### 3.5 Length of Term

- a) Senators serve a term of two years.
- b) The Vice-Chair serves for one year, followed by service as Chair for one year.
- c) Senators must resign from office in case of extended absence.

### 3.6 Removal from Office

A Senator who misses any three meetings in a semester or any five meetings in an academic year, must forfeit his/her Senate membership.

### 3.7 Vacancies

- a) Senate vacancies are filled by election from the appropriate constituency within 60 calendar days of the vacancy. [Refer to Section 3.4 above defining "Representation Distributions."]
- b) The Senator elected to fill a vacant position shall serve for the remainder of the term.

## **4.0 SENATE DUTIES, RESPONSIBILITIES**

### **4.1 Duties, Responsibilities of Faculty Senate**

- a) Deliberate and act on behalf of the collective faculty on undergraduate curricular matters, including but not limited to admission and graduation requirements; the core curriculum; additions and deletions of majors, minors, and programs; and other academic policies, except for the School of Theology representative, who will not be eligible to vote on matters related exclusively to the undergraduate curriculum.
- b) Deliberate and act on behalf of the collective faculty on faculty welfare policies, including but not limited to issues of tenure, promotion, sabbaticals, faculty development, compensation, and working conditions.
- c) Deliberate and act on behalf of the collective faculty on any other matters that are the concern or responsibility of the joint faculty.
- d) Hold at least three all-campus forums per academic year to which all faculty members are invited, and at which the Senate reports on Senate business.
- e) Call an official meeting of the Joint Faculty Assembly when necessary.

### **4.2 Duties of Senators**

- a) Begin serving Senate terms at the last meeting of the spring semester in which elected – a meeting held not earlier than four weeks before the last day of final examinations.
- b) Attend all Senate meetings and attend to the business of the Senate throughout the terms of office.
- c) Meet following completion of elections to the Senate and prior to the end of spring semester for the purposes of electing Senate members to the Executive Committee, assigning ex-officio representation to standing committees, and orienting new Senators to Senate business.
- d) Elect from Senate voting membership three Senators to serve one-year terms on the Executive Committee.
- e) Concerning issues before the Senate, and especially prior to any action, communicate and consult with all appropriate College and University constituencies affected by the action, including, but not limited to, those not directly represented in the Senate.

## **5.0 OFFICERS OF THE SENATE**

The officers of the Joint Faculty Senate are the Chair and the Vice-Chair. Election, duties, considerations, and responsibilities of Senate officers are described below.

### **5.1 Election of Senate Officers**

- a) Nomination and election of the Vice-Chair is managed by the Committee on Handbook and Elections, according to provisions in Section 3.1(d) above.
- b) The Vice-Chair assumes the office of the Chair for the academic year following an academic year of service as Vice-Chair.
- c) The Chair and Vice-Chair shall have opposite campus loci of appointment, on an alternating basis.

### **5.2 Duties and Considerations of the Chair**

- a) Call and preside at all regular and special meetings of the Senate.
- b) Chair meetings of the Executive Committee.
- c) Regularly communicate with the Provost and, as needed, with the Presidents.
- d) Appoint ad hoc committees of the Senate as needed (committee members need not be members of the Senate).
- e) Serve as faculty regent on the SJU Board of Regents (if Chair's locus of appointment is SJU) or serve as faculty trustee on the CSB Board of Trustees (if the Chair's locus of appointment is CSB).
- f) In order to carry out his/her duties, the Chair will receive two-sixths release time.

### **5.3 Duties and Considerations of the Vice-Chair**

- a) Call and preside at all regular and special meetings of the Senate in the absence of the Chair.
- b) Chair meetings of the Executive Committee in the absence of the Chair.
- c) Oversee the maintenance and distribution of agendas, minutes, and voting records and other public documents of the Senate, and of the standing committees of JFA, including the annual reports of the standing committees.
- d) Serve as faculty regent on the SJU Board of Regents (if Vice-Chair's locus of appointment is SJU) or serve as faculty trustee on the CSB Board of Trustees (if the Vice-Chair's locus of appointment is CSB).
- e) In order to carry out his/her duties, the Vice-Chair will receive two-sixths release time.

## 6.0 EXECUTIVE COMMITTEE OF THE SENATE

The Executive Committee shall consist of three Senators elected by Senate members according to provisions in Section 4.2 (e) above and the Parliamentarian, in addition to the Chair and the Vice-Chair. The parliamentarian, appointed in 6.1 (d) below, shall serve as an ex officio, non-voting advisor to the Chair, Executive Committee and the Senate.

### 6.1 Duties of Executive Committee

- a) Prepare the agendas and supporting information for deliberation and decision at Senate meetings.
- b) Receive and schedule for Senate deliberation all business and recommendations from standing committees and petitions received from the JFA membership.
- c) In the case of a standing committee vacancy, appoint a new member to serve the remainder of the academic year. Election to complete the remainder of the term will take place at the next regularly scheduled JFA election. At its discretion, the Committee may choose to fill the vacancy by special election rather than by appointment.
- d) Appoint from among the voting membership of the JFA a Parliamentarian for a one-year term; the Parliamentarian may or may not be an elected Senator.

