

NATIONAL LOUIS UNIVERSITY FACULTY SENATE HANDBOOK

Developed by the 2017-2018 Faculty Senate

Daniel Buckman, NCE, Senate Past Chair

James Fitzpatrick, NCE, Senate Secretary

Leslie Katch, NCE, Senate Chair-Elect

Judith Kent, CPSA

Amy LeFager, LLS

Carol Moulden, LLS, for Amy LeFager Fall 2017

Sharon McNeeley, Adjunct Council Chair

Richard Schak, CPSA

Terry Jo Smith, NCE

Gale Stam, CPSA, Senate Chair

Marlene Suvada, CPSA

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PREFACE

This handbook was developed to facilitate faculty governance at National Louis University. It contains descriptions for the roles of Senators, Senate Chair, Senate Chair-Elect, Senate Past Chair, Senate Secretary, Senate Liaison, Senate Committee Chair, and Senate Committee Member as well as Policy and Recommendation Approval Guidelines.

Role of a Senator

The Senate is the legislative branch of the Faculty Association. Therefore, it is the role of a Senator to engage in all matters that fall within the Senate's primary jurisdiction (Article II, Section B – Primary Jurisdiction in the Faculty Association Constitution) and within its advisory jurisdiction (Article II, Section C- Advisory Jurisdiction in the Faculty Association Constitution).

Article II, Section B - Primary Jurisdiction

Subject to the limitations of Article, I the Senate shall have the primary jurisdiction to formulate policy governing:

- a. The faculty governance structure
- b. The facilitation of teaching and research
- c. Faculty standards, conduct, discipline, and appeals
- d. Faculty appointments, retention, ranking, tenure, sabbaticals and promotion
- e. Freedom of expression and academic freedom
- f. Aspects of student life which relate directly to academic affairs
- g. Academic services, including learning resources, academic computer resources and support for scholarly production
- h. Curriculum and program review
- i. Standards for:
 - 1) Admission of students
 - 2) Retention of students
 - 3) Graduation of students
 - 4) Honors
 - 5) Financial scholarships
 - 6) Fellowships
 - 7) Academic appeals

(Constitution and Bylaws of the Faculty Association of National Louis University, p. 3-4)

Article II, Section C - Advisory Jurisdiction

1. It is the purpose of the advisory function of the Senate to provide professional counsel to the President of the University and other administrative officers in all matters which they place before the Senate. In order for the Senate to perform its advisory function, the Administration shall make best efforts to apprise and seek counsel from the Senate Chair in advance of significant prospective actions by the University administration and the Board of Trustees. In addition, the Senate is encouraged to raise administrative issues in which it would like to provide input. Therefore, the Senate is encouraged to engage in discourse and advisement on all matters of institutional policy and decision, including matters such as:

- a. Selection and removal of the principal administrative officers who have university-wide responsibilities as well as the creation or abolition of such offices.
- b. University budget priorities.
- c. Faculty benefits, including salaries, insurance, retirement and other leaves.
- d. Research or service obligations to private or public agencies delivered through the constituent groups or through other units of the University.
- e. Recommendations for the granting of honorary degrees.
- f. Student conduct and discipline.
- g. Campus development and physical facilities.
- h. The academic calendar.
- i. Intercollegiate athletics.

(Constitution and Bylaws of the Faculty Association of National Louis University, p. 4-5)

Consequently, it is the responsibility of the Senator to perform the following activities:

- Read the Faculty Association Constitution and become familiar with its various sections.
- Attend and participate in Faculty Senate meetings having read all materials prior to the meeting.
- Volunteer to serve on committees and task forces that require a representative from Faculty Senate.
- Complete all assigned Senate-related work according to the designated timeline.
- Consult with faculty from his/her college or unit (e.g., Adjunct Council and Library and Learning Support) on issues that come before the Faculty Senate, such as revisions to policies.
- Report monthly at his/her college or unit meetings on matters discussed at the Senate and seek faculty input.
- Bring forward faculty concerns and represent the voices of all faculty constituents even if the Senator is not in agreement and report back to the college or unit.
- Begin working on draft charges for each Senate committee each April.
- Ensure Senate committees have the membership and resources they need to accomplish their charges for the year.

