

## Bylaws of the Faculty Senate

Language in purple is derived from the *Faculty Manual* and cannot be substantively altered without also amending the *Manual* through the normal process and with approval of the American University Board of Trustees.

### Article I. Powers and Jurisdiction of the Senate

A. The university's bylaws provide for the faculty to play several roles in governance. These are performed at a number of levels in the institution. Elected by faculty colleagues, the Senate ensures excellence and equity in both policies and practices that affect faculty across the university. Its responsibilities include monitoring academic policies and regulations, making recommendations for the academic budget, and setting the general and minimum standards for instruction throughout the university. Its duty is also to represent the interests of faculty members and to be concerned with their individual and collective welfare, as well as the general welfare of the university.

The members of the Senate shall, in accordance with the bylaws, have primary responsibility for:

1. Instruction and academic standards.
2. Curriculum and course approvals.
3. Recommendations of faculty appointments, promotions, and faculty personnel concerns.
4. Recommendations for the instructional budget.
5. Recommendations of policies affecting student affairs.
6. Recommendations associated with faculty research, scholarship, and creative or professional activity.
7. University Faculty Awards.

For curricular and academic programs, the Senate will consider matters affecting more than one school or college.

The Senate and its representatives on the Board of Trustees and on Board committees may discuss and express their views about any matter affecting the university. These views may be shared with any individual, faculty, or group within the university.

B. The Senate shall have the power:

1. To delegate and to re-delegate or to reclaim the exercise of any of its powers to its standing committees.
2. To determine the procedures for the nomination and election of at-large members of the Senate and of its standing committees.
3. To create, reconstitute, and abolish, and to provide for the appointment and discharge of members of special committees and to define the powers of those committees.

4. To create, reconstitute, and abolish standing committees, and to define the power thereof, with the understanding that any standing committee may, in addition, exercise powers delegated by the Board of Trustees.
5. To invite any person to attend a meeting and to speak within limits set by the Senate. Guests may not vote.
6. To oversee student athletes at American University. The American University Athletics Director and other appropriate staff will report to the Senate on an annual basis (or more often if so requested by the Senate) on the overall academic achievements of American University athletes and the academic achievements of each team. The report will include, but not be limited to, academic standing and progress towards graduation.
7. To request reports from administrators and other members of the AU community as desired.
8. To take such other action by resolution as it may deem necessary and proper for the exercise of its authority and responsibilities.

## Article II. Membership

A. The term “senator” in these *Bylaws* refers to any voting member of the Senate. The voting membership of the Senate is composed of the following.

1. The officers of the Senate as specified in Article III: Chair, Vice Chair, and Past Chair.
2. Representatives of academic units elected by secret ballot of all full-time faculty within each unit as specified in Article X. There shall be four members from the College of Arts and Sciences (CAS), and one each from the Kogod School of Business (KSB), the School of Communication (SOC), the School of International Service (SIS), the School of Public Affairs (SPA), the School of Education (SOE), the Washington College of Law (WCL), the University Library (UL), and one member serving in a joint seat shared by the Office of Graduate and Professional Studies (OGPS) and the Office of Global and Immersive Studies. Tenured, tenure track, continuing appointment, library continuing appointment, library continuing appointment-track and term faculty whose contracts will accommodate a two-year term are eligible to be elected to the Senate as unit representatives. Teaching units not offering multiyear contracts are exempted from this requirement.
3. Five at-large senators elected by secret ballot of all full-time faculty in all units as specified in Article X. At least two at-large senators must be tenured or tenure track faculty and at least one must be a continuing appointment or term faculty member. Eligible term faculty must have a contract that will accommodate a two-year term. Teaching units not offering multiyear contracts are exempted from this requirement.
4. The committee chair or the chair’s designee of each of the following committees: Committee on Faculty Actions, Undergraduate Curriculum Committee, Graduate Curriculum Committee, Committee on Scholarship, Committee on Information Services, Committee on Academic Budget and Benefits, Committee on Learning Assessment, the Term Faculty Affairs Committee, and the Faculty Committee on Diversity and Inclusion.

Senators who are elected by their units or at large are subject to a term limit of two consecutive two-year terms or a maximum of four consecutive academic years. Term limits for committee chairs who do

not serve on the Executive Committee may vary by committee but will not exceed six consecutive academic years. Term limits for committee chairs who serve on the Executive Committee may vary by committee but will not exceed four consecutive academic years. Committee-chair term limits are specified in each committee's bylaws and approved by the Senate. When a senator reaches their term limit, they may not again serve on the Senate for the next two academic years.

The immediate Past Chair of the Senate will remain a member of the Senate and the Executive Committee through the completion of their term even if this exceeds the normal term-limit rule. At the completion of the term of office of the immediate Past Chair, if they have served on the Senate for four or more consecutive academic years, they will be term-limited (ineligible to serve again for two academic years).

No member of the Senate other than the Vice Chair can serve in more than one voting position at the same time. A Senate Vice Chair who also serves as a unit representative, at-large senator, or committee chair casts only one vote when votes are taken on matters before the Senate.

The Provost, as the chief academic officer, is the official leader of the faculty and an ex officio member of the Senate but does not vote. They have all other privileges of Senate membership.

The Dean of Faculty will serve as an ex officio member of the Senate but does not vote. They have all other privileges of Senate membership.

B. The university faculty shall elect, annually, in the spring, senators to fill vacancies in the faculty membership of the Senate for terms of two years.

C. All full-time faculty and all administrative officers of the university who hold academic rank are eligible to participate in elections for the Senate and, with the exceptions of the President, Provost, and Dean of Faculty, to be elected as faculty representatives.

D. Terms of office of newly elected senators and Senate committee members shall begin on June 15.

### **Article III. Officers of the Senate**

A. The Chair of the Senate shall have been the Vice Chair or, in the event of need, be elected by and from the Senate. The Chair serves for a term of one year, beginning June 15. The Chair is leader of the Senate and cannot continue their former representative role. They, or at their discretion the Vice Chair, shall preside, and shall have the power to appoint ad hoc committees and working groups, unless the Senate by resolution fixes another rule for their selection. Upon completion of their term as Chair, the individual becomes the immediate Past Chair for a one-year term. Customarily, the Vice Chair position alternates between tenure and term line faculty.

B. The Vice Chair of the Senate shall be elected by the Senate for a term of one year, beginning on June 15. Candidates must be active members of the faculty and may be current senators or Senate committee members, or any senator or Senate committee member who has served within the past five years. In February, the Chair shall call for nominations for Vice Chair. This call will be announced to

the faculty at large, and senators will consult with their constituencies to bring forward nominees no later than the March Senate meeting. The election of the Vice Chair will occur at the April Senate meeting by secret ballot.

If the Vice Chair is from the Senate, the Vice Chair will continue their representative role if the term has not expired. They shall discharge the responsibilities of the Chair of the Senate in their absence or at their request.

C. The Chair receives two course releases, the Vice Chair receives one course release, and the Past Chair receives one course release. If they are a librarian without scheduled courses, they shall get release time from their regular duties comparable to the course releases.

#### **Article IV. Meetings**

A. The Chair of the Senate shall fix the schedule of dates and times for its regular meetings (normally on the first Wednesday of each month) for the academic year. Information related to the meeting shall be provided in a direct and timely manner to members of the Senate and others deemed appropriate, including the President, the Provost, all deans, the University Librarian, and the chairs or heads of the American University Student Government, the Graduate Leadership Council, and the Student Bar Association. Senators will review the meeting materials in advance and will solicit the perspectives of their constituents as appropriate.

