

# FACULTY ORGANIZATION GUIDELINES

## 1. Mission

The mission of the Faculty Organization is to foster excellence in the University's academic programs, to support the mission of the University, to actively participate in the governance of the institution, to support academic freedom, to uphold faculty rights and responsibilities, and to promulgate sound academic policies and practices.

## 2. Purpose. The purposes of the Faculty Organization are to:

- 2.1. serve and promote the mission, vision and values of the University;
- 2.2. serve as a mechanism for faculty to participate in matters dealing with the governance of the University;
- 2.3. support, maintain and advocate faculty rights and responsibilities related to educational standards;
- 2.4. foster shared authority, accountability, and consensual decision-making;
- 2.5. enhance the academic and professional growth of its members;
- 2.6. promote academic integrity and professionalism; and
- 2.7. support academic freedom in research, publication, teaching and other scholarly activities.

## 3. Functions. The functions of the Faculty Organization are to:

- 3.1. provide leadership to the University's community regarding academic integrity and professionalism of faculty and students;
- 3.2. develop and promote continuing professional education and peer review, promote faculty development and scholarly activity, and manage the associated financial resources and incentives;
- 3.3. develop, review and recommend policies regarding faculty promotion, hiring and retention;
- 3.4. develop, review and recommend policies and procedures related to faculty rights, privileges and standards;
- 3.5. provide advice and consultation to the provost and vice president for academic affairs regarding strategic planning and the allocation of physical, human and fiscal resources for the academic programs of the University;
- 3.6. develop, review and recommend academic and admissions policies;
- 3.7. consult on, review and recommend changes in curricula, including the development of new programs and curricula and the closure of programs or departments;
- 3.8. provide advice and consultation regarding the University's external affairs, administrative practices and student affairs.

## 4. Membership

- 4.1. Active Members of the Faculty Organization include faculty with appointment at Samuel Merritt University and who are:
  - 4.1.1. regular ranked faculty or
  - 4.1.2. annual faculty with appointment of at least 0.5 time.
- 4.2. Affiliate Members of the Faculty Organization include:

- 4.2.1. faculty who are temporary contract faculty with a pro rata appointment of less than 0.6 time,
- 4.3. Associate Members of Faculty Organization include:
  - 4.3.1. non-salaried faculty with appointment,
  - 4.3.2. faculty with substitute appointment.
- 4.4. Honorary members of the Faculty Organization include faculty members with honorary appointments, professor alumnus appointments or visiting faculty.
- 4.5. Ex officio members are the Registrar, Director of Admission, Director of the Library, Student Body Association President, On-line Education Coordinator, and Director of Enrollment Management.
- 4.6. Emeritus members of the Faculty Organization include faculty with emeritus appointments.

## **5. Privileges**

- 5.1. Active members: one vote on all matters to come before the Faculty Organization and Committees on which they serve, attend meetings, hold elected or appointed office within the faculty organization or on any of its committees, make or amend motions.
- 5.2. Affiliate members, associate members, honorary members, ex officio members, and emeritus members: attend meetings and make or amend motions.

## **6. Officers and duties**

- 6.1. Faculty Organization President
  - 6.1.1. The President shall:
    - 6.1.1.1. Preside at all meetings.
    - 6.1.1.2. Call meetings of the Faculty Organization.
    - 6.1.1.3. Provide for distribution of all meeting notices.
    - 6.1.1.4. Provide for communication of all actions of the Faculty Organization to the Academic Vice-president and President.
    - 6.1.1.5. Serve as chairperson of the Faculty Organization Executive Committee.
- 6.2. Faculty Organization President Elect
  - 6.2.1. The President Elect shall:
    - 6.2.1.1. Observe the President for one year in anticipation of taking over that role the following year.
- 6.3. Faculty Organization Past-President
  - 6.3.1. The Past-President shall:
    - 6.3.1.1. Mentor the President during their first year of service.
- 6.4. Faculty Organization Vice-President
  - 6.4.1. The Vice-President shall:
    - 6.4.1.1. Perform all functions of the Faculty Organization President in his/her absence.
    - 6.4.1.2. Serve as chair of the Faculty Affairs Committee.
    - 6.4.1.3. Perform such duties as delegated by the Faculty Organization President.
- 6.5. Faculty Organization VP Elect
  - 6.5.1. The VP elect shall:
    - 6.5.1.1. Observe the VP for one year in anticipation of taking over that role the following year.

