

**LIFE UNIVERSITY FACULTY SENATE
CONSTITUTION AND BY-LAWS**

JUNE 2004

Amended Spring 2006

Amended Spring 2007

PREAMBLE

The faculty members of Life University hereby establish this Faculty Senate to contribute to and participate in the day-to-day activities and development of Life University. A great deal is gained in the cooperative action among the faculty and other constituents of this university. We therefore establish this Faculty Senate in the spirit of shared governance.

Article 1.0 PURPOSE AND POWERS

1.1: Relative to the Administration

The Faculty Senate of Life University is established to represent the faculty in all areas of academic and clinical concern. Its function is to examine pertinent issues through committee study and general faculty discussion and to express its views to the President and administration of Life University in the form of consensus and faculty recommendations.

1.2: Relative to the Student Body

In addition, the Faculty Senate will represent faculty concerns to the Student Council of Life University, and serve as a focus for student concerns regarding the faculty, either individually or as a collective body.

1.3: Rules of Governance

This constitution, bylaws and all amendments will constitute the rules and regulations governing the conduct and procedures of the Faculty Senate of Life University in the performance of its functions.

Article 2.0 MEMBERSHIP

Membership in the Faculty Senate will be open to:

- (1) all full-time and part-time faculty members (up to and including the level of department head or its equivalent),
- (2) all University employees whose primary duties involve the instruction of students, and
- (3) any University employees at a professional level whose primary duties involve providing academic support to students (such as professional librarians).

Membership will afford the faculty the ability to participate in the electoral process and thus have a voice in the governance of the university; the privilege to hold elected or appointed positions in the Senate and entitlement to protection under the established grievance procedures of the Senate.

Article 3.0 OFFICERS

3.1: Election of Officers

The faculty, at the end of summer quarter or start of the fall quarter, will elect a President, Vice-President, and Secretary/Treasurer. Officers will be elected by a majority of the voting faculty and will serve a term of two years. All officers will be eligible for re-election to one additional term.

If there is a vacancy in the position of President, the Vice-President will assume the position. If the Vice President chooses not to fill the vacancy, elections will be held at the next quarterly meeting for a President to serve the remainder of the term. Vacancies in the Vice-President or Secretary/Treasurer office will be filled by elections at the next quarterly meeting to serve the remainder of the term.

3.2: Office of the President

The President of the Faculty Senate will be the presiding officer of the Faculty Senate, chair the Executive Committee, and represent the faculty to the President and administration of Life University. The President, or a designee, will serve as the Faculty Senate representative to the President's Council and Provost's Council or other such groups as the University administration and or Board of Trustee shall form. The President must be a full-time member of the faculty. The President may not chair any other committee of the Faculty Senate.

After completing the term of office, the President will serve for one year as an ex-officio member of the Executive Committee.

3.3: Office of the Vice-President

The Vice-President of the Faculty Senate will assist the President in his administrative functions and, when necessary, act as President of the Faculty Senate.

3.4: Office of Secretary/Treasurer

The Secretary/Treasurer of the Faculty Senate will maintain minutes of all meetings of the Faculty Senate. It will also be the responsibility of the Secretary/Treasurer to inform the faculty of dates, times and the general content of the regular meetings of the Faculty Senate Committees. The Secretary/Treasurer will maintain all financial records.

3.5: Chairpersons

Chairpersons will carry out the duties of their committees as described in Article 5. No person will chair more than one committee, but chairpersons may serve as members of other committees.

3.6: Removal of Officers

A petition by two-thirds of the members of the faculty will be necessary and sufficient to remove any duly elected officer.

Article 4.0 SENATE ORGANIZATION

The faculty will hold a regularly scheduled meeting at least once each academic quarter. The purpose of this meeting is for committee reports and elections as described in Sections 3.1 and 5.4. The Secretary of the Senate will announce the meeting date and time. The regular date of the meeting will be set during week zero.

The Faculty Senate shall meet during the middle of the quarter (typically fifth or sixth week) for a forum with the administration of the university to discuss issues and ask questions.

The Faculty Senate President upon request by the Executive Committee may call special meetings. In addition, upon petition of forty (40) percent of the membership of the Faculty Senate, a special meeting must be called.

Meetings of the Faculty Senate and its committees (except for grievance matters) will be open to all faculty members. The Executive Committee and the Faculty Affairs Committee, at their discretion, may hold closed sessions.

The minutes of such meetings will be open to inspection by the faculty, except in cases where confidential information about particular individuals would be otherwise revealed. The responsibility for the determination of confidentiality will rest with the committee chair. Written consent of the individual affected must be secured before making such information available in the minutes.

All meetings of the Faculty Senate and its committees will be conducted in accordance with the latest edition of Robert's Rules of Order, except where these rules are inconsistent with the Constitution of the Faculty Senate and its bylaws.

Article 5.0 COMMITTEES

5.1: Composition of Committees

The composition of each committee is specified in the individual committee descriptions described herein. When student membership of a committee is specified, student members will be considered as representing the student body as a whole and will therefore be selected from members of a representative student group. Ex officio members will have no voting rights.

5.2: Committee Selection

Members of standing committees will be appointed by the Chairperson or elected by the faculty as specified in the individual committee descriptions herein. Each committee member will serve for the term specified in the description of the individual committee.

5.3: Committee Activities

Each committee will determine its own rules and procedures within the limits of its function as described herein. Each committee will decide on its meeting dates but will meet at least once each quarter.

