

06/2010

## THE UNIVERSITY OF OKLAHOMA

### CHARTER OF THE REGULAR FACULTY AND THE FACULTY SENATE, Norman Campus

#### THE REGULAR FACULTY

##### COMPOSITION

The Regular Faculty of the University is composed of all faculty members with tenure track, tenured, and renewable term appointments at the rank of assistant professor, associate professor, and professor. The Regular Faculty does not include faculty members with temporary appointments.

##### POWERS

All legislative powers of the faculty of the University relative to the University as a whole are vested in the Regular Faculty. These legislative powers shall be exercised either directly by the Regular Faculty or by the Faculty Senate. The Faculty Senate shall remain responsible to the Regular Faculty for all action taken in its behalf.

##### OFFICERS

The officers of the Regular Faculty shall be the officers of the Faculty Senate: Chair, Chair-Elect, and Secretary. The three officers shall constitute the Executive Committee of the Regular Faculty and shall develop the agenda for meetings and otherwise fulfill the duties which may be described in the by-laws.

##### MEETINGS

The Regular Faculty shall meet at least once each semester (ordinarily on the third Thursday of October and the third Thursday of April) and at other times upon call by the Executive Committee. Such a call may originate from the President of the University or from a petition submitted to the Chair of the Regular Faculty by 30 faculty members representing two or more degree-recommending divisions. A minimum of 20 percent of the Regular Faculty on the Norman campus shall constitute a quorum.

#### THE FACULTY SENATE

##### COMPOSITION

The Faculty Senate shall consist of 50 members of the Regular Faculty. The senators shall be elected to three-year terms in the degree recommending divisions of the University. The electors shall consist of members of the Regular Faculty. Full-time administrative personnel above the department level shall be excluded from elections of the Faculty Senate.

In the Faculty Senate, seats shall be allocated as follows: one seat to each degree-recommending division with at least one percent of the total faculty. Members of the Regular

Faculty who are not members of a degree-recommending division of the University, or who are in a degree-recommending division with less than one percent of the total faculty, shall be treated as a separate division. The balance of the seats will be allocated among faculty members placed in this separate division according to a triennial apportionment proposed by the Faculty Senate and approved by the Regular Faculty. Degree-recommending divisions with no faculty members will be allowed to appoint a faculty member as an ex-officio member with all the rights and privileges of senate membership excluding the right to vote in official Faculty Senate actions.

Five students, including both graduate and undergraduate, chosen by the University of Oklahoma Student Association, shall serve as official student representatives to the Faculty Senate. Without voting privileges, these representatives will observe, participate in discussion, and maintain communication with the Student Association in regard to Senate actions. Six representatives of the Informational Staff Association of the University of Oklahoma and one representative of the Senior Vice President and Provost's Office also may attend meetings and participate, without voting privileges, in Senate discussion.

### **ELECTION PROCEDURE**

Before the end of March each year, the Secretary of the Faculty Senate shall notify the dean of each constituent faculty of the number of senators which that faculty shall elect for the ensuing year. Those senators shall then be elected in April or May. They shall assume their duties in September and ordinarily will serve three-year terms.

The Secretary of the Faculty Senate shall maintain the roster of Faculty Senate membership. At any time that a vacancy occurs, the Secretary shall notify the appropriate dean so that immediate steps may be taken to elect a replacement to serve the unexpired portion of the three-year term.

The Secretary of the Faculty Senate will continuously monitor absences. When in a given academic year a senator has accumulated four absences, that senator is to be dropped automatically from the membership of the Senate. The Secretary will notify the appropriate dean to take immediate steps to provide a replacement for the remainder of that senator's term.

### **POWERS**

The Faculty Senate shall exercise the legislative powers of the faculty of the University as delegated by the Regular Faculty. The Faculty Senate shall have the power to initiate any legislation requiring the Board of Regents' approval in accordance with provisions of the University Constitution.

The Faculty Senate shall determine its own time of meeting, its own rules of procedures, promulgate rules and regulations governing its internal affairs, and establish standing and special committees. The Faculty Senate shall establish and publish its own set of operational procedures or by-laws.

The Faculty Senate shall elect a Chair, a Chair-Elect, a Secretary, and such other officers as it shall by its operational procedures provide. Each standing committee of the Faculty Senate is authorized to select non-Senate members of the Regular Faculty. Students may be asked to serve and, in such cases, will be appointed by the University of Oklahoma Student Association.

The Faculty Senate may establish procedures to review the various functions of the University and any matter affecting the welfare of the University. Subjects for either review or legislation may be brought to the attention of the Senate by written communication either from any member of the University community or from any officially constituted agency.

#### **LIAISON WITH THE PRESIDENT**

The President of the University shall present to the first meeting of the Faculty Senate in each new academic year a general message on the state of the University in which he or she shall give recommendations for the furtherance of the progress of the University.