B. Special meetings may be called by the President of the university, the Provost, the Chair of the Senate (or in their absence or incapacity, the Vice Chair of the Senate), or a majority of the Senate.

C. A voting quorum of the Senate shall consist of a majority of its voting membership, except as specified in Article XI of these *Bylaws*. The Chair is to be counted in any computation of a quorum.

D. The Chair or their designee will choose the modality of any meeting with the goal of enhancing participation.

#### **Article V. Non-Voting Participants and Observers**

A. The President of the university and members of the Board of Trustees; the vice presidents; the University Counsel; the deans of CAS, KSB, SOE, SIS, SOC, SPA, and WCL; the University Librarian; any other member of the administration whose presence is appropriate to the agenda in the judgment of the Chair or Provost; the Chair of the Staff Council or designee; and the heads of the American University Student Government, the Graduate Leadership Council, and the Student Bar Association, are invited to attend all Senate meetings for the purpose of ensuring that appropriate communication be maintained between the Senate and their respective offices. They shall have the privilege of speaking on motions equally with the members of the Senate. The President is entitled to sit at the tables at which the Senate members sit.

B. Members of the university community are invited to Senate meetings. Representatives of student

and other university communications media are invited to report on Senate meetings. Broadcasting or actively transmitting meeting content, whether in electronic or digital form, is permitted by attendees only with advance notice to and permission from the Chair and advance notice to the university Communications and Media Office.

C. The Senate has the right by majority vote to go into executive session. When an executive session is favorably voted upon, all non-voting participants and observers including press representatives must leave the meeting unless invited to stay.

## **Article VI. Agenda and Conduct of Meetings**

A. The agenda will ordinarily include the minutes of the previous meeting, report of the chair, report of the Provost, items requiring Senate action, items of informational interest, and items for the good of the order.

B. Any member of the Senate may submit to the Executive Committee (*see* Article IX.A) items for inclusion in the agenda no later than seven days before the next Executive Committee meeting. The Chair shall prepare, and the Executive Committee shall agree upon the agenda. If a disagreement arises, the agenda shall be determined by majority vote of the committee members who are present and eligible to vote. The Chair may specify for any item on the agenda the amount of time allotted for debate and whether or not amendments shall be allowed.

C. Members of the university faculty who are not members of the Senate may submit items for inclusion in the agenda under the same conditions as members of the Senate.

D. Members bringing matters to the agenda should make clear the reasons for bringing them. Evidence should also be presented that schools and departments having an interest in the item have been consulted. Some expression of the views should accompany the presented material.

E. The agenda, copies of motions requiring Senate action, and supporting documentation will be distributed to the Senate and faculty one week prior to the Senate meeting.

F. Although the Senate usually is able to conduct its business without strict compliance with published Rules of Order, members and others will restrict their comments to no more than three minutes at any one time so that all will have an opportunity to express their views. Exceptions are permitted by the Chair or their designee. Senate actions are taken by majority vote, and in the case of a tie, the Chair's position will prevail.

G. While the Provost and Dean of Faculty are *ex officio* members of the Executive Committee and the Senate, whose attendance is sought at Executive Committee and Senate meetings, the voting faculty members at those meetings may enter into executive session as needed in order for faculty to consult and debate without the presence of administrators. Any voting member of the Executive Committee or the Senate, respectively, may make a motion, either publicly or anonymously in a communication to the Chair, to go into executive session. If seconded and supported by a majority of voting senators present,

all non-voting members and guests must leave the meeting. Once in executive session, guests may be invited into the session by majority vote. The Chair shall respect and keep confidential the anonymity of any senator privately requesting an executive session. Where possible, the Senate leadership will schedule executive sessions in advance either before or after the rest of the group's business that includes university administrators.

H. Regular voting in the Senate shall be anonymous unless that is impractical for technical reasons, in which case the Senate may decide by unanimous consent to allow other voting modalities. Secret ballot voting as required in these *Bylaws* shall always be anonymous. To be considered anonymous for the purposes of these *Bylaws*, a voting modality should be as anonymous as is practicable. If it cannot be absolutely anonymous to those conducting the vote, they shall keep all voting information except the final results confidential and sha

ll not record nor disclose any particular senator's vote.

## **Article VII. Approval of Senate Actions**

Action taken by the Senate under the authority of the bylaws of the university that require administrative implementation shall be transmitted to the Provost for consideration in the following manner: Within five calendar days of passage, the Chair of the Senate shall forward copies of any approved or recommended actions to the Provost. It is expected that the Provost will reply, in writing, within 30 calendar days of the date of Senate approval and explain their decision.

## **Article VIII. Access to Records of the Senate**

A. The agenda and minutes of the Senate shall be serially numbered and digitally preserved in accordance with provisions of the university archivist. Copies of supporting documents will be suitably reproduced for inclusion in the official copies of the record.

B. The Senate shall inform the faculty of important actions taken. The agenda, minutes, and supporting documentation of the Senate shall be considered open to inspection by all members of the university faculty and shall be maintained in a place convenient for their inspection. At the end of the year, electronic records of the Senate activities for the past year are forwarded to the university archives. Current Senate records are available at the office of the Faculty Senate and digitally through the Faculty Senate website and the AU portal.

C. The Senate, and its members acting individually and collectively, is obligated to proactively engage in outreach and report out to its constituents.

## **Article IX. Committees and Functions**

### **A. Executive Committee**

At the final meeting of each academic year, the Senate shall constitute an Executive Committee for the



following academic year. The Executive Committee shall have ten voting members: the Senate Past Chair, the Senate Chair, the Senate Vice Chair, the Chair of the Academic Budget and Benefits Committee, the Chair of the Undergraduate Curriculum Committee, the Chair of the Graduate Curriculum Committee, the Chair of the Committee on Term Faculty Affairs, the Chair of the Faculty Committee on Diversity and Inclusion, an at-large senator, and an additional senator from among its number. The at-large senator and additional senator will be nominated by the Executive Committee and elected by the Senate at or before the final Senate meeting of the academic year that precedes the start of the electees' terms on June 15. The Chair will issue a call for interested senators prior to the Executive Committee's nomination meeting. When seeking to fill the at-large and general seats on the Executive Committee, the Senate will strive for diversity and representation from as many colleges and schools as possible. All eligible senators will be considered. Nominations may also be submitted from the floor of the Senate. In instances when more than one senator has been nominated for either the at-large or general seat on the Executive Committee, the Senate shall use a secret ballot to decide who will serve. The Provost and the Dean of Faculty are *ex officio* non-voting members of the Executive Committee.

The Senate Chair has the discretion to invite any person to attend an Executive Committee meeting and to speak within limits set by the committee. Guests may not vote.

The Executive Committee will meet with university administrators, or their designees as needed to receive reports on activities, plans, and/or changes in policies with attention to how those activities, plans, and/or changes in policies affect academic life at the university. Such university administrators may include, but are not limited to, the Dean of Undergraduate Education and Vice Provost for Academic Student Services; AU Core Committee Chair; Dean of Graduate Studies; Vice Provost for Research; Vice President of Campus Life and Inclusive Excellence; Vice President of Finance and Treasurer; University Registrar; Director of the Center for Teaching, Research, and Learning; and the Chair of the President's Council on Diversity and Inclusion.

