

**Andrews University
Faculty Senate Constitution**

ARTICLE I – VISION AND MISSION STATEMENT

Vision Statement

The Andrews University Faculty Senate will fulfill the Mission of the University by championing academic quality in the context of Adventist spiritual values and teachings in the delivery of education services, supporting and advising the University administration, and partnering with the community and the leadership of the University: To Seek Knowledge, Affirm Faith, Change the World. The Faculty Senate shall be actively and substantively engaged in the governance and oversight of the daily enterprises of the faculty and academic affairs.

Mission Statement:

The Andrews University Faculty Senate is the legislative body of the University responsible for creating and implementing policy regarding the academic life of the University. The Senate is responsible for speaking and acting for the General Faculty regarding matters that affect academic and faculty-related matters of the University by creating and implementing appropriate policies and academic programs, encouraging and equipping an engaged faculty to continually develop professionally and spiritually, assisting faculty to lead through the example of fulfilled responsibilities, and by serving as an avenue for expressing faculty concerns and interests to the leadership of the University.

The Senate has the right to exercise the legislative powers of the General Faculty that have not otherwise been specifically reserved by the Bylaws of the University to the faculty of a single school. The Senate seeks to foster the dedication of the University to pursuing truth, building faith, as well as preserving, disseminating, and extending knowledge. The Senate desires to maintain scholarly excellence while preserving academic freedom, thought, inquiry, and expression in the context of Adventist values and teachings.

The Senate seeks to maintain balance among the various programs and endeavors of the University, while advancing the interests of the whole University. The Senate strives to foster continuing professional and spiritual development of the faculty as well as their physical and economic well-being. The senate employs legislative, inquiry and advisory functions detailed in the Faculty Senate Constitution to further these goals.

ARTICLE II - DUTIES AND PURVIEW

The Faculty Senate is the representative body of the University faculty that regularly exercises the legislative authority of the faculty with regard to academic policies of the University. The Faculty Senate is elected in order to create and oversee the strategic planning and implementation of policy affecting the academic, spiritual, and professional development of the faculty, the academic process of the University, and student life relevant to academic development.

It shall be the responsibility of the Faculty Senate to take action on policies or proposals, which they initiate in the interest of the University's development. It shall be the responsibility of the Faculty Senate to receive study and take action on proposals that may be initiated by other groups within the University community that substantively impact academic policy or its implementation as described above. The Faculty Senate shall carry out these actions in consultation with the Administration.

There are four Councils that report directly to the Faculty Senate: the Undergraduate Council, Graduate Council, Academic Operations Council, and Faculty Policy and Development Council. The Faculty Senate also has a mutual reporting relationship with the Staff Senate, as well as the Deans Council and the Student Life Committee. Insofar as these other bodies take up, consider, and act on matters that overlap with or deal directly with matters that substantively relate to or impact academic policy, such actions shall be reported to the Faculty Senate for their consideration and review. Likewise, the Faculty Senate will report to these bodies matters that overlap with or impact the policy and operational matters with which these bodies are tasked.

In the case of organizational restructuring, the Faculty Senate retains purview over any committees or councils tasked with academic policy according to the current terms of reference regardless of name or reassignment of tasks. Changes to the four councils or reassignment of tasks will not require amendment to the current constitution, as any changes to committee titles or responsibilities does not alter the responsibilities of the Faculty Senate. Should changes to the committees or councils occur, the Faculty Senate will retain representation on the relevant committees or councils. The Faculty Senate will have primary responsibility for all academic/faculty issues not specifically designated in the terms of reference of other committees or councils.

Senate Communication, Policy Changes and Review of Senate Actions.

