

**S07-35**

TO: Faculty Senate Governance Council

FROM: Denise Vrchota  
Governance and Documents Committee

RE: Proposed Changes to Faculty Senate Procedures Manual

DATE: April 22, 2008

The Governance and Documents Committee was charged by President Sedahlia Crase to update the Faculty Senate Procedures Manual to reflect current college titles.

Caucus chairs received the pages from the manual containing their caucus matter and were asked to review and update as needed.

Four substantive changes were made:

1. Page 1: College of Agriculture changed to College of Agriculture and Life Sciences  
College of Education changed to College of Human Sciences Caucus  
College of Family and Consumer Sciences deleted
2. Page 2: College of Agriculture changed to College of Agriculture and Life Sciences (title and throughout)
3. Page 4: College of Business caucus chair responsibilities were updated by the College of Business caucus chair.
4. Page 10: College of Education changed to College of Human Sciences (title and Throughout).  
Caucus membership updated to reflect college merger.
5. Page 12: College of Family and Consumer Sciences matter deleted

## Faculty Senate Procedures Manual

### Contents - Part I

#### **Responsibilities of Elected and Appointed Officers.**

Faculty Senate President  
President – Elect  
Past President  
Secretary

Council on Academic Affairs  
Council on Faculty Development and Administrative Relations  
Council on Faculty Governance  
Council on Judiciary and Appeals  
Council on University Resource Policies and Allocations

College of Agriculture **and Life Sciences** Caucus  
College of Business Caucus  
College of Design Caucus  
~~College of Education~~  
College of Engineering Caucus  
~~College of Family and Consumer Sciences Caucus~~  
**College of Human Sciences Caucus**  
College of Liberal Arts and Sciences Caucus  
College of Veterinary Medicine Caucus

Committee on Academic Standards and Admissions  
Committee on Appeals  
Committee on Awarding Honorary Degrees  
Committee on Committees  
Committee on Curriculum  
Committee on Facilities and Educational Resources  
Committee on Faculty Handbook  
Committee on Governance Structure and Documents  
Committee on Recognition and Development  
Committee on Senate Elections  
Committee on University Planning and Budget  
Committee on Welfare and Benefits  
Committee on Women and Minorities

## College of Agriculture **and Life Sciences** Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the College of Agriculture **and Life Sciences**
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty senate committee governance committee
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus –

- Elect caucus chair
- Meet with the dean (present dean - monthly, previous dean meeting once a semester)
- Provide advice on changes in college
- Nominate college members for new committees in the college and senate
- Meet prior to the first senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Maintain caucus committee records

#### Chair –

- Facilitate and arrange meetings of caucus. (Monthly with dean. Three times per a semester as caucus without dean)
- Chair caucus meetings
- Prepare agendas for caucus meetings
- Record votes taken
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college faculty senate seats are full
- Act as representative of College of Agriculture **and Life Sciences** on Executive Board

#### Other Officers – None

### Non-routine responsibilities

- Attend college retreat
- Serve on ad hoc committees.

### Membership

One member per department and there is one at-large member

### Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of Business Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Represent the 5 departments and 1 at large senator on the Faculty Senate

### Responsibilities

#### Caucus –

- Elect caucus chair
- Nominate college members for new committees in the college and senate
- Discuss issues being discussed in the Faculty Senate at the College of Business Faculty Executive Council meetings. These meetings are held once a month.
- Meet prior to first senate meeting
- Meet, as needed informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget

#### Chair –

- Serve on Senate Executive Board
- ~~Schedule and chair meetings of the caucus~~
- ~~Prepare agendas for caucus meetings~~
- ~~Preside at caucus meetings~~
- ~~Arrange to keep minutes as a log of caucus actions/discussions~~
- ~~Attend college dean's meetings~~
- ~~Communicate to the dean from the college and the senate~~
- Communicate with caucus members
- Maintain communication with all faculty especially junior faculty
- Make sure college Faculty Senate seats are full
- ~~Sit in College of Business Cabinet meetings~~

#### Non-routine responsibilities

Attend college retreat

#### Officers – None

### Membership

- One member for each of the five Departments: Accounting, Finance, Management, Marketing, and Logistics, Operations, and Management Information Systems.
- 1 Senator at-large

### Recommendations

- ❑ Start meetings on time regardless of the number in attendance
- ❑ Stay in touch with the dean.
- ❑ Keep other senators informed (by e-mail preferably).