The President shall, within 30 calendar days after receipt of a Senate action, inform the Faculty Senate by written message of his or her disposition of a Senate measure. If disapproving the measure, the President shall, in writing, give the Senate reasons for the action.

Faculty/student councils shall be utilized by the President of the University in the development of policies on matters of vital interest to the University. These areas include teaching, research and creative/scholar activity, and professional and University service and public outreach, libraries, budgetary planning, faculty personnel, University relations, University community, athletics, University operations, and University projects. In order to give the faculty a voice in determining the faculty membership of major councils, which shall be named by the Faculty Senate resolution, the Faculty Senate shall each year provide a list of nominees from which the President will make his or her appointments for the ensuing year.

#### **LIAISON WITH FACULTY SENATE, HEALTH SCIENCES CENTER**

The Faculty Senate (Norman) shall maintain a liaison with the Faculty Senate (Health Sciences Center) through an Inter-Senate Liaison Committee composed of the Chairs, Chairs-Elect, and the Secretaries of the two Senates.

The purpose of the Inter-Senate Liaison Committee is to exchange information between the Senates on either campus and concerns and actions of mutual interest and to recommend actions to the respective bodies on each campus. The respective Chairs of the two Faculty Senates should arrange for the meetings of the Inter-Senate Liaison Committee.

#### **AMENDMENT OF THIS CHARTER**

This charter may be amended by a two-thirds vote of those present in any regular or special session of the Regular Faculty, provided that no amendment shall be effective until it shall have been approved by the Board of Regents.

A proposal to amend the Charter may originate by action of the Faculty Senate or by motion in a meeting of the Regular Faculty. In those cases in which the proposal originates through Senate action, the proposal must be submitted to the Regular Faculty, and consideration for

the adoption of the proposal by the Regular Faculty shall not occur until the expiration of 30 days after the notification of the Regular Faculty through the *Journal of the Faculty Senate*.

If the proposal originates in the Regular Faculty, it shall not be considered for adoption until the expiration of 30 and not more than 40 days after the members of the Regular Faculty have received copies of the proposal from the Secretary of the Regular Faculty (Secretary of the Faculty Senate).

03/2018

THE UNIVERSITY OF OKLAHOMA

BY-LAWS OF THE FACULTY SENATE, Norman Campus

**A. OFFICERS:**

1. The officers of the Senate shall consist of a Chair, a Chair-Elect, and a Secretary.
2. The Chair-Elect and the Secretary shall be elected by ballot at a meeting of the Senate in May. The ballot shall seek to have at least two candidates for each office. Candidates must have previously served as members of the Executive Committee. Additional nominations may be made from the floor. If either office is vacated, a replacement shall be elected at the next meeting of the Senate.
3. The Chair-Elect will succeed to the office of Chair whenever it is vacated or when his or her own successor is elected. Normally, the Chair's tenure of office will be from May to the following May.
4. For officers elected between May 1 and January 31, the term of office will be until the following May. For officers elected between February 1 and April 30, the term of office will be until the second May following.
5. Both the Secretary and Chair-Elect shall be *ex officio* members of the Senate unless they are also serving as an elected senator.

**B. MEETINGS:**

1. The Senate shall meet regularly on the second Monday of each month of the regular school year and on call of the Chair, the Chair-Elect, or in petition, presented to the Secretary, signed by five members.
2. Meetings of the Senate are regularly open to attendance by all members of the University Community and representatives of the Press. However, the Senate may go into executive session by a majority vote of the members present.
3. A person not a member of the Senate may speak only by invitation or permission of the Senate. Requests from non-members to speak shall be addressed in writing to the Chair. The Chair will present such requests to the Senate for action.
4. At the beginning of each academic year, the Executive Committee of the Faculty Senate shall elect a member of the Senate to serve as the Parliamentarian at all meetings of the Senate, as well as the General Faculty, during that year.

### C. QUORUM:

A majority of the Senate's members shall constitute a quorum.

### D. PROCEDURES:

1. Voting shall be *viva voce* or by show of hands, but five members may require a roll call vote upon any proposition.
2. The presiding officer shall have a vote only in case of a tie.
3. The agenda of each meeting shall be prepared and distributed in advance by the Agenda Committee, which shall consist of the Chair, the Chair-Elect, and the Secretary. Any matter submitted by a member to the Secretary shall be placed upon the agenda of the next regular meeting.

### E. COMMITTEES:

1. The standing committees of the Senate shall consist of:

(a) Executive Committee. The Executive Committee shall consist of the following nine members: the Chair, the Chair-Elect, the Secretary, the Chair of the Faculty Welfare Committee, the Chair of the Committee on Faculty Compensation, and four at-large members elected by the Faculty Senate in the spring to be widely representative of the University and to serve staggered two-year terms. The four elected members may not succeed themselves. The at-large members shall be elected by ballot at a meeting of the Senate in May. The ballot shall consist of at least two candidates for each office. Additional nominations may be made from the floor. In addition, the Chairs of the University Councils sit as *ex officio* members, without vote, on the Executive Committee. The three immediate past chairs of the Faculty Senate shall also be given *ex-officio* membership on the Executive Committee, without voting privileges.