## 6.6. Faculty Organization Past-VP

### 6.6.1. The past VP shall:

- 6.6.1.1. Mentor the VP during their first year of service.

## 6.7. Faculty Organization Secretary

### 6.7.1. The Secretary shall:

- 6.7.1.1. Provide for recording and distribution of minutes of all meetings of the Faculty Organization to members and President of the University.
- 6.7.1.2. Provide for a permanent file and record of all minutes of Faculty Organization meetings and the Committees of the Faculty Organization.
- 6.7.1.3. Provide for the maintenance of all necessary records of the Faculty Organization, including correspondence, agreements, and actions.
- 6.7.1.4. Provide for the maintenance of the faculty archives.
- 6.7.1.5. Function as the treasurer of the Faculty Organization, including oversight of the Faculty Organization budget, recording of expenses and incomes, and development of any necessary procedures related to the financial operation of the Faculty Organization.

## 7. Committees

### 7.1. Committee Responsibilities: unless otherwise specified, all committees of Faculty Organization have the following responsibilities:

- 7.1.1. Hold a minimum of one meeting per year.
- 7.1.2. Maintain minutes of meetings and forward a copy of these minutes to the Faculty Organization Secretary.
- 7.1.3. Report findings, recommendations and actions to Faculty Organization.
- 7.1.4. Maintain liaison and ensure effective communication with other University administrative offices, University leadership, University committees, and the student body association.
- 7.1.5. Form ad hoc committees to accomplish the business of the Committee.
- 7.1.6. Submit an annual report to the Faculty Organization Executive Committee.

## 7.2. EXECUTIVE COMMITTEE

### 7.2.1. Membership: The Executive Committee is composed of the President, President-elect, Vice President, Vice President-elect, Secretary, and Chairs of all committees of the Faculty Organization.

### 7.2.2. Functions:

- 7.2.2.1. Solicit nominations for membership on all committees of the Faculty Organization and appoint all non-elected members of all Committees of the Faculty Organization.
- 7.2.2.2. Complete the annual planning processes of the faculty organization no later than June and present a written and verbal report to the Faculty Organization in September of each year.
- 7.2.2.3. Provide oversight to all Faculty Organization Committee functions and actions.
- 7.2.2.4. Ensure that all actions of the Faculty Organization and its committees are disseminated as necessary within the University. Prepare an annual budget for the Faculty Organization.

- 7.2.2.5. Develop and propose procedures for the operation of the Faculty Organization to its members for adoption.
- 7.2.2.6. Provide advice and consultation regarding the University's planning related to academic programs and policies including: Institutional budget priorities, Design and deployment of academic facilities and resources, and Scholarship and financial aid priorities and policies in consultation with the Provost and Vice President for Academic Affairs.
- 7.2.2.7. Review proposals and recommendations from all committees before being presented to Faculty Organization.

**7.3. ADMISSIONS AND ACADEMIC POLICY COMMITTEE:** The Admission and Academic Policy Committee (AAPC) is responsible for academic and educational policy, policy regarding academic integrity and professionalism and admissions policies. The Committee's roles include leadership, consultation, oversight, approval, advisement and development related to academic policies, academic integrity, and admissions. New policy, or changes to existing policy, in any of these areas require submission to the AAPC for review and approval.

7.3.1. Membership

- 7.3.1.1. The faculty members shall represent each school or department of the University, including at least one faculty member with primary faculty responsibilities in pre-licensure nursing education and one faculty member with primary faculty responsibilities in post-licensure nursing education.
- 7.3.1.2. The chairperson will be elected by the Committee from among its members. A Chair-Elect will be elected in the Fall semester prior to the year of service as Chair. The Chair-Elect will complete two years of service, the first as an orientation year of service as Chair-Elect, and the second year will assume the Chair position.. Committees will meet with newly elected officers and appointed members no later than May to establish the meeting schedule for the upcoming academic year.
- 7.3.1.3. Ex Officio members: Provost and Vice President for Academic Affairs , Director of Admissions, Department or Program Chairs, Director of Institutional Research and Evaluation, Registrar, Vice-president of Student Affairs and Academic Support, Assistant Vice-president of Enrollment and Student Services, and the Student Body Association President.