- 1) The Senate shall maintain open, effective, two-way communication with the University administration. It shall provide the administration with advance copies of agendas as well as minutes from meeting, especially highlighting any policy changes or creations. This will give the administration an opportunity to review whether a policy action relates to academic policy, or also affects administrative policy in manner that requires review and approval by relevant University administration officials and/or committees.
- 2) No policy, minor or major, within the scope of review outlined above shall take effect until it is either:
 - a) passed by the Faculty Senate, or

b) passed by one of the four main Standing Councils with notification of the action going to both the Administration and the leadership of the Faculty Senate. If neither the Administration or Faculty Leadership respond within 21 days from when a Standing Council action is communicated to the leadership, then the action is considered passed, though it may be subject to reconsideration by the full Faculty Senate at subsequent meetings.

3) An action of the Faculty Senate may be reviewed, overruled or otherwise re-considered by the full faculty in one of two ways: (1) through submission to the faculty Assembly for its consideration by a majority vote of the Senate, or (2) through a petition signed by at least 20 percent of the members of the faculty Assembly. The petition shall explicitly state the matter(s) to be the subject of consideration. The signified petition must be delivered to the President of the University at least two (2) weeks prior to the faculty Assembly in which it is to be considered.

The mandate of the four main Standing Councils

The four main Standing Councils (Undergraduate Council, Graduate Council, Academic Operations Council, Faculty Policy and Development Council) shall:

1) receive reports regarding policies or actions which may substantively impact academic policy from the established working committees of the University responsible to the Faculty Senate and evaluate any proposed changes or exceptions to policy which the report contains. Standing Councils may approve policies or actions that represent minor changes or additions to existing academic policy and procedure. Should a proposal represent a significant or major change to existing policy, or the creation of major new policies, then the proposal should come to the Faculty Senate in the form of a recommendation for the Senate's consideration;

2) originate policy changes or actions according to the same standards as discussed above, with minor changes or creations of policy being decided upon by the Standing Councils, and major changes going to the full Faculty Senate for vote at regularly scheduled or special sessions of the Faculty Senate, or the full Faculty Assembly as provided for above; and

3) communicate information about University policies, procedures and administrative changes to the Faculty Senate and the faculty. Agendas and copies of the minutes of all meetings should be communicated in a timely fashion to Faculty Senate leadership as well as the Administration (~~Provost's office~~).

The specific mandate for each main Standing Council shall be as follows (and as further described in their specific terms of reference):

The Undergraduate Council shall:

1) accept reports regarding policies or actions which may substantively impact undergraduate academic policy from the established working committees of the University responsible to the Faculty Senate and evaluate any proposed changes or exceptions to policy which the report contains;

- 2) originate policy changes or actions with minor changes or creations of policy being decided upon by the Standing Committee, and major changes going to the full Faculty Senate for vote at regularly scheduled or special sessions of the Faculty Senate;
- 3) coordinate common undergraduate thrusts towards reaching the goals and objectives of the University in pursuit of its own mission;
- 4) take appropriate steps to ensure parity of program standards and quality among the different undergraduate schools of the University for recommendation to the Faculty Senate;
- 5) establish minimum criteria, policies and procedures for requirements, activities and programs designed to be common to all the undergraduate schools, with major changes being recommended to the Faculty Senate—for example,
 - To approve general education requirements
 - To set requirements for the various categories of associate and baccalaureate degrees
 - To set admission requirements
 - To set required levels of English language proficiency
 - To set academic standards to ensure quality for off-campus programs
 - To establish minimum criteria, policies and procedures for course outlines and syllabi preparation
 - To establish minimum criteria, policies, and procedures for program development, review, termination, and introduction.

University committees reporting to Undergraduate Council:

- 1) Undergraduate Admissions
- 2) Honors council
- 3) UGC Steering Committee
- 4) Andrews Core Experience Committee (also Graduate)
- 5) UGC Academic Policies Sub-committee
- 6) Program Development and Review (also Graduate)
- 7) Academic Master Planning Committee (also Graduate)

The Graduate Council shall:

- 1) promote graduate education in the university and establish & enforce minimum academic standards/policies to govern such programs;
- 2) approve or disapprove all proposed new or substantially altered post-baccalaureate degree programs for recommendation to the Board of Trustees;
- 3) establish and enforce minimum criteria for program development and review policies and procedures;
- 4) establish criteria for membership and categories of membership in the graduate faculty;

