

## **Minutes of the Faculty Senate Meeting of April 4, 2013**

The regular meeting of the Faculty Senate took place Thursday, April 4, 2013 in room 201 of Buckingham. Senate Chair William D. Rich called the meeting to order at 3:06 pm.

Of the current roster of 61 Senators, 36 were present for this meeting. Senators Cerrone, S. Clark, Osorio, Patnaik, Ramcharran, Sterns and Wesdemiotis were absent with notice. Senators Apple, Ducharme, Gwinn, Hamed, LiVecci, Lyndall, Moritz, Newton, Opoku-Agyeman, Queener, Rostedt, Sancaktar, Schaeffer, Speers, Vinnedge, White, Youngs and Zhe were absent without notice.

### **I. Approval of the Agenda**

Senator Hajjafar moved to adopt the proposed agenda. The motion was seconded by Senator Raber.

**The agenda was adopted without dissent.**

### **II. Approval of the Minutes**

Senator Hajjafar moved to adopt the proposed minutes of the March 7, 2012 meeting. The motion was seconded by Senator Raber.

**The minutes were adopted without dissent.**

### **III. Chairman's Remarks**

Chair Rich began his remarks by addressing his concerns over the current budget cuts. It is important that the cuts are made in such a way to minimize any adverse impact on the academic programs of the university. The core mission of the university is to educate students and to advance knowledge, and it is the faculty that perform these functions. Students may be attracted to the University of Akron by its amenities, but ultimately the reason they come and pay tuition is to be educated, which is to say they come here for the faculty. Chair Rich stressed that we need to keep this in mind as we make the necessary adjustments in light of the current budget situation.

Chair Rich also addressed the issue of faculty workload. He reminded the Senate that there is a university regulation concerning faculty workload that provides specific mechanisms for determining actual workload. It is a good and sensible policy. Under this policy, each department is supposed to have its own local workload policy, aligned with the university policy. The departmental policy takes into consideration the mission of the department, the degrees it offers, and disciplinary norms. It is the departmental policy that is supposed to govern the determination of each individual faculty member's teaching load. Not all departments have such policies. Those that do not should draft the required policies.

### **IV. Special Announcements**

There were no special announcements.

## **V. Reports**

### **Executive Committee**

Senator Bove reported as follows on behalf of the Executive Committee:

The Faculty Senate Executive Committee held four meetings since our last gathering on March 7th. Three main topics dominated these discussions: faculty workload, the university budget deficit, and the status of the dean searches.

The Executive Committee met on March 14th to review and discuss the faculty workload policy. Upon review of university rule 3359-20-03.2, the executive committee feels it is a good policy, but that the policy needs to be carried out consistently across campus. The rule states:

The university faculty workload policy is designed to give direction to colleges and individual units (departments, etc.) in creating their own workload policies.... Many differences exist between colleges and departments of this university, and these differences preclude the possibility that a single set of percentages or figures can be rigidly applied for all. Therefore, the emphasis given to each activity will depend on the mission of the individual unit.

The rule allows individual units to craft an appropriate workload policy contingent upon the unique disciplinary qualities of the unit. But it has come to our attention that few departments have active workload policies. The Faculty Senate Executive Committee urges faculty to dialogue with their department chairs and to either create a unit policy or review and align current unit policy with university rule. Of course the unit faculty must vote on and approve of the unit workload policy before enacted.

The Executive Committee next met on March 21st and continued discussions on faculty workload, the deficit, and the dean searches. There are currently 5 units with interim leadership. The Executive committee is concerned that long-standing interim leadership can ultimately mar the integrity and reputation of the units. We urge the formation of search committees as soon as possible to take advantage of the academic calendar and a critical mass of potential candidates. This is particularly urgent for the School of Law and the College of Education.

The Executive Committee next met over spring break on March 28th to prepare the agenda for today's meeting and for regular senate business.

The Executive Committee met with the President, Provost and Vice Provost on April 2nd. At this meeting we discussed how the budget deficit might damage plans to increase full-time tenure-track faculty in light of faculty retires and attrition this summer. The Provost responded that the damage assessment is hard to estimate until the Deans return their budget proposals next week.

### **Remarks of the President**

The President was not in attendance.

**Remarks of the Provost**

The Provost began his remarks by noting that the spring semester is filled with celebrations and recognition activities of faculty, staff, and students. One of the engineering students was named the *Goldwater Scholar*, the first such designation since 2008. The Provost also thanked the faculty and staff in regard to activities that support the academic success of our veterans. UA is known as veteran friendly and the faculty has done a lot of work to evaluate and to recognize the educational opportunities gained while serving in the armed forces.

The Provost also announced that the academic program guides have all been updated, revised, and placed online. This will improve the effectiveness and timeliness of degree completion, and will help foster earlier scheduling of classes for student registration.

As recommended by the Faculty Senate Executive Committee, the Provost will continue to distribute the briefing document prepared for the Council of Deans meeting directly to the faculty.

A recent topic at the Council of Deans meeting was part-time faculty and the Affordable Care Act. The Provost is working with the Deans with an eye to manage the part-time activity so as not to unnecessarily burden the institution with further and unplanned for health care coverage.

In efforts to achieve a balanced budget for FY '14, the university will undertake differential reductions between academic and academic support units to the protection of the academic units and programs. Discussions are underway to develop strategies in order to reach the targeted reduction amounts.

**VI. Committee Reports****Academic Policies Committee**

Vice Provost Ramsier reported a resolution from the committee to approve changes to rule 3359-20-05.1 regarding midterm grade reporting (Appendix A).

**The motion was adopted without dissent.**

Vice Provost Ramsier reported a resolution from the committee to approve changes to rule 3359-60-02 regarding undergraduate admission (Appendix B).