7.3.2. Functions:

- 7.3.2.1. Review and recommend approval, or provide advice to guide revision, of proposed changes to new and existing policies, including academic policies, academic integrity policies, and admission requirements and readmission policies, for the University and all Programs;
- 7.3.2.2. Academic policies include those regarding graduation requirements, grading policies, student grievances associated with academic work, student progression, academic standing and student rights and responsibilities, and professionalism;
  - 7.3.2.2.1. Academic integrity policies include those applicable to all members of the University community, including students and faculty;

- 7.3.2.2.2. Admissions policies include those regarding admissions criteria and standards, practices, procedures, services, and marketing
- 7.3.2.3. Provide leadership in developing, establishing, reviewing, and/or recommending revision to academic policies, codes, and standards including, but not limited to: graduation requirements, grading policies, student grievances associated with academic work, student progression, academic standing and student rights and responsibilities, academic integrity and professionalism;
- 7.3.2.4. Provide consultation upon request regarding recommended improvements to existing academic, academic integrity, and admission policies, regarding criteria and standards, practices, procedures, services, and marketing. This consultation may be requested by departments, programs, divisions, and administration;
- 7.3.3. Reporting Relationships:
  - 7.3.3.1. The Committee reports its actions related to policy approvals, policy development and submission, oversight and advisement activities to the Faculty Organization Executive Committee. The Committee also reports back to policy originators the status of policy approval at each step of the approval process (at the level of AAPC, Executive Committee, and Provost and Vice President for Academic Affairs' Office).
  - 7.3.3.2. School or program-specific policies submitted by that school or program to the AAPC, once approved, are reported to the Faculty Organization Executive Committee. The Executive Committee reviews the policy, and if it endorses the policy, it is signed by the Faculty Organization President, who then forwards it to the Office of the Provost and Vice President for Academic Affairs for inclusion in the appropriate handbook/catalog. If not endorsed, the policy is returned to the AAPC for further consideration/revision.
  - 7.3.3.3. Policies applicable to broader segments of the University community (not single school/department-specific) submitted to the AAPC, once approved, are reported to the Faculty Organization Executive Committee. The policy is reviewed by the Executive Committee, and if endorsed by the committee is then forwarded for consideration and approval by the Faculty Organization. If approved, the policy is signed by the Faculty Organization President, and then forwarded as a recommendation to the Office of the Provost and Vice President for Academic Affairs for inclusion in the appropriate handbook/catalog.

**7.4. FACULTY AFFAIRS COMMITTEE:** The Faculty Affairs Committee promotes academic and scholarly development, academic freedom, and the development and/or review of fair, impartial policies and procedures related to faculty rights, privileges and standards.

7.4.1. Membership

- 7.4.1.1. There shall be a minimum of six members, including the chairperson. The members shall represent at least five departments or programs.
- 7.4.1.2. Ex officio members: Provost and Vice President for Academic Affairs and department chairs.

7.4.2. Functions

- 7.4.2.1. Review and recommend to the Faculty Organization policies governing faculty members including academic freedom, faculty rights and responsibilities, faculty appointment, rank, promotion, evaluation, and professional development;
- 7.4.2.2. Review and recommend to the Faculty Organization policies and procedures regarding faculty personnel matters, including salaries and salary increases, benefits, workload and other working conditions;
- 7.4.2.3. Review and recommend changes in the Faculty Organization structure;
- 7.4.2.4. Solicit nominations for officers and committee chairs and conduct elections.
- 7.4.3. Reporting Responsibilities
  - 7.4.3.1. The Faculty Affairs Committee reports all recommendations and actions to the Faculty Organization Executive Committee.

