

## **Constitution of the Faculty Senate of Holy Family University**

The membership, charges, and governance policies and procedures of the Faculty Senate are defined in the Constitution of the Faculty Senate and the By Laws of the Faculty Senate as follows:

### **Preamble**

Recognizing our responsibility to God, to the Holy Family University community, and to society to foster a University community that affirms the dignity of the human person and witnesses to a living Christian faith based on the values of the Judeo-Christian tradition, and with due recognition that the legal responsibility for the operation of Holy Family University, Philadelphia, Pennsylvania, resides in the Board of Trustees and with equal recognition that in an academic community the faculty should have a prominent role in the formulation of basic policy, this constitution is enacted to implement the mutual desire of the administration and faculty that the teaching staff formally participate in the development of University policy to further the mission of the University. For this purpose, a representative body, henceforth to be known as the Faculty Senate, is hereby established with the approval of the Board of Trustees and administrators of the Holy Family University.

### **ARTICLE I**

#### **Name**

The official Faculty governing body of Holy Family University shall be the Faculty Senate.

### **ARTICLE II**

#### **Roles and Responsibilities**

Section 1: The Faculty Senate shall be the formal body and official voice of the faculty at Holy Family University.

Section 2. The Faculty Senate shall have power to recommend policy of action with regard to academic matters to the Vice President for Academic Affairs and the University President.

Section 3. The Faculty Senate, when requested, and as a consultative body to the Board of Trustees, the University President, the Vice President for Academic Affairs, or

other University administrators, shall provide faculty opinion. The Faculty Senate shall also make recommendations or act in such matters of academic interest as may be referred for its consideration from other segments of the University community.

Section 4.

The Faculty Senate shall be responsible for promoting the academic freedom to teach and preserve the freedom to learn and uphold professional responsibility of its members in keeping with the mission of the University.

Section 5. The Faculty Senate shall act to promote professional development, and faculty welfare. The Senate shall also act to promote high academic standards and to foster student welfare.

### **ARTICLE III**

#### **Bylaws**

Section 1.

The Faculty Senate may establish and publish such Bylaws under the Constitution as it deems necessary to fulfill its responsibilities so long as said Bylaws are not in conflict with this Constitution or the Charter and Bylaws of the Board of Trustees of Holy Family University.

### **ARTICLE IV**

#### **Amendment of Constitution and Bylaws**

Section 1.

Amendments to this Constitution and Bylaws may be proposed by any committee of the Faculty Senate or by petition of at least 10 faculty members.

Section 2.

Any proposed amendment shall be presented to the Executive Committee and distributed to the full-time faculty within fourteen calendar days of the proposed action meeting. This proposed amendment shall be discussed at the next general or special meeting of the full-time faculty. A favorable vote of two-thirds of the full-time faculty present at the meeting is required to ratify the amendment.

Section 3. An amendment to this constitution shall become effective immediately upon approval by the University President and by the Board of Trustees.

## **Bylaws of the Faculty Senate of Holy Family University**

### **ARTICLE I**

#### **Membership**

Section 1.

The Faculty Senate shall consist of all full-time faculty members employed at Holy Family University whose primary responsibility is teaching.

### **ARTICLE II**

#### **Officers**

Section 1.

The Faculty Senate shall elect from the voting members a President, a Vice President, Secretary, and Treasurer. All four of these officers shall be members of the Executive Committee of the Faculty Senate.

Section 2.

The President shall preside over all meetings of the Faculty Senate and of all full-time Faculty Senate meetings (Article IV - Meetings Sections 1 and 2); and shall be the Senate's official spokesperson and shall exercise such other powers as are assigned to the President by the Senate or the Senate Bylaws. Whenever appropriate, the President shall represent the Faculty Senate at University functions and shall perform such other duties as are normally the responsibility of a presiding officer. The President of the Faculty Senate shall serve as a Chair of the Executive Committee of the Faculty Senate.

Section 3.

The Vice President shall have all the powers and assume all the duties of the presidency upon the absence of the President. The Vice President shall serve as assistant to the President and shall perform such duties as are assigned by the President, the Executive Committee, or the Senate.

Section 4. The Secretary shall record and distribute to the faculty and administration, minutes of all Faculty Senate meetings within fourteen calendar days after such

meeting, shall be responsible for the permanent safekeeping of such records, shall distribute agenda, and shall perform other duties appropriate to this office. Before the first Faculty Senate Executive Committee meeting of the Academic Year, the Secretary shall obtain from the Nominating Committee and distribute a listing of all Senate Officers, Senate Committee Chairpersons, and committee members.