- 5) establish minimum criteria to the schools of the University for the appointment of graduate teaching and research assistants;
- 6) promote graduate faculty and student research;
- 7) establish minimum criteria and format standards for comprehensive examinations, portfolios, theses/dissertations and projects, as well as oral defenses of theses/dissertations;
- 8) give counsel in coordinating graduate student recruitment;
- 9) recommend policies on support for graduate students and graduate programs to the financial administration of the University; and
- 10) establish minimum guidelines for the coordination, graduate faculty usage/sharing and administration of interdisciplinary graduate programs.

University committees reporting to Graduate Council:

- 1) Program Development and Review (also Undergraduate)
- 2) Academic Master Planning Committee (also Undergraduate)
- 3) The Admission and Academic Standards Committee
- 4) Visioning and Strategic Planning Committee

The Academic Operations Council shall:

- 1) receive, initiate, study, and formulate any proposal from its reporting committees that impact the academic effectiveness of the institution; acting on or submitting proposals for approval at a regularly scheduled or special session Faculty Senate meetings;
- 2) ensure effective communication between the other three standing faculty committees and the appropriate flow of information between Schools, Administration and Faculty committees and councils; acting on or submitting proposals for approval at a regularly scheduled or special session Faculty Senate meetings; and
- 3) receive, initiate, study and formulate any proposal dealing with student concerns, life and affairs that intersect with academic issues; acting on and submitting proposals for approval at a regularly scheduled or special session Faculty Senate Meetings;

University committees reporting to the Academic Operations Council:

- 1) Library Council
- 2) Distance Learning and Technology Committee
- 3) Faculty Integrity Committee
- 4) Student Integrity Committee
- 5) Advisors Committee
- 6) Assessment Committee

The Faculty Policy and Development Council:

The Faculty Policy and Development Council serves as the council responsible to review, initiate, develop and propose to the General Faculty/Faculty Senate appropriate policies to coordinate and promote quality teaching, research and creative scholarship, and exemplary service. Such policies may include matters relating to faculty employment; teaching strategies

and processes, including instructional technology developments; and teaching facilities and equipment.

The Council shall:

- 1) create new policy and review existing policy on faculty recruitment, orientation, development, promotion and reasons for termination;
- 2) create new policy and review existing policy on the role of teaching excellence, faculty scholarly productivity, and service in tenure and promotion;
- 3) create new policy and review existing policy on faculty load;
- 4) create new policy and review existing policy on the teaching process, teaching strategies, and instructional technology development;
- 5) create new policy and review existing policy for faculty evaluation and establish criteria for rewarding faculty for excellent teaching, student achievement, and faculty performance;
- 6) receive, discuss, and advise on faculty matters referred by other university entities;
- 7) recommend to appropriate organizational entities adjustments in working policy, regulation, and procedures designed to enhance the role and acceptance of excellent teaching and faculty performance;
- 8) engage in such other pursuits related to teaching and faculty performance as may be properly brought before the committee by students, faculty members or administrators;
- 9) review and update existing faculty policies on a regular basis; and
- 10) implement minor changes to the above described policy matters, with major policy changes being forwarded as recommendations to the Faculty Senate for review and approval, which shall in the case of issues that impact institutional finance and/or human resource policies, recommend these in turn to the administration and Board.

University committees reporting to Faculty Policy and Development Council:

- 1) Faculty Strategic Planning Committee
- 2) Effective Teaching and Learning Council
- 3) Rank and Tenure Criteria Committee
- 4) Scholarly Research Council
- 5) Faculty Peer Review

ARTICLE III - FACULTY SENATE OFFICERS

Roles and Responsibilities

All Faculty Senate officers have the same privileges with regards to vote and voice as senators, from among whom they are chosen. Their service as senate officers carries these additional responsibilities and privileges as outlined below.