**7.5. FACULTY CURRICULUM COMMITTEE:** The Curriculum Committee is responsible for maintaining the integrity and cohesiveness of the University's curricula. The Committee provides evaluation, leadership, consultation, oversight, approval, advisement and development relative to the curricula of the programs and schools within the University.

- 7.5.1. Membership: The faculty members shall represent each school or department of the University, including at least one faculty member with primary faculty responsibilities in pre-licensure/ undergraduate nursing education, one faculty member with primary faculty responsibilities in graduate nursing education and one faculty member from the department of Academic and Instructional Innovation.
  - 7.5.1.1. There shall be one chairperson, who holds a faculty appointment. Every two years the chairperson will be elected by the committee from among its members. That individual will remain the chairperson for a two-year term then remain on the committee, in an advisory capacity, for a minimum of three months. The committee will meet with newly appointed members no later than mid-September to elect a chairperson and establish the meeting schedule for the upcoming academic year.
  - 7.5.1.2. Ex Officio members: Provost and Vice President for Academic Affairs, Department and Program Chairs, Registrar, President of the Student Body Association (or appointee), representatives from both the library and Academic and Disability Support Service
- 7.5.2. Functions: (refer to the Curriculum and Student Matriculation section of the faculty handbook for implementation and procedures).
  - 7.5.2.1. Review, recommend, and approve policies and procedures concerning proposed curricular changes and consult with departments and programs regarding their internal policies and procedures for curricular change; Review and approve proposals for new courses and revisions to existing courses and curricula;
  - 7.5.2.2. Provide consultation and recommendations to departments and programs and their faculty regarding curricular and course improvement, revision, development and evaluation;
  - 7.5.2.3. Establish, review, recommend, and approve policies, guidelines and procedures for granting academic credit for courses;

- 7.5.2.3. Establish, review, recommend, and approve guidelines and procedures for the University's curricular and degree requirements;
- 7.5.2.4. Review, and recommend University-wide modifications to ILOs
- 7.5.2.5. Recommend new curriculum development based on emerging trends and knowledge in health care and education.
- 7.5.3. Reporting Relationships
  - 7.5.3.1. The Committee informs the Faculty Organization Executive Committee of all actions and decisions.
  - 7.5.3.2. The Committee informs the Faculty Organization of all actions and decisions.
  - 7.5.3.3. The Committee informs the Provost and Vice President for Academic Affairs of all actions and decisions.

**7.6. FACULTY DEVELOPMENT COMMITTEE:** The Faculty Development Committee shares leadership for faculty development with the Office of Academic Affairs.

7.6.1. Membership:

- 7.6.1.1. There shall be a minimum of seven committee members, including the Chairperson(s). Members shall represent at least five departments or programs from among the following: Basic Sciences, Health Sciences Simulation Center, Motion Analysis Research Center, Occupational Therapy, Physical Therapy, Physician Assistant, Podiatric Medicine, and Nursing (pre- and post-licensure programs). Additional members shall include professional academic support staff. Ad hoc members shall include an Assistant Academic Vice-President, Director of Academic and Instructional Innovation, and Director or Assistant Director of the Center for Innovation and Excellence in Learning. If there is no member from either Nursing program, the School of Nursing's coordinator for faculty development will be an ad hoc member.
- 7.6.1.2. The Chairperson(s) will be elected by the Faculty Development Committee from among its faculty members. The Chair-Elect(s) will be elected in the Fall prior to the year of service as Chair. The Chair-Elect(s) will complete a total of four years of service, the first year as Chair-Elect(s), and the second two years as Chair(s), and the fourth as member(s).
- 7.6.1.3. Members will complete a minimum of two years of service, and a maximum of three years of service.
- 7.6.1.4. Voting rights of members are determined by Faculty Organization bylaws.

7.6.2. Functions:

- 7.6.2.1. To make recommendations to the Faculty Organization Executive Committee and the Office of Academic Affairs regarding faculty development initiatives.
- 7.6.2.2. To provide input to the Faculty Organization concerning organization and implementation of faculty development programs.
- 7.6.2.3. To facilitate dissemination of information to faculty regarding upcoming Faculty Development sponsored events.
- 7.6.2.4. To work collaboratively with other Faculty Organization committees and University departments to establish and enhance faculty development.