Senator Elliot moved to recommit the resolution to APC with an instruction to develop and include in the model a measure of the high schools. The motion was seconded by Senator Allen.

**The motion to recommit was defeated.**

Senator Elliot moved to recommit the resolution to APC with instruction to remove the wording about extenuating circumstances. The motion was seconded by Senator Koskey.

**The motion to recommit was defeated.**

Chair Rich called for the vote on the main motion.

**The motion was adopted without dissent.**

**Curriculum Review Committee**

Vice Provost Ramsier reported a resolution from the committee to approve a list of curriculum proposals (Appendix C).

**The motion was adopted without dissent.**

**Computing & Communications Technologies Committee**

The Computing & Communications Technologies Committee submitted a written report (Appendix D).

**Ad hoc Committee on Part-time Faculty Issues**

The Ad hoc Committee on Part-time Faculty Issues submitted a written report (Appendix E).

**VII. Unfinished Business**

Senator Morath reported several proposed changes to the Faculty Senate bylaws on behalf of the Reference Committee during the February 7, 2013 Faculty Senate meeting (Appendix F). Chair Rich informed the Senate that if there is controversy about one or more items in the proposed bylaw changes that the question may be divided. Hearing no debate to divide the question, Chair Rich called for the vote.

**The motion was adopted without dissent.**

**VIII. New Business**

Senator Elliott moved a resolution regarding workload policy (Appendix G). The motion was seconded by Senator Witt.

**The motion was adopted without dissent.**

**IX. Adjournment**

Chair Rich adjourned the meeting at 5:07 pm.

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Any comments concerning the contents in *The University of Akron Chronicle* may be directed to the Secretary, Frank J. Bove (x5104).

[facultysenate@uakron.edu](mailto:facultysenate@uakron.edu)

**APPENDIX A****3359-20-05.1 Grading system, discipline, academic probation and dismissal.**

## (A) Faculty grade records.

- (1) The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. The records may be maintained in grade books provided by the university and all such records are the property of the university. When a faculty member leaves the employ of the university, or accumulates grade records no longer needed, these records should be surrendered to the department chair for disposition.
- (2) The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

## (B) Reporting grades.

- (1) At midterm, all freshman grades for students earning grades of "D" through "F" in courses be collected electronically. By the end of the fifth week of classes in normal academic semesters (pro-rated for summer sessions), faculty members teaching 100- and 200-level classes will assign satisfactory or unsatisfactory performance indicators to all students. Such indicators will be assigned in the system used by the university registrar, and will be based on the faculty members' overall assessment of the students' classroom performance to-date. The system will in turn notify students of any unsatisfactory indicators and direct them to seek the advice of their faculty and/or academic advisor in order to improve their classroom performance.
- (2) At the time for reporting final grades, the university registrar provides each faculty member with appropriate instructions for the reporting of grades.

## (C) Grading system.

- (1) Grades, as listed below, are used to indicate academic performance. Overall scholastic averages are computed on a quality point ratio basis, wherein the sum of the quality points

**APPENDIX B****3359-60-02 Undergraduate admissions.****(A) Admissions process.**

The university of Akron operates under a policy of “rolling admissions” which means that successful applicants for admission receive a letter of admission as soon as all credentials are processed and have until May 1 to accept the offer of admission. The application/admission process may be through online or other mechanisms appropriate at the time. The university reserves the right to enforce a deadline for applications and admission, and to not consider applications received after such deadline. The university reserves the right to require official high school and prior college transcripts, and/or G.E.D./home-school documentation, before enrolling any applicant. The university reserves the right to require placement testing and/or advising of admitted and/or enrolled students. Admission procedures will vary for: recent high school graduates, home-schooled students, adult students, transfer students, postbaccalaureate students, special students, guest students and international students. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board from time to time, and through online or other billing mechanisms appropriate at the time.

- (1) Prospective in-state and out-of-state students who have graduated from a regionally accredited secondary school and have taken one of the college entrance tests are eligible to apply. An applicant may submit scores from either the “American College Testing Program” (“ACT”) or from the “Scholastic Aptitude Test” (“SAT”) of the “College Entrance Examination Board.” Applicants may be admitted on the basis of the quality of the secondary schoolwork and scores on the entrance tests.
- (2) Admission is necessarily limited by the university’s capacity to provide for student’s educational objectives. The university reserves the right to approve admission only to those individuals whose ability, attitude and character promise satisfactory achievement of university objectives.

**(B) Admission requirements.****(1) Recent high school graduates.**

Students who have not attended other regionally accredited higher education institutions, and who, within five years of date of application to the university of Akron, have either graduated from high school, or obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Effective September 1, 2013, all successful applicants will be admitted as follows:

A student’s status as college-ready, emergent, or preparatory will be determined on the basis of the student’s high school grade-point average (HSGPA) and ACT (or converted SAT) score using the following formula:

$$I = a(\text{HSGPA}) + b(\text{ACT}) + c$$

Where I is an admissions index score used to determine the student's status and a, b, and c are constants. The constants a, b, and c will be determined by an analysis of data from previous cohorts of entering students so as to maximize the accuracy with which the admissions index score (I) predicts students' first-year college grade-point averages.

Students whose admissions index score predicts a first-year college grade-point average of 2.5 or greater will be considered college ready. Those whose admissions index score predicts a first-year college grade-point average of less than 2.5 but greater than 2.0 will be considered emergent. Those whose admissions index score predicts a first-year college grade-point average of less than 2.0 will be considered preparatory. Students with an admissions index score that is slightly below the cut-off for college-ready status and documented extenuating circumstances may, at the discretion of the admissions office, be granted college-ready status. Students with an admissions index score that is slightly below the cut-off for emergent status and documented extenuating circumstances may, at the discretion of the admissions office, be granted emergent status.