A. Faculty Senate Chair

The chair is responsible for the overall administration and leadership of the Faculty Senate, including developing the agenda, scheduling meetings, and overseeing the business of the Faculty Senate. He or she chairs meetings of the Senate, maintains contact with both the general faculty, staff, and administration through both formal and informal channels. She or he shall sign official copies of senate actions.

B. Faculty Senate Vice Chair

The vice-chair is responsible to the chair. He or she chairs meetings of the Executive Committee, organizes and guides the work of the Executive Committee (see below) and chairs senate meetings in the absence of the Chair. The vice-chair does not automatically become chair. The vice-chair will become acting chair, with full power and authority thereof, if the chair is unable to serve for an extended time. If this occurs, the faculty senate, in consultation with the chief academic officer of the university, will appoint an acting vice-chair. The duration of the appointment as acting chair and vice-chair will at the time of appointment be declared to be included or disregarded in consideration of any term limits.

C. Faculty Senate Executive Secretary

The secretary shall record the minutes of the Faculty Senate meetings, classify all reports to be considered by the Senate, and supervise the permanent files of relevant committees.

The Executive Secretary shall keep records of the Faculty Senate. Records should include but are not limited to: full and accurate minutes of Faculty Senate meetings and meetings of any Faculty Senate Committees; documents pertaining to elections; documents concerning referenda of the Faculty Assembly; a Faculty Senate archive accessible by members of the general faculty; an agenda of unfinished Senate business; conduct official correspondence; and any other documents relevant to the efficient function of the Faculty Senate.

The executive secretary position may be assisted by a recording secretary, who is non-faculty individual who excels in the organizational duties outlined. The position shall not be filled by an Administrator. Such an individual who serves in this role has no vote and no voice in the Faculty Senate.

D. Communications Officer

The Communications Officer is a faculty member of the Senate, whose job it is to manage communications necessary to the functioning of the senate. There are several aspects to this role. This person would receive, review and archive meeting minutes from relevant sub-committees. While in not limiting the power of other members of the senate to act on information received, this person shall be responsible to communicate to Faculty Senate Chair and Vice-Chair issues that they believe may need attention by the faculty senate (or faculty senate executive committee). Further, this faculty member would transmit information from the Faculty Senate by communicating Faculty Senate minutes to a standard list of relevant stakeholders that include Administrators at varying levels, the General Faculty, committees that report to the Faculty Senate, etc. This person serves a public relations role. Finally, this person builds awareness among the University Community about the role and business of the Faculty Senate.

E. Faculty Senate Parliamentarian

The parliamentarian is a faculty member of the Senate. The duty of the parliamentarian is to see that the business of the Senate is conducted according to *Robert's Rules of Order*. The parliamentarian shall serve as the authority to whom questions regarding parliamentary procedure shall be referred by the chair during meetings of the Senate.

F. Faculty Senate Executive Committee

The officers of the Faculty Senate form an executive committee of the senate. The Executive Committee serves as a liaison between the Senate and the committees that report (directly, indirectly, or “dotted line”) to the Faculty Senate, maintains and coordinates the flow of information and reports to and from the committees responsible to the Senate, and finally serves as a liaison between the faculty and the administration.

Eligibility for service as a Senate Officer

A. Chair and vice chair

These positions must be filled by faculty members of the senate with a minimum of two years (24 months) of full-time service at Andrews University at the associate/full professor rank (1 of those years must include the immediately preceding 12 months). They must have experience and demonstrated interest in the governance system of the university. Individuals from departments where the faculty member is not housed on campus, may seek an exemption from this restriction that will be reviewed by the executive committee of the Faculty Senate and in consultation with Administration.

B. Executive Secretary, Communications Officer, Parliamentarian

These positions must be filled by faculty members of the senate with a minimum of two years (24 months) of full-time service at Andrews University at the assistant/associate/full professor rank (1 of those years must include the immediately preceding 12 months). They must have experience and demonstrated interest in the governance system of the university.