- 7.6.2.5. To plan, organize and implement at least two faculty development events per year (i.e., the Spring Scholarship Symposium and Professional Enrichment Day) in collaboration with other Faculty Organization committees and University departments.

**7.7. FACULTY RANK AND PROMOTION COMMITTEE:** The Faculty Rank and Promotion Committee reviews dossiers for initial appointment at Associate Professor and above, promotion in academic rank, sabbatical and Professor Emeritus requests. The committee recommendations are provided to the Provost and Vice President for Academic Affairs.

**7.7.1. Membership**

- 7.7.1.1. Committee shall consist of a minimum of seven members with one member selected by each Department/School and the remaining members elected from Faculty Organization at large.
- 7.7.1.2. Chairperson is chosen by the members of the Committee and shall be a regularly ranked faculty member at the Associate Professor level or above.
- 7.7.1.3. A minimum of six members must hold the rank of Associate Professor or above. A minimum of one of these members shall hold the rank of Professor. One member may hold the rank of Assistant Professor.
- 7.7.1.4. In the event that the committee does not have at least three members who hold the rank of professor, an alternate faculty with the rank of Professor shall be asked to review and provide feedback on a dossier.
- 7.7.1.5. Proviso: If a Department/School does not have an eligible faculty member at the Associate or Professor level to satisfy requirement then it is waived.

**7.7.2. Term of Office**

- 7.7.2.1. The term of service shall be for a minimum of two years.
- 7.7.2.2. The one elected faculty-at-large member of the committee shall serve a term of two years.
- 7.7.2.3. The Chairperson shall serve a single two-year term.
- 7.7.2.4. Renewal terms for committee members is at the discretion of the Committee Chair but shall not exceed 2 terms.

**7.7.3. Functions**

- 7.7.3.1. Review documentation of new faculty for appointment at the Associate or Professor level and make recommendations to the Provost and Vice President for Academic Affairs.
- 7.7.3.2. Review and recommend faculty promotion at the levels of the Associate Professor or Professor.
- 7.7.3.3. Review applications for sabbatical leave and Professor Emeritus make recommendations to the Provost and Vice President for Academic Affairs.
- 7.7.3.4. Review and update policies and procedures for preparation of faculty dossier.

**7.7.4. Reporting Relationships**

- 7.7.4.1. Forwards committee recommendations to the Provost and Vice President for Academic Affairs.



**7.8. RESEARCH COMMITTEE:** The Faculty Organization Research Committee (FORC) serves as a venue for interface between faculty conducting scholarship and the Office of Academic Affairs to ensure that appropriate physical, human and fiscal resources are made available.

7.8.1. Membership

7.8.1.1. Eligibility for FORC membership includes any active member of Faculty Organization who has an academic appointment. The FORC will seek to have representation from each school, program, and department. Members will be appointed in accordance with the procedures and processes of their school, program or department. Membership should be apportioned in this manner:

Nursing, Undergraduate: One  
Nursing, Graduate: One  
Nursing, Doctoral: One  
Physical Therapy: One  
Physician Assistant: One  
Occupational Therapy: One  
Basic Sciences: One  
California School of Podiatric Medicine: One  
Health Sciences Simulation Center: One  
Motion Analysis Research Center: One  
Library: One  
Academic & Instructional Innovation: One  
Administrative Ex Officio: one

7.8.1.2. The Chairperson will be elected for a term of two years by the Committee from among its members. A Chair Elect will be elected in the Fall semester of the second year of the Chair's term prior to the first year of services as Chair. The Chair Elect will complete three years of service, the first as an orientation year of service as Chair Elect, and the next two years will assume the Chair position. The outgoing Chair, if still serving on the committee, will serve in an advisory role to both the incoming Chair and Chair Elect.

7.8.2. Functions

7.8.2.1. To provide consultation to the Provost and Vice President for Academic Affairs on issues related to achieving and maintaining a refined and robust doctoral culture for the University.

7.8.2.2. To review applications for internal funding for faculty scholarship grants and make recommendations for distribution of available funds.

7.8.2.3. To advise the Provost and Vice President for Academic Affairs on annual budgetary expenditures for research support.