At its discretion, the Executive Committee will make recommendations to the Provost based on each report and/or invite the university administrator to report to the Senate.

The duties of the Executive Committee include but are not limited to the following:

1. Setting the Senate's agenda.
2. Bringing motions to the Senate on its own initiative.
3. Informing the faculty when nominations are due for Senate elections and making reasonable efforts to ensure that there is an appropriate number of nominees for each election.
4. Nominating faculty, subject to Senate ratification, to serve as faculty representatives on committees of the Board of Trustees.
5. Maintaining liaison with all Senate committees.
6. Reviewing accreditation reports and responding as appropriate.
7. Reviewing Academic Unit/Program Review reports and responding as appropriate.
8. Bringing proposed revisions to the Faculty Senate *Bylaws* and the Graduate and Undergraduate Academic Regulations to the Senate for discussion and voting.

9. Providing the agenda and the minutes of Executive Committee meetings (except for confidential business) to the Senate.
10. Selecting hearing panel members from the elected Hearing Committee as charged in the *Faculty Manual*.
11. Filling vacancies on the Senate between annual elections (*see* Article X.E.1.).
12. Passing laudatory resolutions on behalf of the Senate.

## **B. Standing Committees**

**1. The Undergraduate Curriculum Committee (UCC)** is an elected body of the university faculty. The UCC is composed of eight full-time faculty members: two from CAS, and one from each of KSB, SIS, SOC, SPA, SOE, and the University Library; all to be elected by secret ballot within each unit. UCC members serve staggered three-year terms. The membership will also include one undergraduate student designated by the Student Government. The chair of the AU Core Committee and the Dean of Undergraduate Education and Vice Provost for Academic Student Services will serve as *ex officio* non-voting members of the committee, and the latter will provide staff assistance for the committee. The chair, elected by the faculty representatives of the committee, receives one course release and is a member of the Executive Committee. If they are a librarian without scheduled courses, they shall get release time from their regular duties comparable to a course release. The chair or his designee will serve as an *ex officio* non-voting member of the AU Core Committee, the AU Abroad Faculty Advisory Committee, and the Honors Advisory Committee. Co-chairs, when needed, are identified through self-nominations or, when more than one candidate is available, through anonymous voting.

The committee makes recommendations to the Senate Chair, who approves new and revised curriculum and course proposals before they move forward as applicable in the established administrative approvals sequences, or who has delegated that authority, and to appropriate unit(s) and/or administrator(s), regarding:

- a. The existing undergraduate curriculum and course offerings, including those in the AU Core and the Honors Program.
- b. New programs and major curricular changes.
- c. New courses for academic quality, redundancy of material across teaching units/academic units, and outcomes assessment.
- d. All changes and terminations in courses or programs that affect more than one teaching unit.
- e. General curricular policies affecting undergraduate academic programs.

The committee does not review temporary or experimental courses offered by any unit, though it continues to exercise jurisdiction through its *ex officio* presence on the AU Core and Honors Advisory Committees.

While all proposals require the support of the relevant teaching unit(s) and/or academic unit(s), the committee is directly responsible for the Senate's commitment to academic excellence as reflected by curriculum and course offerings; therefore, every effort must be made to address the committee's



recommendations. After the unit has responded to the committee's recommendations, the committee forwards its recommendations to approve, modify, or reject the proposal to the next level of review.

In order for the committee to have time to complete its review, all changes targeted for approval by the Board of Trustees for the next academic year must be submitted to the Senate by the first Monday in March of the current academic year. The committee's work will continue over the summer months if necessary.

**2. The Graduate Curriculum Committee (GCC)** is an elected body of the university faculty. The GCC is composed of nine full-time faculty: two from CAS, and one from each of KSB, SIS, SOC, SPA, SOE, OGPS, and the University Library; all to be elected by secret ballot within each unit. GCC members serve staggered three-year terms. The membership will also include one graduate student designated by the Graduate Leadership Council. The Dean of Graduate Studies will serve as an *ex officio* non-voting member of the committee and will provide staff assistance for the committee. The chair, elected by the faculty representatives of the committee, receives one course release and is a member of the Executive Committee. If they are a librarian without scheduled courses, they shall get release time from their regular duties comparable to a course release. A vice-chair shall be elected by the faculty representatives of the committee and shall serve as chair when the chair is unable to fulfill their duties.

The committee makes recommendations to the Senate Chair, who approves new and revised curriculum and course proposals before they move forward as applicable in the established administrative approvals sequences, or who has delegated that authority, and to appropriate unit(s) and/or administrator(s) regarding:

- a. The existing graduate curriculum and course offerings.
- b. New programs and major curricular changes.
- c. New courses for completeness of the syllabus, redundancy of material across teaching units/academic units, up-to-date reading list and other resources, clarity of assignments, rigor, and specificity of grading and evaluation expectations.
- d. All changes and terminations that affect more than one teaching unit.
- e. General curricular policies affecting the graduate academic programs.

While all proposals require the support of the relevant teaching unit(s) and/or academic unit(s), the committee is directly responsible for the Senate's commitment to academic excellence as reflected by curriculum and course offerings; therefore, every effort must be made to address the committee's recommendations. After the unit has responded to the committee's recommendations, the committee forwards its recommendations to approve, modify, or reject the proposal to the next level of review.

In order for the committee to have time to complete its review, all changes targeted for approval by the Board of Trustees for the next academic year must be submitted to the Senate by the first Monday in March of the current academic year. The committee's work will continue over the summer if necessary.

**3. The Committee on Faculty Actions (CFA)** is an elected body of the university faculty. Its function

is to represent the interests of faculty members, individually and collectively, in matters related to appointments, reappointments, tenure, and promotion. The CFA promotes equitable treatment of faculty. Each CFA member is to consider solely the good of the university as a whole when undertaking the work of the committee.

The CFA is composed of nine senior faculty, preferably full professors, one from each of the following academic units: the Kogod School of Business, the School of Communication, the School of International Service, the School of Public Affairs, the School of Education, the University Library; one from each cluster (arts and humanities, social sciences, and natural sciences) of the College of Arts and Sciences; plus two at-large positions designated for term associate or term full professors on multi-year contracts or with minimum five years of service at AU. Tenured, tenure track, continuing appointment faculty and term faculty with minimum five years of service at AU from each academic unit elect the unit's member(s) of this committee; such faculty from all units elect the at-large members. Members of the CFA will serve staggered three-year terms, with no more than four to be elected in any one year except to fill vacancies in unexpired terms. The members may not be academic unit deans, teaching unit chairs, or persons whose principal duties are administrative in nature. Faculty members who intend to apply for promotion are ineligible to be elected to the CFA, and faculty on the CFA who are up for promotion must recuse themselves from the committee for the year in which their promotion will be considered. In the event that a member of the CFA must recuse himself or herself, the unit they represent will elect a one-year replacement prior to the next meeting of the CFA. The original member may resume their position on the committee the following year. The Chair and Vice Chair are elected by the members of the committee prior to the final day of each Spring semester. In the absence of the chair, the Vice Chair leads the meetings. The Chair also represents the committee at Faculty Senate meetings; when absent, the Vice Chair or the Chair's designee represents the committee at Senate meetings. The chair will receive one course release per year, in addition to one-course release following a full three-year term of service. If they are a librarian without scheduled courses, they shall get release time from their regular duties comparable to a course release.