Role of Senate Chair

It is the responsibility of the Chair of the Senate to do the following activities:

- Attend and set the agenda for weekly Executive Committee meetings with the President and the Provost.
- Serve as a member of the Executive Committee of the Senate.
- Set the agenda with the Executive Committee of the Senate for the following meetings: Senators' closed meeting, Senate meeting, Faculty Association meeting.
- Chair Senators' closed meeting, which is prior to the regular Senate meeting, the Senate meeting, and Faculty Association meetings.
- As a member of Senate Executive Committee and in collaboration with the Provost, draft the charges for Senate Committees.
- Work with Senate Committees to finalize the charges.
- Establish and prioritize goals for the Senate for the academic year in collaboration with the Senate Executive Committee and the Provost.
- Attend the General Board of Trustees' Meetings and the Financial and Academic Committee Meetings.
- Give an update at the General Board of Trustees' Meetings.
- Serve as needed as specified in university policies.
- Represent faculty in university matters.
- Only vote in instances of a tie.
- Invite guests to Senators' closed, Faculty Senate and Faculty Association meetings.
- Present faculty awards at the Fall Connection.
- Send all approved policies and recommendations to the Provost.
- Attend and participate in Provost's Academic Operations Committee meetings.
- Communicate to university faculty about Senate and larger university issues.

- Serve on University Leadership Council.
- Review the Faculty Association Constitution at least annually and recommend any necessary changes; be responsible for the maintenance of faculty policies, procedures, and processes; and train the faculty for work on Senate committees.
- Begin working on draft charges for each Senate committee each April.
- Review the necessary Senate committee charges for the next academic year.
- Ensure Senate committees have the membership and resources they need to accomplish their charges for the year.

Role of Senate Chair-Elect

It is the responsibility of the Chair-Elect of the Senate to do the following activities:

- Attend weekly Executive Committee meetings with the President and the Provost.
- Confer with the chair.
- Serve as a member of the Executive Committee of the Senate.
- Attend Senators' closed meeting, which is prior to the regular Senate meeting, and the Senate meeting.
- In the absence of the chair, the chair-elect will serve as needed.
- As a member of Senate Executive Committee and in collaboration with the Provost, draft the charges for Senate Committees.
- Notify chairs of the colleges of the necessary Senate committee membership for spring elections.
- Coordinate with the Chairs-elect of each college to make sure university and college elections are conducted electronically.
- Review the Faculty Association Constitution at least annually and recommend any necessary changes; be responsible for the maintenance of faculty policies, procedures, and processes; and train the faculty for work on Senate committees.
- Begin working on draft charges for each Senate committee each April.
- Review the necessary Senate committee charges for the next academic year.
- Ensure Senate committees have the membership and resources they need to accomplish their charges for the year.

Role of Senate Past-Chair

It is the responsibility of the Past Chair of the Senate to do the following activities:

- Attend weekly Executive Committee meetings with the President and the Provost.
- Serve as a resource for the chair.
- Serve as a member of the Executive Committee of the Senate.
- Attend Senators' closed meeting, which is prior to the regular Senate meeting, and the Senate meeting.
- In the absence of the chair and chair-elect, the past chair will serve as needed.
- As a member of Senate Executive Committee and in collaboration with the Provost, draft the charges for Senate Committees.
- Review the Faculty Association Constitution at least annually and recommend any necessary changes; be responsible for the maintenance of faculty policies, procedures, and processes; and train the faculty for work on Senate committees.
- Begin working on draft charges for each Senate committee each April.
- Review the necessary Senate committee charges for the next academic year.
- Ensure Senate committees have the membership and resources they need to accomplish their charges for the year.

Role of Senate Secretary

It is the role of the Senate Secretary in general to ensure timely and accurate communication regarding Senate and Faculty Association meetings. Consequently, it is the responsibility of the Secretary to perform the following activities:

- Maintain a central repository for Senate documents on an appropriate technology platform.
 - List by month, folders for documents to be shared and stored. In addition to agendas and minutes, upload power-point presentations, and other documents in the meeting month they are presented.
- Take minutes and audio and/or video record the Senate and Faculty Association meetings.
- Upload all Senate and Faculty Association meeting minutes on shared technology platform, and work with designated LITS Specialist on filing the recording of the meeting in *an appropriate technology platform*.
- Attend weekly Senate Executive meetings with the President and the Provost.
- Schedule Senate meeting invitations on Zoom for the academic year and send them out to the appropriate invitees. This may require the assistance of LITS personnel.
- Work closely with the Senate Chair in sending out final Senate and Faculty Association agendas and minutes to all listserves and attendees who should receive these documents.
 - Senate agendas should be sent out the Monday prior to the Wednesday Senate meeting to the NLU Community.
 - Senate minutes should be sent to all faculty lists and appropriate administrative listservs. The Adjunct Council member on the Senate will forward minutes to Adjunct faculty.
- Complete a facilities request form to secure an appropriate space with Zoom capabilities in advance for the year for Senate meetings taking place at a particular campus site.
- Make sure a LITS person is present on day of Senate meeting for assistance with Zoom along with providing power strips for the room.