#### (a) College-Ready Status

Students admitted and enrolled on college ready status may be eligible for direct admission to a degree-granting college. Individual degree-granting colleges may have established college-wide or individual department-wide, or program-level criteria for direct admission. These criteria may include but are not limited to minimum high school grade point average, entrance test scores, high school class rank, and curriculum pursued. Such criteria shall not be less stringent than the university-wide criteria.

College-ready students who are not directly admitted may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college, per section (C) below.

#### (b) Emergent Status

Students admitted and enrolled on emergent status will be required to complete a set of prescribed courses and/or activities during the first year of enrollment as a condition for further enrollment. Such prescribed courses and/or activities may include, but need not be limited to, completion of college success coursework, tutoring, advising sessions, and achievement of standards for progress.

Students admitted and enrolled on emergent status are not eligible for direct admission to a degree-granting college.

Emergent students may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college per section (C) below.

(c) Preparatory Status

Most applicants that would be placed on preparatory status will be referred to a community college or branch campus to begin their academic pursuits. They will be advised to apply to the university of Akron as transfer students after having successfully completed coursework elsewhere and having maintained an academic status commensurate with transfer to a college as noted in paragraph (B)(3) below. The number of preparatory status students enrolled by the university of Akron will decrease by approximately twenty five percent each year so that by the year 2017, few if any additional preparatory status students will be admitted.

Students admitted and enrolled on preparatory status will be required to complete a set of prescribed courses and/or activities each semester of enrollment as a condition for further enrollment. Such prescribed courses and/or activities may include, but need not be limited to, completion of college success coursework, tutoring, advising sessions, and achievement of standards for progress.

Students admitted and enrolled on preparatory status are not eligible for direct admission to a degree-granting college.

Preparatory status students may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college per section (C) below.

(2) Adult students.

Students who have never attended other regionally accredited higher education institutions and who, more than five years prior to the date of application to the university of Akron, either graduated from high school, or obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Admission and enrollment status decisions will be based on placement exams and individual advising.

(3) Transfer students.

A student applying for admission who has attended other regionally accredited higher education institutions is generally eligible to transfer to the university if the student is eligible to re-enter the last institution from which transfer is desired or is a graduate of such institution. A student on probation from another institution will not be admitted except in cases of documented extenuating circumstances. A student dismissed from another institution will not be considered for admission until at least one calendar year after the dismissal. A student dismissed from another institution for academic deficiency

will not be admitted unless changes in the student's circumstances indicate a strong likelihood of academic success. A student dismissed from another institution for disciplinary reasons will not be admitted unless changes in the student's circumstances indicate a strong likelihood that the student will abide by the university's code of student conduct.

The student must present scholastic records judged to be satisfactory by university of Akron officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value and other such factors which the university or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the university or to specific programs. Admission and enrollment status decisions will be based on these scholastic records, placement exams and individual advising.

(4) Postbaccalaureate students.

A student who holds a baccalaureate degree from a regionally accredited college or university and desires to obtain further education but has not been admitted to the graduate school should apply as a postbaccalaureate student.

(5) Special students.

A special student is enrolled as a non-degree seeking student to participate in a special short-term program. A special student may not take more than fifteen credits unless official status as a regular student is gained.

(C) Transfer admission into degree-granting colleges, certain departments/schools and certified programs.

(1) Admission procedures and requirements vary for each of the university degree-granting colleges, some departments within the degree-granting colleges and certain certificated programs. Information about these admission procedures and requirements is available in the dean's office of the various degree-granting colleges.

(2) Except as otherwise stated herein, admission to the university of Akron does not, per se, entitle a student to admission into a degree-granting college, any department which has admission procedures and requirements, or certain certificated programs. Students seeking admission into these colleges, departments or programs must meet the requirements of the respective college, department or program as the situation may warrant.

(3) Admission procedures and requirements of the degree-granting colleges, any departments which have admission procedures and requirements, or certain certificated programs are subject to change from time to time when recommended by faculty senate and approved by the board of trustees. Students are advised to consult advisers within these colleges, departments or programs, the general bulletin, and other university documents that may apply to the discipline or program in which they seek admission to ascertain the current

admission procedure and requirements for the college, department or program in which they seek admission.

(D) International student program.

(1) The university of Akron welcomes qualified students from other lands and seeks to make their educational experiences pleasant and meaningful. These students represent numerous countries, and they pursue studies in a number of major fields.

(2) Admission procedures for international undergraduates.

(a) Applicants may be accepted for any academic term. All admission requirements should therefore be completed at least forty-five days prior to start of the term for which the student wishes to enroll.

(b) The following application procedures should be followed:

(i) Apply through online or other mechanisms appropriate at the time.

(ii) Submit official transcripts from all secondary or middle schools and all universities/colleges previously attended. Original academic records in languages other than English must be accompanied by exact English translations and certified by the school, an official translator or by a U. S. consular officer, and accompanied by appropriate verifications.

(iii) Degree conferral.

Applicants must submit supporting documentation for all earned degrees indicated on the application. Provisional certificates may be accepted pending the award of a degree. High school/secondary school students must show proof of graduation before they will be permitted to register for their first semester.

(iv) Proof of English language proficiency.

The university of Akron requires all students for whom English is not the native language to take the “Test of English as a Foreign Language” (“TOEFL”) the “International English Language Testing System” (“IELTS”), or the “Michigan English Laboratory Assessment Battery” (“MELAB”). “TOEFL” applications may be obtained from bi-national agencies, “United States Information Service” (“USIS”) offices, or from the “Educational Testing Service” (“ETS”). The “IELTS” is jointly administered by Cambridge (“ESOL”), British Council and IDP Education Australia. The “MELAB” is a secure test battery, and is administered only by the ELI-UM and ELI-UM authorized official examiners in the United States and Canada. Undergraduate students must achieve a minimum

“TOEFL” score of 71 (internet based test) or a corresponding minimum “IELTS” or “MELAB” score. “TOEFL”, “IELTS”, and “MELAB” scores older than two (2) years are invalid and unacceptable.