The committees will keep minutes of all meetings including a list of members present and all members absent. The committees will submit copies of their minutes to the Executive Committee within fourteen (14) days following the date of their approval. The minutes of all standing committees will be open to inspection by all faculty members, unless such inspection threatens the confidentiality of individual faculty members, as described previously.

5.4: Committee Reports

Each committee will, at the end of each quarter, make a brief written report to the Executive Committee. This report, which will be submitted no later than one week prior to the next regularly scheduled faculty meeting, will include a summary of the major items considered by the committee during the quarter and the disposition of each. All reports will include the text of any motions or resolutions that are to be proposed to the next meeting of the faculty. The chairperson of these committees will, in turn, make a verbal presentation of their reports to the next meeting of the faculty.

5.5: Standing Committees

The following committees are provided on a constitutional basis. As the faculty sees fit additional standing committees may be formed to fulfill the needs of the Senate. Certain responsibilities and powers of the original standing committees may be transferred to the newly formed committees as needed.

5.5.1: Executive Committee

The Executive Committee will consist of the following:

- (1) the Faculty Senate President, who will serve as chairperson,
- (2) the Vice-President,
- (3) the Secretary/Treasurer and
- (4) two (2) elected members from each college and the clinics.

The Executive Committee reports to the President of the University.

At the end of summer term or beginning of the fall term, faculty senate members in each college and the clinics will elect representatives for that body. Each representative will serve for 2 years; the two representatives from each college and the clinics will serve overlapping terms so that one representative will always have prior experience serving on the committee. If a vacancy arises within the college or clinics representatives, elections will be held at the next quarterly meeting for a representative to serve the remainder of the term.

These elected representatives will be responsible for reporting to Faculty Senate members in their colleges and clinics about the activities of the Executive Committee.

The Executive Committee will meet at least quarterly. Additional meetings of the Executive Committee may be called by the presiding officer, or upon written request of a majority of the committee membership. Adequate notice will be given for any meeting and a majority of the committee membership will constitute a quorum. The duties of the committee will include the following:

5.5.1.1: The Executive Committee will serve as an advisory body to the President and the administration of Life University. The members of the Executive Committee will also constitute an advisory committee of the faculty, which the President and administration will consult.

5.5.1.2: The Executive Committee will review all proposals, recommendations, resolutions, motions, etc. presented from the Faculty Senate Committees. The members of the Executive Committee will either return them to the originating committee with comments for further review or approve and forward them to the President and Provost.

5.5.1.3: The Executive Committee will set the agenda for the general faculty meetings at the end of each quarter. The agenda will list the specific topics on which each committee is to report and will provide the text of any motions or resolutions that are proposed to the faculty. The Secretary of the Senate will disseminate this specific agenda no later than two days prior to the meeting.

5.5.2: Faculty Affairs Committee

Reports to: The Executive Committee of the Faculty Senate

Responsibilities:

1. Review and recommend policies related to the faculty
2. Recommend changes to the Faculty Handbook
3. Make recommendations regarding Faculty Evaluations
4. Review and make recommendations concerning faculty grievances which have not been resolved satisfactorily at the Dean's level

Further details concerning the committee's composition and functions are available through the Executive Committee.

5.5.3: Rank and Promotion Committee

Reports to: Provost via the Faculty Senate Executive Committee.

Responsibilities: To make recommendations to the administration on those items pertaining to faculty rank, structure, and tenure.

Further details concerning the committee's composition and functions are available through the Executive Committee.

5.5.4: Peer Review Committee

Details concerning the committee's composition and functions are available through the Executive Committee.

5.5.5: Faculty Development Committee

Reports to: Faculty Senate Executive Committee

Responsibilities:

1. Assess the needs of the university in terms of developing a comprehensive faculty development program.
2. Cultivate and assist in administration of a faculty development program to meet the needs of the faculty.
3. Make recommendations to provide training programs and incentives for faculty to continue their professional development.
4. Facilitate faculty development activities.

Further details concerning the committee's composition and functions are available through the Executive Committee.

5.6: Ad Hoc Committees

When necessary, temporary task-specific ad hoc committees will be formed by a standing committee. The composition of the ad hoc committees may or may not be formed entirely of members of the standing committee, but will be chaired by a member of the standing committee.

5.7: Other Committees

The Administration, Staff Council or Student Council have various committees that support their various internal functions. At times faculty will serve on these committees in a temporary, permanent, advisory or determinative role at the request of the respective committee chair.

Article 6.0 AMENDMENTS

Amendments to this constitution may be proposed by a member of the Faculty Senate or a Faculty Senate committee. The proposed amendment must then be reviewed by the Faculty Affairs Committee which may accept, reject, or modify it.

The Faculty Affairs Committee will then send the amendment along with the Faculty Affairs Committee's recommendation to the Executive Committee for final approval or rejection. If approved, the Executive Committee will place the amendment on the agenda for the next general meeting. The entire text of the amendment in its final form must be distributed to the faculty for review at least two weeks prior to said meeting. A two-thirds vote of those attending that meeting will be required for acceptance of the amendment.

Upon ratification, the proposed amendment will be submitted to the University President for approval. If approved, the amendment will become effective immediately.

Article 7.0 RATIFICATION AND IMPLEMENTATION

This Constitution of the Faculty Senate of Life University will be voted on at the first full faculty meeting following the receipt of this constitution by the faculty for review. A minimum of a two-week review period is required. A two-thirds vote of those attending that meeting will be required for acceptance. This Constitution will not become effective until being approved by the University President.