CFA members who serve three years will receive one course release or equivalent (if librarian). The course release would normally be used during the academic year immediately following the completion of a full three-year CFA term and could be deferred to a later academic year. Under no circumstances may the course release be used before the individual has completed three full years of committee service.

A CFA member who goes on sabbatical during their committee term or leaves the committee permanently for any reason before the end of their three-year term would forfeit the course release. Unanticipated interruptions of committee service, such as those associated with medical or family leave, may not require forfeiture if circumstances make it possible for the individual to return to the committee later to serve out the remainder of their term. Such returns cannot be guaranteed, however, because they must conform to the committee's needs and openings.

A faculty member who fills in for a colleague who leaves the CFA temporarily or permanently is not eligible for the course release unless the substitute fills in for the entire three-year term.

The CFA has the following responsibilities:

- a. To make recommendations to the Senate and the Provost on all matters and policies relating to full-time appointments, reappointments, tenure, and promotions.
- b. To evaluate and review, in accordance with the criteria set forth in the Faculty Manual, all faculty actions involving the reappointment, tenure, and promotion of tenured, tenure track, faculty (including tenured and tenure track library faculty) and to make recommendations on all such actions to the provost.
- c. To evaluate and review, in accordance with the criteria set forth in the Manual, all faculty actions involving the reappointment with promotion to Assistant Professor, Associate Professor, or Full Professor of term or continuing appointment faculty and to make recommendations on all such actions to the dean of faculty.
- d. To make recommendations for senior hires in accordance with the subsection “Appointment of Faculty with Tenure” of section 9 “Provisions for Faculty Appointments in Tenured and tenure track Positions” in the Faculty Manual
- e. To conduct a review at least every five years of all published criteria from each academic unit and its teaching units that pertain to the appointment, reappointment, tenure, and promotion of full-time faculty members. The reviews will assist the CFA as they prepare recommendations on faculty actions and ensure that consistently high standards are maintained throughout the university.
- f. To evaluate and review the file of a term or continuing appointment faculty member in event of a disagreement at previous levels of review and make a recommendation to the dean of faculty regarding the personnel action. This responsibility applies only when the disagreement does not involve financial resources, unit needs or enrollment
- g. To review and make recommendations on matters and policies as requested by the Senate, including proposed changes to the Manual.

**4. The Committee on Academic Budget and Benefits (CABB)** is an elected body of the university faculty. Its function is to consider all financial matters pertaining to the academic programs and faculty of the university and is authorized by the Senate to request financial data. As appropriate, the committee shall report to the Executive Committee if matters need Senate action.

The committee is composed of ten full-time faculty members: two from CAS and one each from KSB, SIS, SOC, SPA, WCL, SOE, OGIS, and the University Library; all to be elected by secret ballot within each unit. Budget Committee members serve staggered three-year terms. Only during years in which the budget is discussed and developed, the membership will also include one graduate student designated by the Graduate Leadership Council and one undergraduate designated by the Student Government. One emeriti faculty member will be appointed by the Executive Committee to serve on the committee for issues relating to benefits. The President appoints three or four members of the Senate Academic Budget and Benefits Committee, including the Chair of the Committee, to also serve as voting members on the University Budget Committee. Customarily, the joint committee-UBC appointees are from academic units that do not otherwise have faculty representatives in the UBC.

The committee elects, from among its faculty members in the first or second year of their term, one

member to serve as Vice-Chair. The following year, the Vice-Chair will serve as chair. If the Chair or Vice-Chair can no longer serve in that role, the committee will elect, from among its faculty members, a new Chair and/or Vice-Chair for the remainder of the academic year. The Chair is a member of the Executive Committee. The Vice Chair may attend executive committee meetings on the Chair's behalf. Customarily, the committee has the prerogative to operate as two subcommittees: a Budget subcommittee and a Benefits subcommittee.

The committee has the following responsibilities:

- a. To review the budget guidelines each budget cycle and make recommendations to the Executive Committee for Senate action concerning the budget; Senate budget recommendations will then be delivered to the Provost.
- b. To represent the Senate in matters of faculty benefits; it reviews and makes recommendations in areas including, but not limited to, retirement benefits, health and disability benefits, other types of insurance benefits, tuition benefits, and parking benefits.
- c. To represent the Senate on issues of building and renovation programs and related matters and therefore, to review information from the appropriate offices on an annual basis.
- d. To report its findings or concerns regarding any of the above areas to the Executive Committee as needed.

**5. The Committee on Scholarship (COS) is** an elected body of the university faculty. Its function is to represent the interests of faculty in matters associated with production of new knowledge and creative endeavors. All references to 'scholarship' in the committee's work include research, scholarship, and creative or professional activity. COS is authorized by the Senate to request data and information on scholarly achievements of faculty; to support and develop scholarship and disseminate outputs; and to contribute to university priorities, policies, procedures, and standards related to scholarship. As appropriate, the committee shall report to the Executive Committee if matters need Senate action.

The committee is composed of eleven full-time faculty members who are actively committed to scholarship: one each from KSB, SIS, SOC, SPA, WCL, SOE, OGIS, and the University Library, and one from each cluster (arts and humanities, social sciences, and natural sciences) of CAS; all to be elected by secret ballot within each unit. Scholarship Committee members serve staggered three-year terms. The Vice Provost for Research and the Executive Director of the Center for Teaching, Research & Learning serve as non-voting *ex officio* members. Other university personnel may be invited to join committee meetings as appropriate.

The Chair and Vice Chair are elected prior to the final day of each Spring semester. In the absence of the Chair, the Vice Chair leads the meeting. The Chair also represents the Committee at Faculty Senate Meetings; when absent, the Vice Chair or the Chair's designee represent the committee at Senate meetings.

The committee has the following responsibilities:

- a. Stimulating and supporting excellence in scholarship and diversity, equity, and inclusiveness of intellectual and creative work across the university.
- b. Advising the Vice Provost for Research on the university's scholarship agenda, including regular review and revision of relevant policies, procedures, definitions, standards, priorities, incentives, governance arrangements, infrastructure investments, and special initiatives.
- c. Gathering and disseminating faculty feedback regarding the university's scholarship climate and infrastructure.
- d. Recommending Senate actions on matters associated with scholarship, where appropriate.
- e. Fostering engagement of the student body in research and creative activities undertaken by faculty.

**6. The Committee on Information Services (CIS)** is an elected body of the university faculty. Its function is to continually reassess the information-technology needs of undergraduate students, graduate students, and faculty. In exercising its oversight functions, the committee shall examine the adequacy of the delivery of information services to students and faculty, in particular facilities, budget support, and staff.

The committee includes eleven full-time faculty who serve staggered three-year terms. These members are elected by secret ballot within their respective units: four from CAS, one each from KSB, SIS, SOC, SPA, WCL, SOE, and the University Library, and one member serving in a joint seat shared by the Office of Graduate and Professional Studies (OGPS) and the Office of Global and Immersive Studies (OGIS). The committee also includes one graduate student, to be designated by the Graduate Leadership Council, one undergraduate, to be designated by the Student Government. The committee also includes three non-voting ex officio members: the University Librarian, the Chief information office (or designee), and the Executive Director of the Center for Teaching, Research & Learning.

The committee elects, from among its faculty members in the first or second year of their term, one member to serve as Vice-Chair. The following year, the Vice-Chair will serve as chair. If the Chair or Vice-Chair can no longer serve in that role, the committee will elect, from among its faculty members, a new Chair and/or Vice-Chair for the remainder of the academic year.