(v) Proof of adequate financial support.

An international student is required to submit a “Declaration and Certification of Finances” and official documents showing that the student has sufficient funds to cover the cost of the student’s education, living expenses, and health insurance while attending the university of Akron and that these funds will be available to them in this country. Immigration regulations prevent the student from earning any substantial portion of these funds while studying in the United States. Each international student will be held responsible for obtaining and maintaining appropriate health and accident insurance coverage while enrolled at this institution. This insurance coverage is mandatory as described below.

(vii) Student health insurance.

All international students will automatically be enrolled in the student major medical health insurance available through the university, the cost of which will be assessed as a fee and applied to the student’s account unless prior to enrollment the student provides proof, as proscribed by the university, and maintains in full force and effect during enrollment, major medical insurance that meets or exceeds requirements established by the university.

(3) Orientation.

The international student is required to attend a special orientation program which is held prior to the beginning of fall/spring semester classes. A student admitted for summer semester must attend the fall semester orientation. The schedule for orientation will be mailed with the “Certificate of Eligibility” from the office of international programs’ immigration specialists. During orientation, the international student is given an English language placement examination. This is in addition to the international proficiency examination. The student may be required to participate in noncredit English classes if it is felt the results of this placement examination warrant such action.

(4) English language institute.

The university of Akron offers an intensive English language institute program for the international student whose command of the English language has not reached the level of proficiency to enable the student to begin full-time coursework. The English language institute operates on a schedule of two fifteen-week semesters and a summer session. An applicant is required to pass a language proficiency test before being fully admitted for

academic study. An international student enrolled in the English language institute may not enroll for undergraduate coursework at the same time.

Effective:

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Prior Effective Date: Prior to 11/4/77, 8/30/79, 1/30/81, 5/15/82 1/30/87, 5/22/91, 8/31/92, 09/11/00,  
10/30/05, 6/25/07, 6/30/11

**APPENDIX C**

<u>Description</u>	<u>Proposal Title</u>
A&S;-STATS-12-4268	Statistical Methods
A&S;-STATS-12-4269	Advanced Statistical Methods
A&S;-STATS-12-4270	Statistics for the Health Sciences
A&S;-STATS-12-4900	Statistics
A&S;-STATS-12-4901	Statistics - Thesis Option
A&S;-POLSC-12-4593	Security Studies
CHP-SPLANG-12-4726	Internship in Audiology II
CHP-SPLANG-12-4353	Directed Observation in Audiology II
CHP-SPLANG-12-4509	Advanced Electrophysiologic and Vestibular Measures
CHP-SPLANG-13-5699	Hearing Aid Fitting and Selection Across the Lifespan
CHP-SPLANG-13-5700	Adult Hearing Aid Fitting and Selection
CHP-SPLANG-12-4346	Cultural Issues in Deafness
CHP-SPLANG-12-4347	Directed Observation in Audiology I
CHP-SPLANG-12-4369	Audiologic Management of School-Aged Child
CHP-SPLANG-12-4360	Clerkship I
CHP-SPLANG-12-4365	Clerkship II
CHP-SPLANG-12-4368	Internship in Audiology I
CHP-NUDIET-12-5162	Management of Food Systems
CHP-NUDIET-12-5287	Nutrition and Dietetics
CHP-SPLANG-12-4554	Graduate Audiologist V
CHP-SPLANG-12-4385	Research Project in Audiology
CHP-SPLANG-12-4374	Audiologic Rehabilitation of Adults

## APPENDIX D

### Computing & Communications Technologies Committee

#### Particulars

- **Subject:** Computing & Communications Technologies Committee meeting report
- **Date:** *2013-03-28 Thu*

#### Report

The CCTC met on Wednesday, March 13, 2013. The topic of discussion was web conferencing software. The committee agreed that an ad hoc committee charged with examining and evaluating web conferencing software in terms of faculty needs should be formed. Faculty who make much use of the current web conferencing software will be invited to serve on the committee.

In an email exchange on 3/21, the CCTC approved the formation of an ad hoc subcommittee to examine web conferencing software. The charge of the subcommittee follows.

- The web conferencing software review subcommittee will:
  1. Determine the features that faculty require to be in web conferencing software,
  2. Work with Information Technology Services to evaluate web conferencing software options, and
  3. Make a recommendation regarding web conferencing software to the CCTC as soon as is practicable.

In addition to a few members of the CCTC, eight faculty members who do not serve on the CCTC and who use web conferencing software frequently have stated they are willing to serve on the ad hoc subcommittee. The names of these faculty members will be submitted to the Faculty Senate for review and appointment.

The next meeting of the CCTC will be on Wednesday, April 17.

Scott Randby  
CCTC Chair

## APPENDIX E

COPTI met on March 20, 2013

Attending: Shannon Osorio, Yvonne Bruce, Sharon Clark, David Witt, Bill Hazlett, Tracy Riley, April Freely (representing OPFTA)

Discussed a campus OPTFA meeting

- Schedule for September or early October, 2014

Discussed COPTI web-site via Faculty Senate

- Goal: up and running by July '13
- Looking for someone with web development skills to assist Shannon in setting up page – need to wait until template is developed.

Brief discussion of Faculty Orientation - August '13

- Yvonne volunteered to compile preliminary draft of a 'fact sheet' – anyone with suggestions should contact her.

Discussed identifying FT Faculty Advocates to speak to PT issues in a variety of campus settings.