7.8.2.4. To advise the Provost and Vice President for Academic Affairs on requirements related to research facilities and equipment acquisition.

7.8.3. Reporting Relationships

7.8.3.1. The Chairperson reports Committee actions to the Faculty Organization Executive Committee and Provost and Vice President for Academic Affairs.

**7.9. UNIVERSITY GRIEVANCE COMMITTEE:** The University Student Grievance Committee has responsibility for hearing all grievances that are forwarded to them by the Office of Academic Affairs or the Office of Enrollment and Student Services. This Committee also has responsibility for oversight and review of the University Grievance Policy in collaboration with the Provost and Vice President for Academic Affairs.

7.9.1. Membership

- 7.9.1.1. There shall be one faculty member from each School or Department (Physical Therapy, Occupational Therapy, Physician Assistant, Podiatric Medicine, Basic Sciences), and two faculty members from the School of Nursing.
- 7.9.1.2. These faculty members shall be nominated by each School or Department and approved by the President of Faculty Organization.
- 7.9.1.3. There shall be one student from each School or Department.
- 7.9.1.4. These students shall be appointed on an annual basis by SBA and approved by the Assistant VP of Student Affairs.
- 7.9.1.5. There shall be four staff members on the Committee, one from the division of People and Culture, one from the division of Academic Affairs, and two from Student Affairs.
- 7.9.1.6. The Vice President of each Division shall select the staff members from their Division.
- 7.9.1.7. The Staff members shall serve a three-year term, staggered. Proviso: There shall be a method to appointment members in the first year to arrive at staggered three-year terms.
- 7.9.1.8. There shall be one Chairperson, who holds faculty appointment, selected from members of the Committee in consultation with the Provost and Vice President for Academic Affairs.
- 7.9.1.9. The Chair of Admission and Academic Policies shall serve as an ex-officio member as a resource but without voting privileges.

7.9.2. Functions in relation to Grievance Hearings

- 7.9.2.1. A selected panel of representatives from the Committee (SGC Review Committee) shall conduct hearings of each grievance as described in the Student Grievance Policy.
- 7.9.2.2. SGC Review Committee for each Hearing includes Chair, 2 faculty, 1 staff member, 1 student.

Name	Department	Email Address
SGC Chair		
SGC Faculty A		
SGC Faculty B		
SGC Staff		
SGC Student		

- 7.9.2.3. SGC Review Committee may not include (with exception of the SGC Chair) a member from the academic department of the grievant to ensure neutrality of the SGC Review Committee and Hearing experience. Additionally, no committee member can have prior association with the grievant.

- 7.9.2.4. This review is conducted with the identities of the parties involved in the grievances kept anonymous where possible, and, if not, then the identities kept in strict confidentiality.
- 7.9.2.5. The Committee will review the grievances heard in the prior year and may make recommendations for modification to the Provost and Vice President for Academic Affairs.
- 7.9.2.6. In cooperation with the Provost and Vice Presidents of Academic Affairs and the Vice President of Student Affairs, the Committee shall develop and promote processes used for considering grievances and make recommendations about those processes.
- 7.9.2.7. Provide orientation and training about the grievance policy and procedures for Committee members and any other key campus constituencies and otherwise assure grievances are conducted according to these policies and procedures.
- 7.9.3. Reporting Relationships:
  - 7.9.3.1. The Committee informs the Vice-president of the appropriate Division of its decisions and recommended sanctions as described in the University Grievance Policy.
  - 7.9.3.2. The Committee may, from time-to-time, report on its overall activities to the Faculty Organization.
- 7.9.4. Functions in relation to review and recommendations of University Student Grievance Policy
  - 7.9.4.1. Committee will review the University Grievance Policy in collaboration with the Provost and Vice President for Academic Affairs and make recommendations as appropriate.

## **8. Terms of Office**

- 8.1. The President, President-Elect, Past-President, Vice-President, VP-Elect, and Past-VP shall serve a one-year term and the Secretary shall serve a two-year term unless otherwise specified.
- 8.2. Committee Chairpersons and Co-Chairpersons shall serve one-year terms, unless otherwise specified in section 7.
- 8.3. Committee members shall serve two-year terms.
- 8.4. No elected officer or chairperson shall serve more than three consecutive terms in the same office.