- Assist the Senate Chair and other senators in the University's efforts to promote shared governance with timely communication.
- Review the Faculty Association Constitution at least annually and recommend any necessary changes; be responsible for the maintenance of faculty policies, procedures, and processes; and train the faculty for work on Senate committees.
- Begin working on draft charges for each Senate committee each April.
- Review the necessary Senate committee charges for the next academic year.
- Ensure Senate committees have the membership and resources they need to accomplish their charges for the year.

Role of Senate Committee Liaison

It is the responsibility of the Senate Committee Liaison to do the following activities:

- Notify the Committee Chair of your assigned Senate liaison role.
- Attend monthly assigned Senate committee meetings as the Senate liaison.
- Assist the committee chair in identifying and connecting with University resources (e.g. accessing appropriate data or expertise) that might help the committee to accomplish its goals more effectively or expeditiously.
- Offer suggestions where appropriate and seek assistance from the Senate leadership, either with the Committee Chair or separately, when the committee seems to be facing challenges that impede timely completion of committee work.
- Act as a direct conduit from committee to the Senate and from the Senate to the committee.

Role of a Senate Committee Chair

It is the responsibility of the Chair of a Senate Committee to do the following activities:

- Schedule and facilitate regular and ad hoc meetings of the Senate committee as needed (typically monthly) to ensure that committee work scheduled for the academic year is completed in a timely way.
- Work with the Senate Chair to finalize the committee's annual charge and to organize the year's work (i.e. due dates, work assignments).
- Create and disseminate the agenda for the Senate committee meetings prior to each meeting date. Also, distribute any supporting documentation needed for the meeting far enough in advance that committee members have adequate time to read and prepare for the meeting.
- Facilitate committee meetings to ensure that all voices are heard, committee work is completed in a timely way, and committee members' time is used wisely.
- Ensure that committee work is equitably distributed among committee members.
- Follow up when a committee member appears to have concerns that were not fully addressed during a meeting.
- Take time to orient all committee members each fall, making sure they are aware of the committee's charge and of expectations for members to prepare for and participate in all meetings, to understand and represent their constituent's views on issues, and to actively contribute to the work.
- Serve as the point of contact for the Senate committee for all stakeholders (e.g. Senate leadership, faculty members, administrators).
- Submit the approved minutes monthly to the Senate secretary.
- Communicate at least twice a year to the Senate on the committee's progress toward completing yearly charges.
- Ensure that a new chair is elected at the last meeting of the committee in June and orient the new chair to the committee's responsibilities and procedures.
- Provide input to the Senate each spring on whether the number of committee members is adequate.

Role of a Senate Committee Member

It is the responsibility of a Senate Committee Member to perform the following activities:

- Attend and actively participate in all meetings of the committee.
- Inform the Committee Chair if unable to attend a meeting and follow up with the chair after the meeting.
- Prepare in advance for committee meetings by reading background materials and relevant documents.
- Work in a collaborative manner to facilitate accomplishment of the yearly charges to the committee and assume individual responsibility for completing an equitable share of the committee's work.
- Represent the views of faculty constituents when discussing, debating, and making decisions regarding committee work.
- Ask the Committee Chair for clarification if there are questions about the policies, procedures, or customs of the committee.
- Suggest agenda items that are appropriate to the work of the committee.
- Carefully review all draft meeting minutes and provide feedback for revisions within five (5) days of receipt.

Policy and Recommendation Approval Guidelines

Faculty Association Constitutional Amendments

Ad Hoc Constitution and Bylaws Committee → Faculty Senate → Faculty Association → Provost → President → Board of Trustees

Policies or Recommendations Having Financial Implications

Faculty Senate Committees → Faculty Senate → Provost → President → Board of Trustees

Policies or Recommendations Having an Impact on Curriculum, Academic Support, or Student Standards

(University Curriculum Committee, Learning Quality Committee Student Academic Standards Committee)

Faculty Senate Committees → Faculty Senate → Provost → President → Board of Trustees

Policies or Recommendations Having an Impact on Faculty Roles and Responsibilities

(Institutional Promotion, Tenure, and Recognition Committee, The Faculty Professional Standards and Compensation Committee)

Faculty Senate Committees → Faculty Senate → Faculty Association → Provost → President → Board of Trustees

Sabbatical Recommendations

Faculty Development Committee → Provost → President → Board of Trustees

Faculty Award Recipients

Institutional Promotion, Tenure, and Recognition Committee → Provost

Promotion, Tenure, and Emeritus Recommendations

College and Institutional Committees → Provost → President → Board of Trustees

Other Policies or Recommendations Not Having an Impact on Faculty Roles and Responsibilities

Committee/Task Force → Faculty Senate → Provost → President → Board of Trustees

College Constitutional Amendments

College → Faculty Senate → Provost → President