The committee has the following responsibilities:

- a. To maintain liaison with the Director of the Center for Teaching, Research, and Learning.
- b. To maintain liaison with the University Librarian concerning plans and programs, and, in cooperation with the library, to assess the varying library needs of undergraduate students, graduate students, and faculty and examine the adequacy of the delivery of library services to students and faculty, in particular facilities, budget support, staff, and cooperation with the Washington Research Library Consortium.
- c. To maintain a liaison with the Office of Technology (OIT) concerning plans and programs, and in cooperation with OIT to assess the varying technology needs of the university and to make recommendations on those needs.
- d. To maintain a liaison with the Center for Teaching, Research, and Learning to assess and make

recommendations on technology needs related to the teaching and research support and services provided by that office.

- e. As appropriate, to report its findings and recommendations to the Committee on Academic Budget and Benefits, including recommendations about long-range financial planning.

**7. The Committee on Learning Assessment (COLA)** is an elected body of the university faculty. The committee is composed of nine full-time faculty members: one from KSB, SIS, SOC, SPA, and SOE, OGIS, and one from each of the three clusters for CAS; all to be elected by secret ballot within each unit. There will also be one representative from the AU Core Committee. Learning Assessment committee members serve staggered three-year terms. The Director of Institutional Research and Assessment shall be an *ex officio* non-voting member of this committee. The committee elects a Chair and Vice-Chair from among its members, with the Vice-Chair serving as the next chair in succession. If the Chair or Vice-Chair can no longer serve in that role, the committee will elect a new Chair and/or Vice-Chair from among its faculty members.

The committee has the following responsibilities:

- a. To provide guidance and assistance to the colleges and schools in developing and implementing academic program assessment plans.
- b. To analyze and interpret assessment results, which are reported to the appropriate unit leader.
- c. To interact with other stakeholders, such as the Vice-Provost for Undergraduate Studies; Dean of Graduate Studies and Vice Provost for Research; Center for Teaching, Research, and Learning; and Campus Life.

**8. The Term Faculty Affairs Committee (TFAC)** is a body of the university faculty elected by term and continuing appointment faculty. The TFAC is composed of eleven voting term and continuing appointment faculty members: two from CAS (representing different clusters: Arts and Humanities, Social Sciences, and Natural Sciences), and one from each KSB, SIS, SOC, SPA, WCL, SOE, OGIS, OGPS, and the University Library. All term or continuing appointment faculty at the university who have completed two years of full-time service are eligible to stand for election, except in the case that it would leave an academic unit with no representation. Each academic unit elects their representative member of the TFAC, by secret ballot within each unit. Members will serve staggered two-year terms, with no more than five members to be elected in one year except to fill unexpired vacancies. Committee members are subject to a term limit of two consecutive terms or a maximum of four consecutive academic years and therefore cannot serve in the committee for the next two academic years. The Associate Dean for Academic Affairs will serve as an *ex officio* non-voting member of the committee with an advisory role. The agenda for each committee meeting will include a scheduled executive session.

At the beginning of each Senate term (June 15), faculty representatives of the Term Faculty Affairs Committee will elect a chair and a vice-chair (or co-chair) from their current membership. Customarily, the chair of the TFAC shall have been Vice Chair/Co-Chair of the TFAC for the previous academic year, but in the event of need or desire by the committee, may be elected by and from all faculty representatives of the committee. The chair and vice-chair (or co-chair) serve for a term of one year,



beginning June 15. The chair shall automatically become a member of the Executive Committee. At the conclusion of the chair's term of service, or in the event the chair steps down, the vice chair or co-chair by default becomes the committee chair unless action is taken otherwise by faculty representatives on the committee. The vice-chair or co-chair may also act as a designee for the chair in specific situations as needed.

The function of the TFAC is to advance term or continuing appointment faculty interests and contributions to the university's mission. The committee is authorized by the Senate to gather data pertaining to term or continuing appointment faculty from the university, schools and/or relevant divisions to better serve its functions. As appropriate, the committee shall report matters that need Senate attention to the Executive Committee. The TFAC serves as a liaison with the deans' offices of the different units. An annual report of the committee's work is presented at the end of the year to the Senate and to term or continuing appointment faculty.

The committee has the following responsibilities:

- a. Serve as liaison to academic units, including each unit's term or continuing appointment faculty committee.
- b. Bring term or continuing appointment faculty matters to the Senate.
- c. Communicate with constituents about term and continuing appointment faculty matters that come before the Senate through regular open fora and electronic communication.
- d. Advocate for university-wide term and continuing appointment faculty concerns on campus, including equity and inclusion.
- e. Recommend and provide oversight for initiatives on any matters pertaining to term and continuing appointment faculty, including salary and benefits, professional development, teaching loads, and working conditions.
- f. Help to integrate term and continuing appointment faculty into the life of the university.

**9. The Faculty Committee on Diversity, Equity, and Inclusion (FacCDEI)** is an elected body of the university faculty. Its function is to initiate ground-up, campus-wide faculty-to-faculty and student-to-faculty dialogue, and information exchange in order to: (a) develop and maintain awareness of the climate for antiracism, diversity, equity, and inclusion in teaching, learning and the academic workplace within and across units; (b) promote broad-based constructive knowledge sharing, best practices and dialogue among faculty as well as among faculty and students; (c) develop targets for progress toward broader and deeper inclusiveness at the faculty and student levels; (d) collaborate with other campus offices, units and programs to enhance the overall inclusive experience for both faculty and students at AU; and (e) develop recommendations for relevant and appropriate responses to discriminatory actions on campus.

The committee is composed of eleven full-time faculty members: one each from KSB, SIS, SOC, SPA, WCL, SOE, OGIS, and the University Library, and one from each of the three clusters in CAS all to be elected by secret ballot within each unit. Committee members serve staggered three-year terms. The membership will also include: one graduate student designated by the Graduate Leadership Council; one undergraduate student designated by the Student Government; and one senior administration

official in a leadership role involving responsibilities for students and/or faculty. The senior administration official shall be an *ex officio* non-voting member of this committee.

The committee elects a chair from among its faculty members. The chair is a member of the Executive Committee, as well as the Campus Representative for the Board of Trustees Committee on Diversity, Equity and Inclusion, and a member of the IDEA Committee. The committee shall have one member who serves on the President’s Council on Diversity and Inclusion. The committee elects, from among its faculty members in the first or second year of their term, one member to serve as Vice-Chair. The following year, the Vice-Chair will serve as chair. If the Chair or Vice-Chair can no longer serve in that role, the committee will elect, from among its faculty members, a new Chair and/or Vice-Chair for the remainder of the academic year.