- David W. to identify potential candidates in each department

For follow up at next meeting, April 24:

- Update University Rules regarding PT Faculty
- David W. will look into information for part-time faculty to develop a personalized web based course evaluation

Respectfully submitted, Shannon Osorio

April 4, 2013

**APPENDIX F****3359-10-02 The university of Akron bylaws of the faculty senate.**

- (A) Name. The name of this body is the faculty senate of the university of Akron.
- (B) Duties. As delegated by the board of trustees of the university, the faculty senate is the legislative body of the faculty regarding its academic mission and is empowered to:
- (1) Formulate suitable rules, requirements, and procedures for the admission, government, management, and control of the students, courses of study, granting of degrees and certificates, and other internal affairs of the institution necessary to meet the objectives of the university, subject to the approval of the board of trustees, in accordance with the established policies of the board.
  - (2) Review and offer recommendations concerning proposals for the creation, abolition, or rearrangement of colleges, departments, schools, or divisions of instruction, proposals from university-wide committees, and such other matters as may be referred to the senate by the president of the university. Such proposals shall be forwarded to the executive committee for inclusion on the agenda of senate meetings.
  - (3) University-wide committees which are created by the senate, shall report to the senate unless otherwise indicated by the senate; other university-wide committees shall report to the parties or body creating them and shall file an information copy of such report with the executive committee, except that the president's advisory committee, the provost's advisory committee, appropriate grievance committee, committees dealing with personnel matters, and other committees where the president of the university determines sensitivity is required shall not file such information reports with the senate. The executive committee will include the report on the agenda of the senate meetings.
    - (a) ~~Committee recommendations for senate action shall be distributed to the members of the Senate at least seven days before the senate meeting at which the recommendation is to be considered. Motions or resolutions which embody committee recommendations shall be posted on the Senate electronic discussion list at least seven days prior to a scheduled meeting at which a vote is to occur. All messages must shall include a statement of the rationale ~~in support of the motion~~ for the recommendation.~~
    - (b) ~~The Senate may, by a majority vote, override this provision to bring a motion to the floor. No committee recommendation that was not distributed in accordance with the foregoing requirement shall be considered by the senate unless the senate consents to its consideration by majority vote.~~
  - (4) All legislation introduced in the faculty senate shall be designated as such; and if passed, shall be forwarded to the president. Within forty-five days of receipt of the legislation, the president shall:

- (a) Forward the legislation to the board of trustees, or
- (b) Forward the legislation to the appropriate vice president; or
- (c) Put the legislation into effect if the president deems it unnecessary to send the matter to the board, or
- (d) Disapprove and return the legislation to the senate with explanation for the president's rejection; and

(e) Notify the senate of the disposition of the legislation, indicating whether the legislation has been approved, referred to the board of trustees, referred to the appropriate vice president, or returned to the senate for reconsideration or amendment. In the event that the president refers legislation to the board of trustees, the president shall notify the faculty senate of the board of trustees' eventual disposition of the legislation.

(5) The senate shall elect ~~the senate~~ representative to the Ohio faculty council, who serves in that capacity along with the chair of the senate.

(a) ~~Senate members who are full-time teaching members of the faculties of the colleges are electors of the senate representative. Those eligible for election are full-time teaching members of the faculties of the colleges who may or may not be members of the senate.- Any regular faculty member may be elected.~~

(b) The election shall be conducted by ~~normal democratic procedures, utilizing the~~ secret ballot.

(c) The representative shall be elected at the May meeting of the senate. The term of office shall be for two years. There shall be no limit on the number of terms a person may serve.

(d) The representative, if not already a member of the senate, shall become an ex-officio, non-voting member.

(C) Officers and executive committee.

(1) Officers. The faculty senate shall elect a chair, vice chair, and secretary biennially from among the membership of the faculty senate. The election shall be by majority vote using a secret ballot.

(2) Duties of the chair. The chair of the senate presides over regular meetings of the senate, calls special meetings of the faculty senate, acts as or designates the official spokesperson for the faculty senate in all of its external communications, serves on the Ohio faculty council, administers the budget of the senate, serves as chairperson of the executive

committee of the senate, forwards to the president all legislation and recommendations passed by the senate, supervises (jointly with the secretary) the clerical staff of the senate, and undertakes such tasks as are directed by the senate. Upon the expiration of the chair's term of office, the ex-chair shall for one year be a voting member ex officio of the senate if he or she otherwise would not be a member. During that period, the ex-chair shall also be a voting member ex officio of the executive committee.

- (3) Duties of the vice chair. Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the senate.
- (4) Duties of the secretary. The secretary of the senate records, transcribes, and distributes the proceedings of the senate to all departments and interested members of the university, assists the chair in such ways as the latter may request, has custody (jointly with the chair) of the books, records, physical facilities, and tangible property of the senate, supervises (jointly with the chair) the clerical staff of the senate, and arranges for the orderly conduct of the business of the senate. In the absence of the chair and the vice chair, the secretary presides over meetings of the senate.
- (5) Executive committee. The chair, vice chair, secretary, and four elected members of the senate will serve as the executive committee of the senate. The executive committee of the senate will have the following responsibilities:
  - (a) Appoint members to appropriate faculty senate committees.
  - (b) Prepare the agenda for each meeting.
  - (c) Serve as an advisory committee to the senior vice president and provost on governance matters affecting the academic mission of the university.
  - (d) Ensure that the business of permanent and ad hoc committees is completed in a timely fashion.
  - (e) Bring matters to the senate or assign matters to committees.
  - (f) Consider any questions and complaints regarding elections of members to the senate and make recommendations concerning these complaints to the senate. The executive committee shall further certify the validity of all senate elections.

(D) Committee structure.

- (1) The faculty senate shall create such committees as it deems appropriate to the conduct of its business.
- (2) The executive committee, at its discretion, may invite non-members of the senate to serve on senate committees.