## College of Design Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus -

- Elect caucus chair
- Nominate or assisting in nominating college members for new committees in the college and senate
- Meet prior to the first senate meeting with other college senators
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- (For individual caucus members) Report to their own departments in faculty meeting forum on Faculty Senate issues/agenda of concern to them
- Announce upcoming Faculty Senate vacancies in the college, solicit qualified candidates
- Attend various Faculty Senate councils and report back to the caucus on key issues
- Communicate effectively departmental/college faculty desires relative to the issues before the Faculty Senate

#### Chair -

- Attend Faculty Senate meetings, participate in issue discussions, vote on motions made (monthly)
- Meet with caucus before Faculty Senate meetings (monthly)
- Determine caucus agenda and send out agenda with date/time/location reminder
- Maintain records for the caucus
- Sit on the Senate Executive Board, be the voice for the college in those discussions (twice a month)
- Sit on Dean's Liaison Council. Give reports to dean and the various councils on activities of the Faculty Senate (twice a month)
- Give Faculty Senate report in all college faculty meetings

- Supervise elections by soliciting nominations from departments for Faculty Senate vacancies coming up and ensuring that elections are according to the bylaws and the Senate Constitution (every 3 years). Make sure college Faculty Senate seats are full
- Coordinate appointment of new or continuing members to the five senate councils for the coming year (annual, spring)
- Report to college dean and inform Faculty Senate the desires of dean/college relative to issues before the Faculty Senate
- Inform caucus members about the college's position on key issues and what is in our best interest
- Maintain communication with all faculty

#### Officers -

The chair is first among equals and there is no official co-chair

#### Non-routine responsibilities

- Emphasize the importance of all senators reading their packets when they receive them; they need to be good citizens with their respective councils
- Attend college retreat

#### Membership

- 4 elected senators, one from each department in the college (Architecture, Art and Design, Landscape Architecture and Community and Regional Planning)
- 2 at-large senators elected by the college faculty in accordance with senate rules
- 5 of the 6 senators serve on the 5 Faculty Senate Councils
- 1 person serves as caucus chair
- Most members serve on council committees
- Because of the small number, senators may have double and triple duties

#### Recommendations

- ❑ Start meetings on time regardless of the number in attendance
- ❑ Stay in touch with the dean.
- ❑ Keep other senators informed (by e-mail preferably).

## College of Engineering Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus –

- Nominate college members for new committees in the college and senate in the spring
- Meet prior to the first senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Elect chair (Chair cannot be elected more than twice)

#### Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college Faculty Senate seats are full
- Attend Engineering Academic Council – report on the retreat with the president
- Email information to caucus members – they will send the information to their faculty
- Maintain caucus records

#### Non-routine responsibilities

- Attend the faculty retreat
- Participate in strategic planning

#### Officers – none

### Membership

One member per department (8) plus at large members (2 or 3)

### Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of ~~Education~~ **Human Sciences** Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees.
- Keep the college administration informed of faculty and Faculty Senate concerns

### Responsibilities

#### Caucus –

- Elect caucus chair
- Nominate college members for new committees in the college and senate
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- March/April: Assess upcoming Faculty Senate vacancies in the college. Send college-wide memos seeking candidates.

#### Chair –

- August/September: Convene caucus briefly to choose chair, committee assignments.
- Convene caucus in advance of any Faculty Senate meeting where College of ~~Education~~ **Human Sciences**-specific issues are to be covered.
- Attend Faculty Senate Executive Board meetings
- Schedule (Meet on an as needed basis rather than scheduling regular meetings)
- Chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings as invited
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college Faculty Senate seats are full

#### Non-routine responsibilities

As a member of the executive committee, often called on to serve on a number of ad hoc university committees.

Officers – None

### Membership

One member from each department: ~~Curriculum & Instruction, Health and Human Performance, Evaluation, Leadership and Policy Studies, Industrial Education and Technology in the college~~ +. **And t** Two at-large senators.

### Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## College of Family and Consumer Sciences Caucus

### Charge of this caucus:

- ~~Examine college issues and how Faculty Senate issues affect the College~~
- ~~Bring college issues to the Senate and Senate issues to the College~~
- ~~Represent the departments and college faculty with respect to broader issues before the Faculty Senate~~
- ~~Represent the College on the Faculty Senate Executive Board~~
- ~~Lead discussion on issues from the Senate relevant to the College~~
- ~~Encourage interest among faculty in serving on faculty Senate~~
- ~~Interface between the faculty and the college administration~~
- ~~Nominate committee members for college and faculty senate committee governance committee~~
- ~~Keep the college administration informed of faculty and Faculty Senate concerns~~
- ~~Serve an advisory role to the college dean~~
- ~~Serve as the college committee on governance~~

### Responsibilities:

#### Caucus—

- ~~Elect caucus chair~~
- ~~Act as a direct link between the college faculty and central administration.~~
- ~~Nominate College members for new committees in the college and senate~~
- ~~Meet prior to the first Senate meeting with other College senators~~
- ~~Meet, as needed, informally with senators in other colleges~~
- ~~Create focus on current issues before the senate, i.e. budget~~

#### Chair—

- ~~Meet with dean on regular basis~~
- ~~Find college representatives for university committees (non-senate)~~
- ~~Organize college-wide meetings to discuss issues before the Senate where the issue is of particular importance to the college~~
- ~~Schedule and chair meetings of the caucus~~
- ☐— ~~Prepare agendas for caucus meetings~~
- ☐— ~~Arrange to keep minutes as a log of caucus actions/discussions~~
- ☐— ~~Attend College Dean's meetings~~
- ☐— ~~Communicate to the Dean from the college and the senate~~
- ☐— ~~Communicate with caucus members~~
- ☐— ~~Maintain communication with all faculty~~
- ☐— ~~Make sure college faculty senate seats are full~~

### **Non-routine responsibilities**

- ☐— ~~Attend college retreat~~

- ~~Occasionally members of the Caucus may be assigned to a special task force initiated by the central administration for purposes such as revision of the strategic plan or an executive search.~~

Officers: None

~~Membership.~~

~~Family and Consumer Sciences Caucus is composed of six members so that one Senator is available for membership on each of the five Councils plus one to serve as Caucus chair.~~

- ~~The Family and Consumer Sciences College has three departments, one of which is jointly administered with the College of Agriculture.~~
- ~~One senator from each department in the college plus three at-large senators.~~

### **Recommendations**

- ~~Start meetings on time regardless of the number in attendance~~
- ~~Stay in touch with the Dean.~~
- ~~Keep other senators informed (by e-mail preferably).~~

## College of Liberal Arts and Sciences Caucus

### Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the senate and senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty senate committee governance committee
- Keep the college administration informed of faculty and Faculty Senate concerns
- Elect members to be on councils
- Respond to requests for information or suggestions from faculty in the caucus
- Hear senators reports on their committee and council activities

### Responsibilities

#### Caucus -

- Elect caucus chair
- Nominate college members for new committees in the college and senate in spring
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget
- Meet an hour before the senate meeting

#### Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings
- Communicate to the dean from the college and the senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college faculty senate seats are full
- Attend the dean's cabinet meetings (or appoint another to do so) as liaison to the caucus

#### Non-routine responsibilities

Each caucus chair takes a varying level of activity on the Executive Board. Some are simply much more “involved” than others.

Officers – None

Membership

One member per department  
Varying number elected at large

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

## **College of Veterinary Medicine Caucus**

### Charge of this caucus

The basic charge of the College of Veterinary Medicine Caucus is to serve as a liaison between the administration at the university and college level and faculty at the College of Veterinary Medicine level. Some activity occurs at the department level on important issues. Specifically the following:

- ❑ Serve on Senate Executive Committee
- ❑ Schedule and chair meetings of the caucus
- ❑ Prepare agendas for caucus meetings
- ❑ Arrange to keep minutes as a log of caucus actions/discussions
- ❑ Communicate to the dean from the college and the senate
- ❑ Communicate with caucus members
- ❑ Maintain communication with all faculty especially junior faculty
- ❑ Make sure college Faculty Senate seats are full

### Responsibilities

Caucus –

- Elect caucus chair
- Promote College of Veterinary Medicine's mission within the Faculty Senate.
- Meet at least once per month, usually within one week of the monthly Faculty Senate meeting and prior to the first senate meeting.
- Nominate college members for new committees in the college and senate
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the senate, i.e. budget

Chair –

1. Meet with the dean to provide and gain information,
2. Discuss activities and actions at the Executive Board, and through the Executive Board
3. Discuss the views and activities of the provost's office
4. Serve on Senate Executive Board
5. Schedule and chair meetings of the caucus
6. Prepare agendas for caucus meetings
7. Arrange to keep minutes as a log of caucus actions/discussions
8. Communicate with caucus members
9. Maintain communication with all faculty
10. Make sure college Faculty Senate seats are full

Officers – None

### Membership

- One member from each department and two at-large members.
- Each member serves on one council and at least one committee.

### Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).