C. Selection for service as an officer

Secret ballots will be cast (either paper or electronic) by the full Faculty Senate as the means of election of officers. The officers-elect are then confirmed by the general faculty of the University.

D. Selection of candidates for senate office:

The faculty senate will select 2-3 individuals for each officer position who are willing, eligible, and deemed capable of service. A ballot (either paper or electronic) will be prepared that contains names to be considered by the general faculty. A candidate will be recommended for consideration by the general faculty if he or she receives the plurality of the vote of the full faculty senate. The faculty senate will recommend these Faculty Senate officers-elect to the general faculty for confirmation in (or before) the last general faculty meeting of the academic year.

E. Timing of election for Faculty Senate Officers:

Election of Faculty Senate officers should be conducive to efficient maintenance of the senate and its business with due consideration for the academic calendar of the university, and should happen in the Spring semester in time for the names to be sent to the full faculty for confirmation before the end of Spring term.

ARTICLE IV - DISTRIBUTION AND ELECTION OF SENATORS

The membership of the faculty senate shall consist of thirty elected members, not including ex officio members. The faculty of each school, division or department shall elect Senators from their respective units.

The senate shall review the distribution of seats periodically; seats shall be distributed so that roughly a ratio of 10:1 in representation exists. Each academic unit shall be represented by a minimum of one Senator.

In the case of organizational restructuring affecting entire academic units, existing Senators may be placed within their redefined Academic Units without requiring a constitutional amendment. The creation of any other new Senate position within any unit or contraction of any Senate position within a unit based on an updated census of the faculty will still require an amendment. The intent of this amendment is to preserve equitable representation at the level of the academic unit.

~~Representation shall be distributed in the following manner:~~

- ~~College of Arts and Sciences (12 senators).~~
 - ~~Division of Social Sciences (4)~~
 - ~~Behavioral Sciences~~
 - ~~Visual Art, Communication, and Design~~
 - ~~Library Science~~
 - ~~Social Work~~
 - ~~Division of Humanities (4)~~
 - ~~English~~
 - ~~History and Political Science~~
 - ~~Religion and Biblical Languages~~
 - ~~International Language Studies~~
 - ~~Music~~
 - ~~Division of STEM (4)~~
 - ~~Agriculture~~
 - ~~Biology~~
 - ~~Chemistry and Biochemistry~~
 - ~~Engineering and Computer Science~~
 - ~~Mathematics~~
 - ~~Physics~~
- ~~College of Professional Services (3)~~
 - ~~Accounting, Economics, and Finance~~
 - ~~Management, Marketing, and Information Systems~~
 - ~~Computing~~
 - ~~Aviation~~
- ~~College of Education and International Services (5)~~
 - ~~Graduate Psychology and Counseling~~
 - ~~Leadership~~
 - ~~Teaching, Learning, and Curriculum~~
 - ~~Center for Intensive English Programs~~

- Distance Education
 - Adjunct Professors
- ~~College of Health and Human Services (5)~~
 - ~~Medical Laboratory Sciences~~
 - ~~Nursing~~
 - ~~Public Health, Nutrition and Wellness~~
 - ~~Physical Therapy~~
 - ~~Speech-Language Pathology and Audiology~~
 - ~~Architecture, Interior Design, and Construction Design~~
- ~~Seventh-day Adventist Theological Seminary (5)~~
 - ~~Christian Ministry~~
 - ~~Church History~~
 - ~~Discipleship and Religious Education~~
 - ~~New Testament~~
 - ~~Old Testament~~
 - ~~Theology and Christian Philosophy~~
 - ~~World Mission~~
- Ex-officio, non-voting members shall be the President of the University and the University ~~Provost~~ **Chief Academic Officer**.

Election

Eligible candidates representing divisions/departments shall be nominated and elected by the respective academic units through secret ballot. It is the duty of the senate officers to solicit nominations for vacancies from the academic unit(s). After consultation with the candidate and the appropriate dean, division head, or department, the senate officers will conduct an electronic election for the vacancies. Elections for the following academic year shall be held in March.