- (3) In special cases, the senate may choose to make part or all of the membership on a committee elective rather than appointed by the executive committee.
- (4) The senate committees shall yearly elect their own chairs, who, if not ~~already otherwise~~ members of the faculty senate, shall become ex officio, non-voting members.
- (5) For organizational purposes, the committees of the senate will have either of two forms:
- (a) University committees, the members of which shall ~~have-be~~ elected ~~membership~~ from specified constituencies, or
- (b) Permanent committees, ~~whose-the~~ membership of which shall be appointed by the executive committee of the faculty senate. ~~will be drawn from the elected members of the senate and those invited members the senate deems appropriate.~~
- (E) University committees.
- (1) The faculty rights and responsibilities committee ("FRRC").
- (a) This committee shall concern itself with grievances relating to faculty assessment or evaluation, appointment, retention, tenure, and promotion. This committee shall be composed of one member from the tenured faculty of each degree-granting college, elected by its full-time faculty and one full-time faculty member from the university libraries, elected by its full-time faculty.
- (b) For each grievance case submitted by a part-time faculty member three members of the part-time grievance pool shall be selected to be members of the faculty rights and responsibilities committee ("FRRC") for the duration of that case. These members will only participate in ~~"FRRC"~~ business involving the grievance case in question. These members will be selected by lot by the chair of the ~~"FRRC"~~, but part-time faculty members from the same department as the grievant shall not be eligible to serve.
- (c) A part-time faculty grievance pool shall be established by each college every fall. The pool will consist of part-time faculty members who have taught at least four semesters at the university of Akron and who have been nominated by the part-time faculty members of that college and who have subsequently confirmed to the college dean their willingness to serve.
- (d) Any persons in an administrative position, including interim positions, at or above the decanal rank (deans, associate deans, and persons of similar rank) are ineligible to serve on the committee. Members shall serve overlapping three-year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex-officio, non-voting member.

~~(2) — The university well-being committee.~~

~~(a) — This committee shall concern itself with matters relating to health and well-being, such as fringe benefits, insurance, pensions, and leaves. The committee shall be composed of one member of the full-time faculty from each of the degree-granting colleges, elected by its full-time faculty; one full-time faculty member from the university libraries, elected by full-time faculty; one member of the contract professionals, elected by their members, one member of the non-bargaining unit staff, elected by a vote of staff employee advisory committee members, one member from the part-time faculty currently employed by the university, elected by members of the part-time faculty.~~

~~(b) — Deans, associate deans, assistant deans, and persons of similar decanal rank are ineligible to serve on the committee. Members shall serve overlapping three-year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex-officio, non-voting member.~~

(3) Graduate council. The faculty senate delegates to the graduate council operational responsibility over all matters concerning graduate education, but reserves to itself the right to take up any matters it deems necessary. All action taken by graduate council shall be reported to the senate for final approval. Graduate council shall be composed of two members of the faculty senate who have category two graduate faculty status and the elected members of the graduate council.

(F) Permanent committees.

(1) Permanent committees of the senate shall be academic policies; curriculum review; athletics; university libraries; reference; research; student affairs; computing and communication technologies; ~~and~~ accessibility; and part-time faculty.

(2) Members of the executive committee shall, in May, and after considering preferences of senate members and then non-senate members, appoint all permanent and ad hoc committees of the senate. To provide some continuity of membership for each committee, the executive committee shall appoint committee members so that, if possible, only one-third of the membership of any committee is terminated each year and members serve a three-year term. At the first meeting of each committee, the committee shall elect its chair, with the exception of the curriculum review committee, which shall be chaired by the senior vice president and provost or said person's designee.

(3) The following permanent committees shall have ex-officio members as indicated: athletics, the athletic director or said person's designee and the "NCAA" faculty athletics representative (appointed by the president); university libraries, the dean of university libraries or said person's designee; research, the vice president for research or said person's designee; student affairs, the associated vice president and dean of student life or

said person's designee and the associate vice president of enrollment services or said person's designee; ~~financial aid, the director of student financial aid;~~ computer and communications technologies, the vice president and chief information officer or said person's designee; and curriculum review, the senior vice president and provost or said person's designee; and accessibility, the vice president for student ~~affairs~~ engagement and success or said person's designee. If not already a member of the senate, the chair of each permanent committee shall become an ex-officio, non-voting member for reporting purposes only. Ex-officio members shall be non-voting unless they are members of the senate. ~~Additional non-voting members may be appointed to any permanent committee by committee approval.~~

- (4) Academic policies committee.
  - (a) Recommends and interprets academic policy on university-wide matters such as admission, retention, graduation, and dismissal requirements, ~~etc.~~
  - (b) Recommends changes for the improvement of the academic program of the university.
- (5) Athletics committee.
  - (a) Advises faculty senate on all university activities relating to intercollegiate athletics including, but not limited to, conference affiliations and the national collegiate athletic association.
  - (b) Coordinates with other faculty senate committees matters of joint concern relating to intercollegiate athletics.
  - (c) Provides advice and counsel to the director of athletics concerning individual player eligibility, interpretation of policy, and other matters relating to the athletic program.
  - (d) The registrar decides questions of academic eligibility of student athletes. If conflicts arise between the registrar, student athlete, and/or athletic department, the following procedures shall be made by any of the grieved parties to the athletics committee:
    - (i) Upon reviewing the facts, the committee would make a recommendation to the senior vice president and provost.
  - (e) Promotes academic achievement among student athletes.
  - (f) Reviews team game schedules, seasonal game limitations, and participation in post-season events.
- (6) University libraries committee.