The committee’s responsibilities may include:

- a. To discuss on a regular basis the climate for diversity, equity, and to help integrate initiatives in antiracism and inclusive pedagogy in teaching, learning and the academic workplace within and across units among and between faculty and students, within the context of academic freedom.
- b. To develop recommendations when appropriate for faculty emergent from dialog with faculty, staff, and students for broadening and deepening inclusiveness while also upholding academic freedom in the classroom and academic workplace.
- c. To promote--and where appropriate, expand and supplement-- regular outreach opportunities for participation in constructive faculty-to-faculty and student-to-faculty knowledge exchange and dialogue for the advancement of broad-based inclusiveness in the classroom and academic workplace.
- d. To recommend appropriate Senate responses to incidents that impact the campus climate for faculty and students, including discriminatory actions and expression.
- e. To provide guidance and assistance to faculty governance bodies within colleges and schools on sharing inclusive strategies, and on adopting the Senate’s key consensus recommendations arising from the committee’s outreach to faculty and students, while also upholding academic freedom and free expression.
- f. To liaise with other institutional stakeholders, such as the President’s Council on Diversity & Inclusion; the Vice President of Campus Life and Inclusive Excellence; the Dean of Faculty; the Dean of Undergraduate Education and Vice Provost for Academic Student Services; the Dean of Graduate Studies; the Vice Provost Research; and the directors of the Anti-Racism Research and Policy Center, the Institute on Disability and Public Policy, the AU Center for Diversity and Inclusion, and the Center for Teaching, Research, and Learning.

### C. Special and Advisory Committees

**1. The Committee on Faculty Grievances (CFG)** is an elected body of the university faculty. Its function, as stipulated in the *Faculty Manual*, is to investigate and evaluate all formal grievances filed by members of the faculty and to issue a report specifying its conclusions and recommendations, which is then sent to the grievant and to either the university President or Provost. As appropriate, the committee shall report to the Executive Committee if matters need Senate action. The committee is

also charged with overseeing university policies and programs to make certain that all faculty are accorded equitable treatment and allocated resources equitably within the university in accordance with the university's statement on non-discrimination. The committee shall propose Senate action, as needed, and recommend oversight review, as needed, to the Executive Committee of the Senate.

The committee is composed of eight tenured members of the university faculty, one from each of the following academic units: KSB, SOC, SIS, SPA, SOE, and the University Library; and two from the College of Arts and Sciences. Tenured track faculty, and term faculty on multi-year contracts from each academic unit elect the unit's member(s) of this committee for staggered three-year terms, with no more than three to be elected in any one year, except to fill vacancies in unexpired terms. The chair is to be elected by and from the membership of the committee.

**2. The Faculty Hearing Committee (FHC)** is an elected body of the university faculty. Its function is to hear cases referred to it by the Provost involving full-time faculty appointments before the end of the specified term due to incompetence, misconduct, or other cases involving major disciplinary sanctions against a faculty member. It reviews cases presented to it and makes recommendations in accordance with the procedures specified in the section on “Disciplinary Actions, Investigations, and Formal Faculty Hearings” in the *Faculty Manual*. The Executive Committee draws individual hearing panels from the elected members of the Committee to hear cases. The committee will meet on an as-needed basis, including during the summer break.

The committee is composed of 15 tenured members of the teaching faculty, elected by the full-time university faculty, including tenured, tenure track, continuing-appointment, and term faculty on multi-year contracts. Members of the Hearing Committee shall be elected for staggered three-year terms.

**3. The AU Core Committee (AUCC)** is charged with the review, recommendation, and evaluation of all courses within the AU Core Curriculum and for activities related to the AU Core. The AU Core Committee comprises all members of its Core Council and subcommittees, which are described below. It is responsible for developing assessment timelines, processes, and guidelines for assessment of Complex Problems, Habits of Mind, Written Communication and Information Literacy, Quantitative Literacy, and Diversity and Equity courses, applying those assessments to review and approve new and continuing courses, determining transfer course articulations and other exceptions when needed, advising on other programmatic changes and faculty development as appropriate, and maintaining legacy issues pertaining to the General Education program that it replaced. For new course proposals, it works alongside the Senate Undergraduate Curriculum Committee, coordinating new course approval designations within the AU Core.

The AU Core Council is composed of the AU Core Committee Chair, the AUx Faculty Director, the AU Core Librarian, and subcommittee chairs representing Complex Problems, Creative-Aesthetic Inquiry, Cultural Inquiry, Ethical Reasoning, Natural-Scientific Inquiry, Socio-Historical Inquiry, Written Communication and Information Literacy, Quantitative Literacy, and Diversity and Equity. When necessary, additional members of subcommittees will be added to the Core Council so that all undergraduate schools are represented. The subcommittee chairs will oversee and coordinate the Council's work, under the direction of the AU Core Committee Chair. Serving as *ex officio* non-voting

members on the Core Council will be the Dean of Undergraduate Education and Vice Provost for Academic Student Services, the Director of AU Core, the Chair (or designee) of the Senate Undergraduate Curriculum Committee, and the AU Core librarian.

The Complex Problems subcommittee will include: the Complex Problems and University College Faculty Director, an Associate Dean (or their representative) from each undergraduate school, and the Complex Problems Program Manager (*ex officio*). The Creative-Aesthetic Inquiry subcommittee will include: one faculty member from SOC, three faculty members from CAS, and a librarian. The Cultural Inquiry subcommittee will include: three faculty members from CAS, a faculty member from SIS, and a librarian. The Ethical Reasoning subcommittee will include: two faculty members from CAS, a faculty member each from KSB, SIS, SOC, and SPA, and a librarian. The Natural-Scientific Inquiry subcommittee will include: four faculty members from CAS, and a librarian. The Socio-Historical subcommittee will include: two faculty members from CAS, a faculty member each from SIS, SOC, and SPA, and a librarian. The Written Communication and Information Literacy subcommittee will include a faculty member from the Writing Studies Program, a faculty member each from CAS, KSB, SIS, SOC, SPA, a librarian, and the Writing Center Director (or their representative). The Quantitative Literacy subcommittee will include: two faculty members from Math/Statistics, a faculty member each from CAS, KSB, SIS, SOC, and SPA, a librarian and the Math and Statistics Tutoring Lab Director (or their representative). The Diversity and Equity subcommittee will include: a faculty member from each undergraduate school and a librarian.

All members of the AU Core Committee are selected by the Executive Committee and the Dean of Undergraduate Education and Vice Provost for Academic Student Services in collaboration with the current or outgoing Chair of the AU Core Committee. Selection of the members will be made from a list of nominees presented by the Associate Deans. All nominees will confirm their willingness to serve the three-year term. Members representing the undergraduate schools will customarily serve no more than two, consecutive three-year terms. The list of incoming committee members will typically be presented to the Executive Committee for approval twice annually, early in the fall and spring semesters.

The Dean of Undergraduate Education will customarily announce an upcoming vacancy for the position of Chair of the AU Core Committee at the start of the spring semester, and via a university wide announcement. All full-time faculty will be eligible to apply. The Dean of Undergraduate Education will then review - in consultation with associate deans, stakeholders, and the outgoing Chair - the nominees for the position of Chair of the AU Core Committee and provide a recommendation to the Executive Committee of the Faculty Senate. In turn, the Executive Committee will then review the assessment of the Dean of Undergraduate Education, before making its recommendation to the Provost, who will make the final selection.

The Chair of the AU Core Committee serves for a three-year term, beginning June 1, which can be renewed once. The reappointment process will occur in the fall semester, during the third year of the term of the Chair. After consulting with the associate deans, the Dean of Undergraduate Education will provide a recommendation to the Executive Committee, either supporting or opposing reappointment. The Executive Committee will then provide its recommendation to the Provost, who will make the

final decision. After serving two three-year terms, the Chair of the AU Core Committee is ineligible for the next three academic years.

**4. The Honors Advisory Committee (HAC)** is charged with developing guidelines and procedures for the AU Honors Program; recommending to the Provost to accept, alter, or reject proposals for the AU Honors Program; engaging with students; and overseeing and monitoring the AU Honors Program. The committee consults with the Vice Provost for Undergraduate Enrollment on applications to the AU Honors Program, monitors students' progress, participates in assessments of the program, and provides support and advice as needed.