## **9. Elections**

- 9.1. The Faculty Affairs committee according to procedures developed by that Committee and adopted by the Faculty Organization shall conduct elections for Officers and Committee Chairpersons.
- 9.2. Elections shall be held annually in April.
- 9.3. The active members of the Faculty Organization shall elect the Secretary, President, and President Elect Vice President, and VP-elect for the first year of the Elect positions (2008). On subsequent years, only the elect positions will be filled unless any of the elected members are unable or unwilling to serve.

- 9.4. The members of the Faculty Rank and Promotion Committee shall be elected by the active members of the Faculty Organization from a slate prepared by the Faculty Affairs Committee as meeting the requirements for that Committee's membership as defined in Faculty Organization Operational Guidelines.

## **10. Meetings**

- 10.1. Regular meetings shall be held at least six times annually on dates and times as determined by the President.
- 10.2. A quorum shall consist of one more than twice the number of the elected officers of the organization and the committee chairpersons of the Organization.
- 10.3. The President shall provide for written notice of all regular meeting dates for the academic year by the second Friday of the fall semester.
- 10.4. The President shall provide notice of the agenda, reports, and pending motions seven days before each meeting.
- 10.5. Special meetings may be called by the Faculty organization executive committee or upon the written request of five members of the Faculty Organization. Written notice and an agenda of all special meetings shall be given to all members of the Faculty Organization two weeks before the date of the meeting.
- 10.6. All motions presented to the Faculty Organization shall be approved by a simple majority vote of those members present and voting, except for amendments to these operational guidelines as noted in section 11. Motions submitted to electronic voting will require posting for a minimum of five working days and will be approved by a simple majority of those voting during that time.
- 10.7. The procedures for conducting business of the Faculty Organization shall be determined by the Executive Committee and adopted by the Faculty Organization.

## **11. Amendments**

- 11.1. Any member or Committee of the Faculty Organization may propose amendments to the Operational Guidelines of the Faculty Organization.
- 11.2. Proposed amendments to the Operational Guidelines of the Faculty Organization shall be made in writing to the Executive Committee. The Executive Committee shall provide written notice of amendments to the Operational Guidelines of the Faculty Organization to all active members of the Faculty Organization at least thirty days before the next regular meeting of the Faculty Organization.
- 11.3. Amendments to the Operational Guidelines of the Faculty Organization shall be by two-thirds vote of those members present and voting.

## **12. Removal of Officers, Chairpersons and Committee Members**

- 12.1. Elected officers, committee chairpersons or committee members may be recalled and removed from office as follows:
- 12.2. A petition stating the reason(s) for the recall and signed by at least eight faculty members from at least two departments shall be presented to the person named in the petition with a copy provided to the Faculty Organization President.
- 12.3. The person named in the petition shall provide the Faculty Organization President with a written response to the reasons for the recall as stated in the petition within ten days of receiving the petition.

- 12.4. The Faculty Organization secretary shall make a copy of the petition and the person's response available to all members of the Faculty Organization within three days of receiving the response to the petition.
- 12.5. The Faculty Organization president shall place the motion to recall the officer or chairperson on the agenda for the next regular meeting of the Faculty Organization.
- 12.6. The motion to recall shall be decided by a two-thirds majority of members present and voting as conducted by a secret ballot.
- 12.7. If the Faculty Organization president is named in the recall petition, the Faculty Organization Vice-president shall fulfill duties of the president indicated above and chair that portion of the meeting.

### **13. Vacancies**

- 13.1. Vacancies of appointed committee members shall be made by appointment of the Executive Committee of the Faculty Organization.
- 13.2. Vacancies of elected officers, committee chairpersons or members of the Faculty Rank and Promotion Committee shall be filled by special election according to procedures developed by the Faculty Affairs Committee and adopted by the Faculty Organization.