## 7.0 SENATE MEETINGS AND PROCEDURES

### 7.1 Senate Meetings

- a) **Regular meetings.** The Senate holds regular meetings, at least four times in the fall and four times in the spring, with the first fall meeting held no later than three weeks following the beginning of the fall semester. The notice of each meeting shall include the agenda, together with any supporting documentation, and is distributed to the entire faculty at least five working days before the meeting.
- b) **Special meetings.** Special Senate meetings are held on the call of the Chair of the Senate or on written request of 15% or more of the membership of the Senate. The purpose of such meetings shall be explicitly stated in the notice of the meeting, and the meetings shall be limited to the stated purpose(s). Should an emergency occur that, in the view of the Senate Executive Committee, necessitates immediate attention, the requirements for five-day notice may be waived. The Chair and Vice-Chair must make every reasonable attempt to notify all Senators of the time, place, and date of the emergency meeting. A quorum is still required to conduct official business. The notice of each special meeting shall include the agenda, together with any supporting documentation.
- c) **Quorum.** Three-fourths of the Senate voting membership constitutes a quorum.
- d) **Rules.** *The Standard Code of Parliamentary Procedure (revised and updated)* by Alice Sturgis determines procedure in all cases in which the Faculty Senate does not decide otherwise.



- e) **Transparency.** Unless the Senate is in executive session, all faculty members and members of the monastic communities, staff, and student bodies may attend Faculty Senate meetings. (See also other sections concerning timely public distribution of agendas, minutes, and other reports.)
- f) **Speaking privileges** for persons in attendance who are not Senators are at the discretion of the Senate Chair.

## **7.2 Senate Agendas, Minutes**

- a) The Executive Committee serves as an agenda committee for the deliberations of the Senate and may make recommendations to the Senate. (See also Section 6.1 above for description of Executive Committee duties and responsibilities.)
- b) The agenda for Faculty Senate meetings shall be publicly distributed at least five working days in advance.
- c) Minutes shall be publicly distributed within five working days following each Senate meeting.
- d) All non-procedural votes are recorded and posted in the minutes, including how individual senators voted on motions.
- e) Upon receipt of a petition signed by 10 percent of the voting members of the Joint Faculty Assembly, the Executive Committee of the Senate shall place on the agenda of the full senate the item described in the petition at the next senate meeting.

## **8.0 EFFECTIVE DATE, EVALUATION, REAUTHORIZATION & TRANSITION**

### **8.1. Effective Date**

Upon approval by the Joint Faculty Assembly, this Constitution will operate for three academic years beginning with AY 2008-2009. Elections for senators will be held during the 2008 spring semester and Senators will take office at the end of the last Joint Faculty Assembly meeting of the Spring 2008 semester.

### **8.2. Evaluation & Reauthorization**

- a. After two academic years of operation, the Executive Committee of the Senate will undertake a formal evaluation of the Senate's operations and effectiveness. The Executive Committee will appoint four members of the faculty, who are not currently Senators, to assist the Executive Committee in developing and carrying out a plan of evaluation during the fall semester of the third academic year of operation (Fall 2010.)
- b. The evaluation will be completed by November 1, 2010 and a written report on the results of the evaluation process will be presented to the members of the Joint Faculty Assembly for discussion at a Joint Faculty Assembly meeting to be held within ten days of distribution of the written report. At least two Joint Faculty Assembly meetings will be held after November 1, 2010 and before the end of the fall semester for purposes of discussion and possible amendment of the Faculty Senate Constitution. After the last JFA meeting

held in the Fall semester for the purposes of reconsideration of the Faculty Senate, the Constitution, as amended, will be put to an electronic ballot of the JFA membership for reauthorization.

- c. In accordance with Handbook Section 2.16.3.b, approval of the motion to reauthorize the Faculty Senate and adopt an amended Constitution or reaffirm the existing Constitution will require a simple majority of those faculty voting. If the Faculty Senate Constitution is not reauthorized then the Faculty Senate will cease to exist at the end of the third academic year of operation and the faculty governance structure will revert to the structure described in the 2007- 2008 Joint Faculty Handbook.

### **8.3 Transition Period Length of Term**

During the initial three year period of Senate operation Senators will serve staggered terms as follows:

- a. One-half of the Senators in at- large positions, two Senators from the Humanities division, two Senators from the Social Science division and one Senators from both the Natural Science and Fine Arts divisions will be elected for a one year term. Their replacements will be elected for a two year term.
- b. One-half of the Senators in at-large positions, two of the Senators the Humanities division , two of the Senators from the Natural Science division and one Senator from the Fine Arts, Social Science and Natural Science divisions will be elected for a two year term. Their successors will be elected for a two year term, however the successors' terms will end after the first year if the Faculty Senate Constitution is not reauthorized.

### **8.4 Status of Faculty Governance Committee (FGC)**

During the trial and evaluation period the Faculty Governance Committee (FGC) will not function and the Executive Committee of the Senate will carry out the duties of FGC listed in 5.3.2.1 of the Joint Faculty Handbook.