In curricular review, the committee reviews and approves all temporary honors courses, including courses offered on a three-year basis in the AU Honors Program. Temporary honors courses do not require full university-wide review. Proposals for all permanent honors courses require full university-wide review, and the proposals must include the Honors Advisory Committee recommendation to accept, alter, or reject such courses as permanent honors courses. When a proposal for a permanent honors course originates from the AU Honors Program, the Honors Advisory Committee serves as the academic Educational Policy Committee (EPC) before going to university-wide review. When a proposal for a permanent honors course originates from the academic unit, the academic unit will use its own EPC before going to university-wide review.

The committee is composed of eleven voting members: one faculty member each from Kogod, SOE, SIS, SOC, SPA, and OGIS; one faculty member from each of the three clusters in CAS; the outgoing Faculty Director of the Honors Program and a student representative from the AU Honors Program. All faculty members will be selected by their respective units, in collaboration with the Faculty Director of the Honors Advisory Committee. All nominees will confirm their willingness to serve the full three-year term. The outgoing Faculty Director of the Honors Program will automatically serve on the committee for 1 year as a voting member. The student representative, who will serve a one-year term, will be designated by the students in the AU Honors Program. Serving as ex officio non-voting members will be the Dean of Undergraduate Education, the chair (or designee) of the Senate Undergraduate Curriculum Committee, and the Honors Librarian. The Faculty Director of the AU Honors Program will serve as chair of the Honors Advisory Committee.

The Dean of Undergraduate Education will customarily announce an upcoming vacancy for the position of Faculty Director of the AU Honors Program at the start of the spring semester, and via a university wide announcement. All full-time faculty will be eligible to apply. The Dean of Undergraduate Education will then review, in consultation with the associate deans, the nominees for the position of Faculty Director and provide a recommendation to the Executive Committee of the Faculty Senate. In turn, the Executive Committee will then review the assessment of the Dean of Undergraduate Education, before making its recommendation to the Provost, who will make the final selection.

The Faculty Director serves for a three-year term, beginning June 1, which can be renewed once. The reappointment process will occur in the fall semester, during the third year of the term of the Faculty

Director. After consulting with the associate deans, the Dean of Undergraduate Education will provide a recommendation to the Executive Committee, either supporting or opposing reappointment. The Executive Committee will then provide its recommendation to the Provost, who will make the final decision. After serving two three-year terms, the Faculty Director is ineligible for the next three academic years.

**5. The Review Committee on Distinguished Professor/Librarian Appointments (DPRC)** is charged with reviewing nominations for the rank of Distinguished Professor. The committee will consist of six members who serve staggered three-year terms. Members are jointly appointed by the Provost and the Executive Committee of the Senate and should be as representative of the various disciplines on campus as practicable. Members of the committee shall be Distinguished Professors or University Professors unless there are not enough faculty at that rank available, in which case other senior faculty, as defined in the *Faculty Manual*, may be appointed.

The committee meets on an as-needed basis in years when distinguished professor nominations are received by the Dean of Faculty, who convenes the committee. Committee procedures are based on Section 8 of the *Faculty Manual* (“Academic Ranks and Qualifications for Tenure Track Faculty”) and specified in the “Procedures for the Distinguished Professor Review Committee” adopted by the Senate in 2012.

**6. The University Faculty Awards Committee (UFA)** is a faculty-led committee composed of 12-14 faculty members consisting of previous year’s faculty awards recipients (11 people), selected members of the Faculty Senate FacCDEI (1-4 people), selected sitting senators (1-2 people), and the Faculty Senate vice chair (1 person), who serves as the committee’s chair. Senate leadership members cannot be considered for awards while they are serving. The University Faculty Awards Committee members serve for one academic year, and their work customarily takes place during the spring semester. Its function is to review nominees’ files for the [University Faculty Awards](#) and select the recipients of the faculty awards each year.

The committee has the following responsibilities:

- a. To represent the faculty voice in the faculty award process.
- b. To review nominees’ files in a thorough and diligent manner.
- c. To consult with the Office of the Provost before the announcement of the awardees.
- d. To review each year the process of selecting these awardees, aiming to keep the process equitable and inclusive.
- e. To propose or review proposals for the establishment of new faculty award categories.

**D. Faculty Trustees and the Special Committee of the Senate Representatives to the Board of Trustees**

The Faculty Trustees, along with the Faculty Senate campus representatives, are the members of the Special Committee of the Senate Representatives to the Board of Trustees. This group will meet after each Board of Trustees meeting to debrief and to appropriately update faculty about the important



discussions and decisions that occurred during the Board gatherings.

The immediate Past Chair and the Chair of the Senate serve as non-voting Faculty Trustees on the Board of Trustees, subject to the approval of the Board. The Vice Chair provides a report of the Senate for each meeting of the Board of Trustees and attends its general meeting as the Senate representative. The Chair serves on the Trusteeship Committee and the Academic Affairs Committee, subject to the approval of the Board. The immediate Past Chair selects two other committees of the Board of Trustees on which to serve as a Faculty Trustee, subject to the approval of the Board. The Vice Chair selects one Board of Trustees committee on which to serve as a campus representative of the Senate. Before the beginning of each academic year, the Vice Chair will work with other campus representatives and assign them as faculty representatives to the following committees of the Board of Trustees:

1. Academic Affairs.
2. Alumni Affairs and Development.
3. Audit.
4. Campus Life.
5. Communication.
6. Diversity, Equity, and Inclusion (which will be represented by the Chair of the Faculty Senate Committee on Diversity, Equity, and Inclusion).
7. Finance and Investment.

Faculty Senate campus representatives are elected for two-year terms, which can be renewed once. After four years of service, a Faculty Senate campus representative is ineligible for the next two academic years. The Faculty Senate representative to the Board of Trustees Athletics Committee is nominated by the President and not subject to Senate approval.

## **Article X. Eligibility for and Nominations and Elections to the Senate and Its Committees**

### **A. Eligibility**

Unless noted otherwise in these *Bylaws*, all full-time faculty are customarily eligible to stand for election to the Senate and its committees as long as their term would begin after their second academic year of service at AU. All full-time faculty are eligible to vote in any Senate election and for all seats represented unless specified otherwise above. Emeriti faculty are eligible to be elected to the Benefits Subcommittee of the Committee on Academic Budget and Benefits. WCL faculty are not eligible for

membership on the Committee on Faculty Actions nor may WCL faculty vote for the membership of that committee.

### **B. Nominations and Elections for Campus-Wide Positions**

1. Self-nominations of eligible faculty willing to serve as at-large members on the Senate or the Faculty Hearing Committee should be sent to the Senate office by the Friday before the spring semester vacation in March. All eligible individuals who are nominated and who agree to run will be placed on the appropriate ballots.
2. Balloting to fill at-large vacancies on the Senate and to fill vacancies on the Faculty Hearing Committee shall be conducted in the week immediately following the spring semester vacation in March. If such scheduling would not result in a termination of balloting by March 30, the Executive Committee will specify a period in March for which balloting would end by the date specified.
3. Faculty members will be allowed to vote for as many persons as there are vacancies in the membership to be filled, and those receiving the greatest number of votes shall be declared elected according to the regulation on Senate membership.
4. Ballots shall be electronically tallied, and the results will be sent to the Senate Chair and Vice Chair on the business day following the termination of the balloting period.
5. Ties shall be immediately resolved by lot.
6. The results of the election shall be certified by the Senate Chair and announced to the campus community.
7. Each elected senator can represent only one seat on the Senate.