#### Section 5.

The Treasurer of the Faculty Senate shall receive, disperse, and account for such funds as the Faculty Senate may receive and expend. The Treasurer shall also be responsible for the tabulation of all balloting of the Faculty Senate. In consultation with the Senate President, the Treasurer shall prepare the annual Senate budget request and submit it to the Vice President for Academic Affairs.

#### Section 6.

The term of office shall be two years for the President, Vice President, Secretary and Treasurer of the Faculty Senate. Those officers are eligible to run for two consecutive terms with President/Secretary elected in odd-numbered years, and Vice President/Treasurer elected in even-numbered years beginning in 2014, after which a one-year waiting period is necessary. Elections of officers shall be made by the Faculty Senate. Voting shall be by secret ballot. Access to an electronic ballot will be provided to all full-time faculty by the Nominating Committee during the seven days after the last scheduled full Faculty Senate meeting of the Academic Year, with all ballots due one week after access is provided.

Section 7. In the event that the President is unable to perform the duties, the Vice President shall become the President and shall serve the remainder of the President's term of office. In the event of the incapacitation of the Vice President, Secretary, or Treasurer, the Senate shall nominate a member of the Senate to serve the remainder of the term of office, and a replacement shall be elected at the next regular meeting of the Senate.

### **ARTICLE III**

#### **School Representatives**

The faculty of each School shall elect a representative to the Executive Committee to serve a two-year term. A School Representative may serve a maximum of two

consecutive terms. The School Representatives shall bring the concerns of the Schools to the Executive Committee and bring information from the Executive Committee to the Schools, and shall serve on the Lindback Award Committee.

## **ARTICLE IV**

### **Meetings**

#### Section 1.

The Faculty Senate and the Executive Committee of the Faculty Senate ordinarily shall meet in general session three times each semester. The General and Executive Committees may call additional meetings as warranted. The purpose of these meetings is to allow an exchange of information, ideas and goals and to vote on such matters as are brought before it in order to make the Faculty Senate more effective in responding to faculty concerns. The privilege of the floor shall be accorded to all full-time, part-time and emeriti/ae faculty, invited University administrators, and invited guests.

#### Section 2.

Dates and times of Senate meetings shall be announced at least one week in advance. An agenda for the meeting shall be published and distributed to all voting members at least five (5) working days before the meeting. Reports and other written materials scheduled for Faculty Senate deliberation or approval, as well as explanatory documents, shall be distributed with the agenda.

#### Section 3.

Special meetings of the Faculty Senate may be called by the Senate President or a majority vote of the Executive Committee when deemed necessary. A special meeting shall also be called in response to a formal request signed by twenty-five (25%) of the Faculty and presented to the President of the Senate. Notification of such special meetings should be emailed to each faculty member at least ten (10) calendar days in advance of said meeting. The Senate shall make its recommendations based upon decisions made by a majority of the full-time faculty voting.

## **ARTICLE V**

### **Committees**

#### Section 1.

Standing Committees of the Faculty Senate enable the Senate to carry out its responsibilities efficiently. The responsibilities of standing committees include, but are not necessarily limited to: analyzing appropriate issues and reporting findings to the Senate, bringing matters of faculty concern to the attention of the Senate, preparing recommendations for action by the Senate, implementing the decisions of the Senate, and coordinating business (or matters) with appropriate University administrators.. Committees shall operate under the authority of the Senate, but in certain situations procedures may be established by the Senate which authorize a committee to act on behalf of, and make recommendations to, the Faculty Senate on specific matters. The membership and responsibilities of the various standing committees are detailed below.

The members of each committee elected for the upcoming academic year, except the Executive Committee, shall elect a committee Chairperson before September 1, and shall inform the Secretary of the Faculty Senate of their selection.

The standing committees of the Faculty Senate shall determine their own procedures for conducting their meetings and performing their duties, unless the Faculty Senate or its Executive Committee stipulate otherwise. Standing committees will open their meetings to all faculty, except when a committee votes to meet in executive session.

#### Section 2.

Members of the standing committees shall be full-time members of the faculty and shall be elected by the faculty at the last general faculty meeting of the academic year. Each member of a standing committee may serve a maximum of two consecutive three-year terms before rotating off the committee for at least one year. Each Senate standing committee shall include no more than two members from any one school. No faculty member may serve on more than two standing committees, excluding the Executive Committee.. One Faculty Senate Officer may serve ex officio on each standing and ad hoc committee of the Faculty Senate. Recommendations for committee vacancies shall be prepared by the Nominating Committee and distributed with the agenda. Additional nominations may be made from the floor. Newly elected committee members shall begin their committee duties on the first day of July following their election.