- (a) Serves as an advisory group to the dean of university libraries to express the faculty will in the growth and development of the academic support which the libraries supply.
  - (b) Provides the dean of university libraries with guidelines and advice on acquisitions, budget, policy, and other matters affecting academic areas.
- (7) Reference committee.
- Reviews legislation referred to it by faculty senate to ascertain if it is drafted properly and does not conflict with existing rules and regulations or practices.
- (8) Research committee (faculty projects).
- (a) Reviews research proposals submitted by faculty members.
  - (b) Recommends the budgeting of sums of the university's support of faculty research proposals to be funded by this committee.
  - (c) Establishes policies for funding proposals and guidelines for expenditures of those funded.
- (9) Student affairs committee.
- (a) Recommends policy, subject to approval of faculty senate, regarding the granting of scholarships, awards, grants, and loans to university students.
  - (b) Proposes regulations concerning all extracurricular activities (except athletics) to faculty senate.
- (10) Computer and communications technologies committee.
- (a) Provides recommendations to the senate on policy matters concerning utilization of information technology ~~and resources~~ related to ~~academic systems, computing data, and voice communication~~ the academic functions of the university.
  - (b) Provides advice and counsel to the vice president and chief information officer concerning guidelines on electronic information acquisition, budget, processing, policies, and other matters affecting academic areas on information technology needs related to the academic functions of the university.
- (11) Curriculum review committee.
- (a) Reviews curricula and course recommendations of the several colleges and divisions and, when necessary, submits them to faculty senate for action.

- (b) Considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions.

~~(e) — Reviews proposals for changes to courses and academic programs, and for new courses and academic programs, and recommends same for inclusion in the general bulletin. course changes, proposals, and new programs and recommends such changes and revisions for inclusion in the general bulletin.~~

(12) Accessibility committee.

- (a) Reviews and recommends policies regarding disability and accessibility issues that relate to the academic function of the university, including academic policies which apply to faculty or students, and reports these to the senate for action.
- (b) At the request of the curriculum review committee of the faculty senate, considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions, as they may relate to accessibility/disability issues, and reports such to the curriculum review committee for action.
- (c) At the request of the curriculum review committee or the faculty senate, reviews proposals for new courses, course changes, and new programs as they may relate to accessibility/disability issues, recommends such proposals for inclusion in the general bulletin, and reports such to the curriculum review committee for action.

(13) Part-time faculty committee.

- (a) Gathers information about matters of concern to part-time faculty.
- (b) Proposes policies concerning part-time faculty.
- (c) Advises the senior vice president and provost on matters related to part-time faculty.

~~(13)~~ (14) Subcommittees. Each committee ~~has, under "Robert's Rules of Order," the discretion to~~ may establish ~~and abolish whatever~~ subcommittees as it sees fit and, having established a subcommittee, may abolish it; ~~and n~~ No person who is not a member of a standing (permanent) committee may serve as a member of its subcommittees except by appointment of the executive committee. It is each committee chair's responsibility to maintain minutes and pass them on to the incoming chair.

## (G) Meetings.

- (1) The number of meetings of the faculty senate shall be determined by the faculty senate as appropriate for the conduct of its business, but at least two general meetings will be held each semester. All reasonable efforts will be made to schedule regular meetings at a standard time and day to permit coordination of senators' teaching schedules with meeting times.
- (2) All meetings of the faculty senate shall be open to members of the university community. Non-members of the senate may make a request to address the senate. Such requests to speak will be granted subject to a vote of the senate.
- (3) All meetings of the senate will be announced at least two weeks prior to the scheduled meeting unless the senate declares itself to be meeting in emergency session.
- (4) All announcements of meetings will contain a detailed agenda. Requests to have items placed on the agenda of the senate must be submitted in writing to the secretary of the senate at least two weeks prior to the scheduled meeting of the senate.
- (5) Items referred to the senate by the president of the university, or the president's designee, for the good of the university, will be automatically placed on the agenda of the senate.
- (6) A petition of ten members of the senate may force an item on the agenda of the senate.
- (7) ~~For purposes of conducting business, a quorum of the senate shall be defined as thirty senators present and voting~~ Thirty members of the senate shall constitute a quorum.
- (8) A roll call vote will be conducted if requested by any senator.
- (9) One permanent item on the agenda shall be presidential remarks.
- (10) Special meetings may be called at any time by the ~~presiding officer~~ chair, or by the executive committee, or upon petition by any seven senate members who present their request in writing to the chair ~~of the executive committee in writing~~.
- (11) Senate members are expected to regard attendance at all meetings as a primary obligation to their colleagues and to the university. When conflicting professional duties, imperative personal affairs, or illness make attendance at a given meeting impossible, senate members are expected to notify the secretary in advance of the meetings. Such absence will be separately listed in the minutes as absences with notice.

## (H) Membership.

- (1) Eligibility. Members of the faculty senate shall be elected from the members of the full-time faculty of the university of Akron, excluding deans, department chairs, and other primarily administrative officers with faculty rank; from the part-time faculty; from

students; and from retired faculty.

(2) Apportionment.

- (a) The regular faculty of the individual degree-granting colleges and the university libraries shall elect representatives from their membership, excluding deans and other primarily administrative officers with faculty rank, apportioned on the basis of the number of regular faculty within the electorate and appointed to the units during the semester of the election; one senator for each fifteen regular faculty members or fraction thereof. For purposes of these bylaws the terms full-time faculty includes all full-time distinguished professors, professors, associate professors, assistant professors, instructors and college lecturers.
- (b) The part-time faculty shall elect two representatives from their membership.
- (c) There shall be three student representatives as follows:
  - (i) The president of the undergraduate student government;
  - (ii) One student appointed by the president of the undergraduate government whose term shall coincide with the president's term;
  - (iii) One graduate/professional student elected by that constituency.
- (d) The association of the university of Akron retirees shall elect two senators from its dues-paying membership who are retired faculty members. Senators representing the university of Akron retirees association may not be elected to the executive committee nor serve as chair or vice-chair of any senate committee on which they sit.