Eligibility

Each Senator should have the minimum rank of Assistant Professor as defined by the AU working policy, and be employed by the University with faculty rank for a minimum of two years (24 months). In the case of the adjunct seat from the College of Education and International Services, an adjunct without rank may be elected.

Term of Service

Senators are elected for a renewable three-year terms of service. Each spring one-third of Senators will be either re-elected or newly elected. Terms of service begin July 1 of each year. To ensure continuity, in the 2014 election current serving University Senators who are faculty shall serve an additional one-year term on the newly-formed Faculty Senate. In that year, the newly elected Senators shall be elected to two and three-year terms. In subsequent years, all elections shall be to three-year terms.

ARTICLE V—MEETINGS OF THE ANDREWS FACULTY SENATE

Section 1—*Regular meetings* of the Senate shall normally be held once a calendar month during the academic session. Regularly scheduled meetings of the Senate may be cancelled up to three (3) days before the meeting.

Section 2—*Special meetings* may be summoned by the Chair of the Senate on discretion and on request of any ten (10) members of the Senate or the president of the University.

Section 3—*Notice* of regular meetings shall be communicated to members by the secretary at least seven (7) days prior to the meeting.

Section 4—*Notice of any special meeting* of the Senate shall be communicated by the secretary of the Senate at least three (3) working days prior to the date of the meeting to every member of the Senate and shall specify the business of the meeting.

Section 5—*A public announcement of meetings* of the Andrews University Senate as being open shall be made every time via the usual campus communicate media which has a reasonable expectation of reaching all constituents (see also Article V, Sections 9 and 10 below).

Section 6—*The agenda* and supporting material for a regular or special meeting of the Senate shall accompany the notice for the meeting in question. A copy of the agenda shall also be available online where it can be examined by interested members of the University.

Section 7—*The nature of an agenda item* to be discussed or voted on should be clearly and adequately identified. If not done, action could be deferred to the next meeting provided twenty-five percent of the members present vote for such a deferment of the whole agenda item or part thereof. Confidential business items shall be appropriately identified.

Section 8—*Discussion of business* at special meetings of the Senate shall be confined exclusively to the agenda items for which the special meeting was called.

Section 9—*All meetings* of the Senate shall be open as well as all meetings of its ad hoc and other committees appointed by it, except under conditions outlined in Section 10 below. All minutes of Senate and its committees are kept on file in the James White Library, except for minutes on confidential matters. See Section 10 below for minutes on confidential business.

Section 10—*Confidential or closed meetings* shall be held when the material to be discussed is personal or of a sensitive nature. The usual agenda description shall identify the “confidential” items. Minutes of confidential agenda items shall not be filed in the James White Library, but shall be filed in an Appendix to the Minutes of Senate kept in the office of the Chair of Senate and accessible only to members of Senate.

Section 11—*Quorum*: In order for the Senate to take official actions, a quorum shall be one-half of the membership of the Senate.

ARTICLE VI —AMENDMENTS TO THE CONSTITUTION OF THE ANDREWS UNIVERSITY SENATE

Amendments to the Andrews Faculty Senate constitution may arise at a meeting of any of the following:

- Andrews Faculty Senate
- General Faculty Meeting
- Andrews University Board of Trustees

Amendments to any part of the Constitution and Bylaws of the Andrews Faculty Senate shall require an affirmative vote of the Andrews University Board of Trustees after having been recommended by a majority vote of the General Faculty.

Proposed amendments to any part of the constitution of the Andrews Faculty Senate that arise within the Senate shall require the approval of two-thirds of the membership of the Andrews University Senate before it can be sent to the General Faculty and Andrews University Board of Trustees for endorsement and ratification. A motion arising in the Senate to amend the constitution shall not be acted on at the same meeting at which the amendment is initially introduced. A minimum of twenty-four (24) hours shall transpire between the introduction of a proposed amendment and the meeting at which the amendment is acted upon.