### Section 3.

Temporary or ad-hoc Faculty Senate Committees or task forces may be established by the Faculty Senate or its Executive Committee. Such special committees are usually charged with some specific tasks and shall cease to exist when those tasks are completed and a final report submitted. Members for such committees, in addition to full-time faculty, may include part-time and faculty emeriti and shall be nominated by the Nominating Committee. The Chair of a special committee may be appointed when the committee is established or may be elected by the committee members at their first meeting.

### Section 4.

Should a vacancy occur on a standing committee for any reason, the Nominating Committee shall be empowered to nominate or appoint a qualified faculty member to fill the unexpired term. Each standing committee shall keep minutes of its meetings. Each standing committee shall make regular reports to the Faculty Senate and the Executive Committee.

The following are the current Faculty Senate Committees:

#### A. Executive Committee

1. The Executive Committee of the Faculty Senate shall consist of its four elected officers, one representative from each of the schools, the chairs of the standing committees of the Senate, and the chair of the Curriculum Committee. The President of the Faculty Senate shall be Chairperson of the Executive Committee.

2. The Executive Committee shall coordinate the activities of the Faculty Senate and its various committees, assigning tasks to committees as appropriate and monitoring committee activities. The Executive Committee may establish ad-hoc or temporary committees. The Executive Committee shall meet monthly between sessions of the Faculty Senate. It shall advise the President of the Senate and carry out other responsibilities as specified in the constitution.

3. The Executive Committee shall be responsible for scheduling meetings of the Senate and general faculty and for preparing the agenda. The Executive Committee shall be empowered to invite appropriate guests to attend Faculty Senate meetings.

4. The Executive Committee shall serve as a two-way communications channel between the University President and the Vice President for Academic Affairs and the Faculty Senate. The Senate President shall arrange regular monthly meetings between representatives of the Executive Committee and the President and/or Vice President for Academic Affairs.

5. The Executive Committee shall be empowered to act if necessary on behalf of the Faculty Senate between the regularly scheduled Senate meetings.

#### B. Nominating Committee

1. The Nominating Committee shall consist of six full-time faculty members, two elected every year for three-year terms.

2. The Nominating Committee shall identify and nominate individuals who are qualified and willing to fill vacancies on standing committees of the Senate. The committee shall nominate individuals to serve on special Senate committees and to fill midterm vacancies on committees. The Nominating Committee, when requested, shall nominate members of the faculty to serve on joint student-faculty committees and other committees, councils, and task forces of the University. Such nominations shall be presented at the next meeting of the Faculty Senate, during which the election is to be held.

3. In all of its actions, the Nominating Committee shall attempt to spread committee memberships and responsibilities as evenly as possible among all full-time faculty members. A documented effort shall be made to ensure that the committee memberships include a cross-section of academic schools, disciplines, and ranks.

4. By the beginning of each October, the Nominating Committee shall prepare lists of all Faculty Senate and Administrative Committees (upon which faculty members sit). It shall also maintain records of past and present faculty committee assignments.



### C. Faculty Development Committee

1. The Faculty Development Committee shall consist of six full-time faculty members, two members elected every year for three-year terms.

2. The Faculty Development Committee shall meet with and maintain close contact with the Vice President for Academic Affairs in order to initiate appropriate projects, arrange for funding and provide proper liaison between faculty and administration. 3. The Faculty Development Committee shall act in concert with the Vice President for Academic Affairs to foster individual and collective professional growth, intellectual development, and creative activity of the faculty. The Committee's activities shall be directed at enhancing teaching skills, encouraging scholarly research, improving faculty morale, stimulating discussions concerning academic topics, and otherwise facilitating the pedagogical effectiveness and professional development of the entire faculty.

### D. Faculty Welfare Committee

1. The Faculty Welfare Committee shall consist of six faculty members, two members elected every year for three-year terms. Faculty must have served as full-time faculty members of Holy Family University for at least three years to be eligible to serve on the Faculty Welfare Committee.

2. The Faculty Welfare Committee shall provide liaison between the faculty and members of the administration designated by the University President for the purpose of maintaining compensation and benefits appropriate to the welfare of the institution.