(3) Diversity. To insure the representation of diverse views, all reasonable efforts should be made by the various electing units to elect women and minorities to the senate. The senate may appoint up to three additional members from regular faculty to increase diversity.

(4) Electorate.

- (a) The eligible electorate, for the full-time faculty membership on the faculty senate, consists of all full-time faculty of the University of Akron. For the purposes of election to the faculty senate, academic deans, department and division chairs, directors of schools, and administrative officers holding regular faculty rank will be considered part of the electorate.
- (b) The eligible electorate for the part-time faculty membership on the faculty senate consists of all part-time faculty of the university of Akron.

- (c) The eligible electorate for the graduate/professional student membership on the faculty senate consists of all graduate and professional students currently enrolled at the university of Akron.
- (5) Terms of office.
- (a) The terms of office for members of the senate shall be three years.
  - (b) New members shall take office at the first senate meeting of the fall semester.
  - (c) Should any elected member of the senate become an administrative officer ~~either~~ on either an acting or a permanent basis during the term for which the member was elected to the senate, the person's seat shall be deemed vacant.
  - (d) Should a member of the senate be unable to discharge the duties of the office, the senate may declare ~~that the member's~~ seat vacant.
  - (e) Senators who are on professional, medical, or administrative leave for one semester or less will retain their seats. If the leave extends past one semester, the senate may declare that seat vacant. The senate may declare vacant the seat of any senator who becomes unable to regularly attend meetings ~~due to conflicting professional duties, imperative personal affairs, or illness.~~
  - (f) The senate may expel any senator who is absent without notice from more than three meetings during an academic year. In such event, the Senator's seat shall be deemed vacant.
  - (g) Should a vacancy occur, the senate shall notify the appropriate unit to conduct a special election to fill the vacant seat.
- (6) Elections.
- (a) Elections to the senate shall be subject to ~~the bylaws and rules of the electing unit~~ and the following requirements and to the bylaws and rules of the electing unit except to the extent that they are inconsistent with these requirements:
    - (i) General elections in the individual units shall be completed by ~~May~~ March 15 of each year.
    - (ii) All nominations and elections shall be by secret mail or electronic ballot.
    - (iii) In elections with only one seat at stake, each winning candidate must secure a majority of the votes cast. In the event no candidate receives a majority, there shall be a run-off election between the two highest vote-getters.

- (iv) In elections with more than one seat at stake, each winning candidate must receive a number of votes exceeding half of the total number of ballots cast. In the event there are seats unfilled and the remaining candidates did not achieve a sufficient number of votes, there shall be a run-off election among the highest vote-getters (two per unfilled seat).
- (v) All run-off elections are subject to the same procedural requirements as the general elections.
- (vi) All special elections are subject to the same procedural requirements as ~~the~~are general elections.
- (b) Conduct of nominations and elections to the senate from the degree-granting colleges and the university libraries will be the responsibility of the respective deans.
- (c) Conduct of nominations and elections to the senate from the part-time faculty will be the responsibility of the continuing part-time faculty senator, the faculty senate office, and the office of the senior vice president and provost.
- (d) Conduct of nominations and elections to the senate from the graduate/professional students will be the responsibility of the graduate student council and the ~~law student council~~student bar association.

(I) Amendments.

- (1) Proposal. Proposed amendments to this rule may be placed on the agenda of a regular or special meeting of the faculty senate by a member of the senate or by petition of twenty percent of the voting members of the faculty.
- (2) Procedure. A vote by the senate on a proposed amendment may be taken only after at least ~~thirty-twenty-seven~~ days have elapsed from the date on which the proposal was formally presented to the senate.
- (3) Majority. Prior to submission to the board of trustees, a proposed amendment requires the concurrence of sixty percent of the votes cast by members of the faculty senate.

(J) Support.

- (1) Material support. The faculty senate shall have suitable office space, a budget for appropriate expenditures, and at least one full-time secretary for support of its activities.
- (2) Assigned time. The officers of the senate will receive at least one three-credit course equivalent per semester assigned time for support of their service.
- (3) Schedules. Collegiate deans, department and division chairs, and directors of schools are

to use all reasonable efforts to provide members of the senate with course schedules permitting attendance at regular meetings of the senate.

- (4) Records. All inactive documentary material and related records of the senate will be deposited in and catalogued by the university archives.

(K) Rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the faculty senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt. The parliamentary authority for the faculty senate shall be "Robert's Rules of Order." In any conflict between the faculty senate bylaws and "Robert's Rules of Order," the senate bylaws take priority.  
 A person who is not a member of the faculty senate shall may be appointed parliamentarian by the chair of the faculty senate.

Effective: November 15, 2012

Certification: \_\_\_\_\_  
 Ted A. Mallo  
 Secretary  
 Board of Trustees

Prom. Under: 111.15

Statutory Auth.: R.C. 3359.01

Rule Amp.: R.C. 3359.01

Prior Effective Dates: 9/28/97, 07/07/99, 02/14/00, 8/6/01, 11/24/01, 05/23/02, 09/20/02, 06/09/03, 09/30/03, 11/21/03, 6/25/07, 3/24/08, 10/3/08, 6/30/11, 10/1/12

**APPENDIX G**

**Faculty Workload Resolution Adopted by the Faculty Senate 4-4-13**

*Whereas*, The existing workload policy of The University of Akron stipulates a process that involves faculty in setting workload policy at the departmental level;

*Whereas*, Many departments do not currently have workload policies in force, requiring time and data before such policies can be set; and

*Whereas*, Registration for Fall 2013 classes has already begun, necessitating assignments of faculty workload in the present;

*Resolved*, That the Faculty Senate urge that changes to workload practices not be considered for the Fall 2013 Semester; instead, the month of April 2013 should be devoted to timely collection of current workload data and the establishment of department approved workload practices across campus before the end of the Spring 2013 semester.