(b) Committee on Committees. The Senate shall elect a Committee on Committees consisting of five members elected for staggered terms in such a manner that not more than two members will be elected in any one year. They must have been members of the faculty for at least five years and hold tenure.

The Committee on Committees will strive to maintain an open and objective perspective related to filling vacant positions on the various University and campus councils and committees.

Members of the Committee on Committees should consider a balanced and broad representation for the entire university and should seek input from chairs of departments, directors, and others who have a wide knowledge and acquaintance of faculty personnel.

Final nominations, however, will be made by the Committee on Committees and the Senate.

Current members of the Committee on Committees should not be nominated for vacant positions on the various University and campus councils and committees. A member should recuse him/herself from the selection process for a specific committee if s/he has a personal conflict of interest related to a candidate.

(c) Faculty Welfare Committee.

*Charge:* This Committee is responsible to the faculty for policy review and recommendations on questions of tenure, faculty evaluations, professional conduct, promotion, fringe benefits, and working conditions. It shall review policies and programs, propose changes and additions, distribute information, and supervise the implementation of Senate recommendations.

The Committee shall report at least yearly to the Senate and, upon approval, to the President and the Provost.

In carrying out these responsibilities, the Committee shall:

- (1) Gather information on other policies and programs within the University and in other universities.
- (2) Distribute information to the faculty in simplified form and see that new faculty receive comprehensive information.
- (3) Establish priorities on recommendations for changes and additions.
- (4) Participate in the process of amending the *Faculty Handbook* and make recommendations to the Senate.

*Operating Procedures:* The Committee shall formulate its own operating procedures, which shall include:

- (1) The election of a chair from among the faculty members of the Committee.
- (2) Provision for liaison with all appropriate councils and committees.
- (3) Provision for sub-committees of the Committee to which non-members of the Committee may be appointed if appropriate.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members	To be elected by the Faculty Senate	3 years (staggered terms)

(d) Committee on Faculty Compensation.

*Charge:* This Committee is responsible to the Faculty Senate for reviewing and recommending policy on questions related to the economic welfare of the faculty.

In carrying out this responsibility, the Committee shall:

(1) Monitor, each year, the entire process by which salary increases are requested and fixed by the University administration, the University Regents, the State Board of Regents, and the State Legislature.

(2) Gather information on salaries from within the University and from other universities, put such information into proper form, and make it available to the Senate for the purpose of accurately presenting the economic position of the faculty and the faculty's economic needs to the administration, the boards of regents, the Legislature, and the general public.

(3) Suggest to the Senate appropriate proposals, strategies, and forums for advancing the economic position and needs of the faculty, both inside and outside the University community.

(4) Recommend to the Committee on Committees the faculty nominees for the University Employment Benefits Committee.

(5) Report at least yearly to the Senate and, upon approval, to the President, the Provost, and the Budget Council.

*Operating Procedures:* The Committee shall formulate its own operating procedures, which shall include:

(1) The election of a chair from among the faculty members of the Committee.

(2) Provision for a sub-committee of the Committee to which non-members of the Committee may be appointed by the Faculty Senate, if the Senate deems such additions appropriate.

(3) Provision for liaison with all appropriate councils and committees.

<i>Membership</i>	<i>How Nominated</i>	<i>Term</i>
5 faculty members	To be elected by the Faculty Senate	3 years (staggered terms)

## 2. Special Committees:

The Senate may at any time create a special committee to study and report upon a specific problem.

## **F. COMMITTEE MEMBERSHIP AND PROCEDURE:**

1. Each standing and special committee shall have the authority to select non-Senate members of the general faculty to serve as members of the committee.

2. Each special and standing committee shall elect its own chair. However, the Chair-Elect of the Faculty Senate shall function as the Chair of the Faculty Senate Committee on Committees during tenure as the Chair-Elect.



3. The Secretary shall keep a list of all Senate and non-Senate members of special and standing committees.
4. All reports of standing committees shall be duplicated and distributed to all members of the Senate in advance of the date of the report's consideration.
5. The Secretary shall receive and file duplicate copies of every Senate committee's report, one of which may be borrowed by any committee of the Senate or of the general faculty, but which must be returned to the Secretary after the borrowing committee has completed its investigations.

**G. AMENDMENT:**

These rules may be altered or amended at any time provided the proposed amendment shall have been submitted to the Senate one month in advance and a copy of the amendment shall have been distributed to the members of the Senate two weeks in advance of the meeting at which the voting is to take place.