3. The Faculty Welfare Committee shall be concerned with all matters affecting the well being of the faculty, including compensation policies, benefits, with respect to faculty, salary levels, working conditions, and other terms and conditions of employment, and any other relevant issues pertaining to the above. This committee shall periodically review faculty compensation levels and practices at Holy Family University and shall discuss its findings with the Faculty Senate.

### E. Faculty Policy Manual Committee

1. The Faculty Policy Manual Committee shall consist of six faculty members, two members elected every year for three year terms.

2. The Faculty Policy Manual Committee shall review and maintain currency of all volumes of the Personnel Policy and Procedure Manual as they impact on the interests of the faculty.

3. All proposed changes to said volumes will be reviewed and approved by this committee before being presented to the Faculty Senate for approval by the faculty or review as appropriate.

#### F. Curriculum Committee

1. The FSUCC will consist of voting memberships and ex officio non-voting membership. Voting members of the committee include: one full-time faculty member with at least three years of service to the university from each of the following: School of Arts and Sciences, School of Nursing and Health Sciences, School of Education, and School of Business. Two graduate representatives from any school, with at least three years of service to the university, will also serve as voting members. The graduate representatives do not need to teach graduate courses within their school, but they are expected to have knowledge of the curriculum. To ensure fair representation across schools, the committee shall not consist of more than two faculty members from any school. Ex-Officio non-voting members include: VPAA or designee, Library, Registrar, CTL director or designee, and COBOL representative.

An elected voting member of the FSUCC will serve no more than two consecutive terms, each for a duration of three years. The chair of FSUCC will be selected by the voting members of the FSUCC. The chair will serve for the duration of their elected term(s). The chair of the FSUCC will serve as a member of the Academic Council. Though proposals related to new programs will begin with the Academic Council, FSUCC will be responsible for the oversight of the curricula associated with those programs.

2. The Faculty Senate University Curriculum Committee (FSUCC) evaluates changes made to the curricular requirements of all university programs.

3. The Faculty Senate University Curriculum Committee will be responsible for oversight of campus curricular matters including the review and approval of proposals for new courses and new programs of study. In addition, the FSUCC reviews changes to

existing programs and revisions for established courses. Finally, the committee will advise and review the potential elimination of programs.

4. The FSUCC works closely with the registrar's office to ensure curricular changes are made in a timely and efficient manner. This committee is charged with ensuring that courses meet curriculum standards. The FSUCC may also be charged with reviewing proposed programs and curriculum from across the university, identifying areas for improvement and communicating recommendations to the VPAA. Unless requested by the VPAA, the FSUCC will not independently review programs, curricula, and/or courses. Should the VPAA request a review, the FSUCC will evaluate the program, curricula, and/or courses and submit their recommendations to the VPAA. The committee meets once a month to review proposals. Each school is expected to review proposals through their school curriculum committee before sending it to the FSUCC for review and final approval. All proposals must be sent at least one week prior to the FSUCC monthly meeting.

#### G. Faculty Senate Scholarship Committee

1. The Faculty Senate Scholarship Committee shall consist of five faculty members, including one representative each from the Schools of Business Administration and Extended Learning, Education, and Nursing and Allied Health Professions, one representative from the Division of Arts, Communications, and Humanities and one representative from the Division of Mathematics and Sciences in the School of Arts and Sciences, one to two members elected every year to three-year terms.

2. The Faculty Senate Scholarship Committee shall promote the scholarship, review applications for the award, and nominate a candidate whose name shall be sent to Senior Administration.

#### Section 5.

The Faculty Senate has by incorporation in these Bylaws, the oversight for the following institutional committees listed in Section 1.7.5 Judicial Committee Structure of Holy Family University:

1. Faculty Dispute Resolution Committee, see Section 1.7.5.3 reports to Vice President for Academic Affairs

2. Promotion Committee, see Section 1.7.5.4 reports to Vice President for Academic Affairs
3. Contract Committee, see Section 1.7.5.1 reports to Vice President for Academic Affairs
4. Disability Eligibility Committee, see Section 1.7.5.2 reports to Vice President for Student Life

These committees report their activities which have potential legal implications to the Vice President for Academic Affairs and/or President of the University as appropriate and not to the Faculty Senate except for committee structural and general policy changes. Members serving on such committees need to be aware of possible legal implications of such service.

## **Article VI**

### **Communications**

#### Section 1.

In order to make the Faculty Senate more responsive to faculty concerns, communication between faculty and the Executive Committee is crucial. Faculty are also urged to discuss concerns directly with their school representatives on the Executive Committee.

#### Section 2.

All Faculty Senate Committee Chairpersons shall submit written and oral progress reports at each Senate meeting.