## **Standing Rules of the Faculty Organization**

1. Participation of faculty at all University locations:
  - 1.1. The meetings of the Faculty Organization are telecast to all campus locations of the University, e.g. Campus Learning Centers.
  - 1.2. Faculty members at these locations are considered to be in attendance at the meeting and have the same rights and privileges, as described in the Faculty Organization Operational Guidelines, of those attending the meeting at the actual location.
2. Attendance Roster
  - 2.1. Faculty in attendance shall sign in on a roster of members.
  - 2.2. The Secretary shall maintain the signed attendance rosters.
3. Forums
  - 3.1. The Faculty Organization may hold a forum during any meeting for the purpose of discussing matters of interest to the faculty in an informal manner.
  - 3.2. The agenda can include notice that a forum will be held during the meeting and include the topic for the forum.
  - 3.3. A motion to have a forum discussion during the Faculty Organization meeting may be proposed by any member or the presiding officer.
  - 3.4. The decision to have a forum discussion may be adopted by general consent.
4. Motions
  - 4.1. The Executive Committee shall review and authorize the distribution of all proposed motions for the Faculty Organization.
    - 4.1.1. The Executive Committee may only offer editorial changes to the language of the proposed motion prior to authorizing its distribution.

- 4.1.2. The Executive Committee must allow all proposed motions to be distributed to the members of the Faculty Organization.
    - 4.1.2.1. If the person or Committee proposing the motion and the Executive Committee cannot agree on the language of the motion, the language of the person or Committee proposing the motion shall be that which is distributed.
  - 4.2. All proposed motions to come before the Faculty Organization shall be distributed to the members of the Faculty Organization on a "Consent Agenda" at least two weeks before the meeting with the exception of amendments to the Faculty Organization Guidelines, which require one month's notice.
  - 4.3. All Consent Agenda items shall be posted on a secure website to which all Faculty Organization members have access on the same day that the business is distributed to the Faculty Organization membership (two weeks for general new business and one month for amendments to the Faculty Organization Guidelines).
    - 4.3.1. The website shall permit written comments by members of the Faculty Organization, including the opportunity to propose amendments to that item of business.
    - 4.3.2. Faculty will have one week to post comments or propose amendments on the website.
    - 4.3.3. The person making the motion or the Chairperson of the Committee responsible for the proposed motion shall monitor the website and offer responses to the comments or proposed amendments.
  - 4.4. Final language of proposed motions on the Consent Agenda
    - 4.4.1. There shall be a Reference Committee comprised of the Faculty Organization President, Secretary and one member of the Faculty Organization who is not on the Executive Committee.
      - 4.4.1.1. The member of the Faculty Organization on the Reference Committee shall be appointed by the Executive Committee and shall serve a two-year term. This member may be reappointed to the Reference Committee.
    - 4.4.2. The Reference Committee shall review all comments and suggested amendments made to each motion proposed on the website and propose language of the final motion to come before the Faculty Organization.
      - 4.4.2.1. The Reference Committee will include the person or Committee Chair proposing the motion and those other members who contributed to the discussion board on the topic.
    - 4.4.3. The final motion to come before the Faculty Organization shall be distributed to the members of the Faculty Organization one week before the Faculty Organization meeting.
5. Consent Agenda
    - 5.1. The Reference Committee shall determine which proposed motions may be placed on the Consent Agenda for the Faculty Organization meeting, except that proposed amendments to the Faculty Organization Guidelines shall not be placed on the Consent Agenda.
    - 5.2. The members of the Faculty Organization shall be notified of the motions on the Consent Agenda one week before the Faculty Organization meeting.

- 5.3. The Consent Agenda is the first item of new business at the Faculty Organization meeting.
  - 5.3.1. The Consent Agenda is moved by the President without a second being necessary.
  - 5.3.2. At the time the Consent Agenda is moved for adoption, motions to remove an item from the Consent Agenda are in order. An item is removed from the consent agenda on the vote of 10 members of the Faculty Organization. That motion shall be heard during new business.
  - 5.3.3. Motions on the Consent Agenda are adopted by a majority vote of those present and voting at the meeting without debate.
6. Amendments of the Standing Rules
  - 6.1. These Standing Rules may be rescinded, amended, or suspended by a majority vote of the members present and voting.