### **C. Nominations and Elections within Units**

Representatives of the various academic units, both as Senate members and members of its committees, are to be elected by secret ballots using whatever system for nominations and elections that is approved by the faculty of the individual units. The academic unit dean will notify the Chair of the Senate, no later than April 10, of names of the newly elected Senators and committee members.

### **D. Elections of Committee Chairs**

Committees whose chairs become members of the Senate shall hold their first meeting and conduct their own elections as soon as practical following the annual election of its new members. The chairs will serve for a term of one year. The Provost and Chair of the Senate will be notified of the results of any election.

### **E. Vacancies**

1. In the event of a vacancy in an at-large position in the Senate, the Executive Committee will first

approach candidates who stood for election in the most recent election; should those candidates be unwilling or ineligible, the Executive Committee will nominate someone for ratification by the Senate. In the event of a vacancy in a committee chair or designee Senate seat, the committee will elect a new chair or designate a member to serve as senator. If the committee cannot fill the seat, the Executive Committee, after consultation with committee members, shall appoint an interim chair to serve until the next annual election. In the event of a vacancy in an academic unit representative seat, the Executive Committee will ask the relevant dean to provide a candidate while reserving the right to approve the proposed candidate.

In the event of a vacancy in one of the Senate-elected seats on the Executive Committee (not including the Chair, Vice Chair, or Past Chair), the vacant seat shall be filled for the remainder of the vacated term by a vote of the Executive Committee. All eligible senators will be considered. In the event of a vacancy in one of the committee chair seats on the Executive Committee, the seat shall be filled by the succeeding chair of that committee.

In the event of a vacancy on a committee other than the Executive Committee, the vacant seat shall be filled for the remainder of the vacated term by vote of the faculty of the unit represented, by vote of the members of the committee when appropriate, or, for those on the Faculty Hearing Committee, by the eligible person, not a member of the Senate or that committee, who received the greatest number of votes in the most recent Faculty Hearing Committee election.

If a vacancy occurs on the Senate or a committee or in an office for which there exists a person already elected, but not yet due to take office, this person shall succeed immediately to fill the vacancy and will serve until the completion of the term for which they were elected. If necessary to complete this term, the normal term limits are suspended. If two or more persons are eligible under this rule, the one who received the most votes shall assume the position or office.

2. If the Chair vacates their office after serving less than a semester of their term, the Past Chair shall assume the Chair for the remainder of the first semester of the term, and the Vice Chair shall serve the second semester and succeeding summer in the position. If the Chair vacates their office after serving more than one semester of their term, the vice chair shall assume the Chair position. Vacancies in the offices of Vice Chair or immediate Past Chair shall be filled by majority vote for the remainder of the vacated term by the Senate, which may suspend the normal term-limit rule to fill one of these positions. If practicable, a Past Chair vacancy should be filled by someone who has recently been a Past Chair. If multiple vacancies in the Senate leadership occur, the Executive Committee will call an election to fill all the vacancies at the next Senate meeting.

## **Article XI. Removal of Senate Leaders or Senators**

Any senator may make a motion to remove the Chair, Vice Chair, or Past Chair from the Senate leadership. Such motions must be made in executive session. A quorum of at least 90 percent of the voting membership of the Senate shall be present before a vote on passage of the motion may take place, and that vote shall require a 2/3 majority of all senators present to pass. If the quorum is not met at this executive session, an electronic mail vote will be held within a time set in the ballot call. The

motion to remove the officer will pass if both 90 percent of the voting membership of the Senate cast a ballot within the time specified and a 2/3 majority of those voting are in favor. Senate leaders removed from their leadership positions continue to serve in the Senate, unless they are also removed from that body through the procedure described below. Vacancies created by removal shall be filled under the procedures in Art. X.E.2. Removed leadership member(s) remain members of the Senate until the new leadership member(s) are elected.

Any senator may make a motion to remove any other senator from office. Such motions must be made in executive session. A quorum of at least 90 percent of the voting membership of the Senate shall be present before a vote on passage of the motion may take place, and that vote shall require a 2/3 majority of all senators present to pass. If the quorum is not met at this executive session, an electronic mail vote will be held within a time set in the ballot call. The motion to remove a senator will pass if both 90 percent of the voting membership of the Senate cast a ballot within the time specified and a 2/3 majority of those voting are in favor.

When an at-large senator is removed from office, the Executive Committee shall call a campus-wide election at their earliest convenience. When a Senate committee chair/senator is removed from office, the Executive Committee shall call upon the relevant Senate committee to elect a new chair/senator at its earliest convenience. When a senator representing an academic unit is removed from office, the Executive Committee shall call upon the former senator's unit to elect a new senator at its earliest convenience.

## **Article XII. Votes of No Confidence in Administrators**

The Senate recognizes the “vote of no confidence” as a procedure—to be used in extreme cases only—through which faculty may freely express extreme discontent with administrators. Academic units should exercise their own discretion in submitting confidential ballots to the Provost to contest the continuance of a highly contested dean. The Senate shall serve as the body through which campus-wide votes are taken to contest the continuance of the Provost, the Dean of Faculty, University Vice Presidents, or the University President.

The faculty of an academic unit may undertake a vote of no confidence in their unit dean, or in the case of the University Library, the University Librarian, and submit this directly to the Provost. The Senate affirms the right of units to undertake such processes but will not participate in validating the process. The Senate strongly encourages units to conduct balloting via anonymous, fair, and inclusive means, and to give voice to all eligible faculty, according to the established norms and customs of each unit.

Any senator may make a motion of no confidence in the University President, the University Vice Presidents, the Provost, or the Dean of Faculty. The results of a no confidence vote in the Dean of Faculty shall be transmitted by the Chair to the Provost. The results of a no confidence vote in the Provost or members of the President's Cabinet (*i.e.*, the University Vice Presidents) shall be transmitted by the Chair to the President. The results of a no-confidence vote in the President shall be transmitted by the Chair to the Chair of the Board of Trustees. Any such motion shall be considered by the Senate in executive session and shall require a 2/3 majority of the voting membership of the Senate to pass. If

a “no confidence vote” motion passes the Senate, the Executive Committee shall conduct a vote using an anonymous, fair, and inclusive balloting procedure, giving the opportunity to vote to all full-time faculty with at least three years of continuous full-time service at American University. The Executive Committee shall validate that balloting was conducted via anonymous, fair, and inclusive means, and that all eligible faculty had an opportunity to participate before the Senate Chair transmits the results to the appropriate recipient.

These procedures supplement the Senate’s practice and right to conduct its own votes on these and related issues.

### **Article XIII. Additional Authority of the Senate**

In the event of business that must be handled when the Senate is not meeting regularly, a full meeting of the Senate will be called; if the meeting takes place after June 15, the meeting will include senators whose terms began June 15 and whose terms did not end on June 15. If a quorum is not available, the issue will be decided by the Executive Committee and those senators who are available to meet. The decisions made at the meeting will be reported to the Senate following the meeting.

### **Article XIV. Amendments**

The Senate may amend these rules as needed but may not abolish elections as provided for within units and also may not change the term-limit rule except as specified for very limited circumstances in the election article above.