

## **Minutes of the Faculty Senate Meeting of September 5, 2013**

The regular meeting of the Faculty Senate took place Thursday, September 5, 2013 in room 201 of Buckingham. Senate Chair William D. Rich called the meeting to order at 3:03 pm.

Of the current roster of 55 Senators, 44 were present for this meeting. Senators Ducharme, Klein and Lazar were absent with notice. Senators Hamed, Loth, Marion, Mukherjee, Ramcharran and Youngs were absent without notice.

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

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

**The motion was adopted without dissent.**

### **II. Chairman's Remarks**

Chair Rich began his remarks by welcoming the new and returning senators and by introducing the new and re-elected members of the senate:

*College of Arts and Sciences:* Newly elected - Linda Barrett, Constance Bouchard, Parizad Dejbord Sawan, Clayton Fant, Laurie Lashbrook, Jeffrey Riedl. Re-elected - Elizabeth Erickson, Ali Hajjafar and Harvey Sterns.

*Summit College:* Newly elected - Roland Arter, Dwayne Jones and Sukanya Kemp. Re-elected - Lynn McKnight.

*College of Education:* Newly elected - Gary Holliday, Robert Schwartz. Re-elected - Timothy Lillie.

*College of Polymer Science and Polymer Engineering:* Newly elected - William Landis.

*College of Business Administration:* Newly elected - Colin Onita.

*Part time faculty:* Newly elected - April Freely.

*Undergraduate Student Government:* Turner Anderson and Liz Davis

*Graduate Student Government:* Marissa Blewitt.

Chair Rich next reviewed Senate protocol:

1. Please put your name placard in front of you on the table with your names facing the chair.
2. Please be sure to initial the attendance sheet.
3. Please bring to the meeting the materials that were distributed in advance of the meeting.
4. Please raise your hand to be recognized to speak.
5. Please do not speak until recognized by the chair.
6. Please rise to speak when recognized.

7. Please speak loudly enough for everyone to hear, especially our transcriber.
8. Please address your remarks to the chair.
9. Please adhere to Robert's Rules of Order.
10. Please do not go on too long. It's a deliberative body; there are other people who need to speak to the same issue.

An orientation for new senators will occur on September 12<sup>th</sup>. New senators will have the opportunity to ask questions and to become acquainted with the procedures, structure, and history of the faculty senate.

The president disapproved two pieces of legislation passed by the senate; one in the April meeting and the other in the May meeting. The one from the April meeting was a resolution opposing changes in full time faculty teaching loads for the fall 2013 semester. The other resolution passed by senate and disapproved by the president was the one in May that opposed the eight credit hours per semester limit on teaching loads for part time faculty.

Recently the senate was informed by the administration that notwithstanding the Obama administration's decision to delay enforcement of the Affordable Care Act and employer mandate for one year, the new eight credit hours per semester part time teaching load limit will continue to be enforced.

Also, as a result of the actions of the faculty senate last year, part time faculty were included in the new faculty orientation.

Concerning reaccreditation, on July 11 the Higher Learning Commission formally notified the university that its accreditation had been continued with the next reaccreditation scheduled for 2022/23 but that the university would be subject to interim monitoring and a focused site visit in Spring 2015 on two issues: governance and assessment of student learning.

With regard to assessment, the Higher Learning Commission monitoring and focused site visit seek to ensure that graduate and undergraduate academic majors and the general education program have assessment processes in place that include: A) the skills and concepts to be mastered; B) the assessment methods employed; and C) the analysis and use of results to improve academic programs. This means there's a good deal of work to be done by faculty to develop and implement those assessment processes.

Also in the July 11<sup>th</sup> letter the Higher Learning Commission states that the 2015 focused site visit "should evaluate the relationships and roles of faculty in shared institutional governance." And in its report the Higher Learning Commission site visit team concludes, "While the university has made substantial progress with shared governance there are still be obstacles and difficulties associated with the interaction between administration and shared governance bodies." The call is for "additional improvements in consultation, transparency and in particular in explaining decisions," noting that the faculty perceive "continued problems of a lack of transparency around administrative/financial decisions." And it suggests that "full implementation of University Council could go a long way toward resolving these concerns," and it recommends that the university administration address, "concerns

about how effective the processes that are in place are in providing transparency and a sense of inclusiveness in the operation of the institution particularly with respect to the operation of University Council."

Last month the Senior Vice President and Provost put forward a modification of University Council shared governance mechanism that would eliminate the University Council as a deliberative body, preserving only its eight individual committees and creating a coordinating committee with no policy recommending function. This change would undermine any potential for genuine shared governance that the University Council mechanism offered, as do the faculty senate's elected representatives to the University Council. Later in this meeting the senate will consider the adoption of a resolution objecting to this change.

The Faculty Senate's ad hoc General Education Revision Committee has developed a proposal to reform the university's undergraduate general education requirements. This proposal was distributed by the committee this past spring. Last fall this body passed a resolution affirming that it would not consider any such proposal until each of the affected college faculties have had an opportunity to deliberate and vote on the proposal. The proposal is now before the departmental and college faculties. After each of the affected college faculties have had an opportunity to deliberate and vote on the proposal, the General Education Revision Committee will report the proposal out to the Senate for its consideration, which should occur late this fall or early in the spring.

The board of trustees has a regulation in force concerning faculty workloads. It's a good policy and consistent with the policies of the Ohio Board of Regents as well. Unfortunately, the faculty workload regulation has not been adhered to. It calls for each academic department to develop its own faculty workload guidelines consistent with the requirements of the regulation. These departmental faculty workload policies are to be discipline-specific and reflective of the mission of the department, in particular with the types of academic degree programs the department offers. It is the departmental policies that are to determine individual faculty teaching loads. Not all departments have developed such policies and those without those policies need to develop them this year, and those with such policies should review them if they haven't done so recently. This should be a faculty-driven process.

The widespread increases in individual faculty workloads effected last spring for this fall reflected an implicit decision by the administration to move away from the recent emphasis on research and graduate instruction and toward a renewed emphasis on undergraduate teaching by full time faculty.

The issue of the appropriate balance between teaching and research and between graduate and undergraduate education should be discussed openly by departmental and college faculties rather than driven by a central administrator adjusting individual faculty teaching assignments ad hoc.

As we face administrative mandates and further cuts to departmental budgets, we need to discuss openly the impact of such cuts on the accomplishment of our academic mission. This mission is accomplished mainly within the academic departments of the university. There is concern that those departments are

being deprived of resources to such an extent that their ability to accomplish their missions may be seriously impaired.

Review of the Integrated Post-secondary Education Data System (IPEDS), shows that the University of Akron spends less on instruction per full-time equivalent student than do other comparable universities; that the University of Akron's spending on instruction per full time equivalent student has declined relative to other comparable universities over the most recent five year period for which data are available; that the University of Akron spends much less on student services per full time equivalent student than do other comparable universities; and that in contrast the University of Akron's spending on institutional support per full-time equivalent student significantly exceeds that of other comparable universities.

President Proenza recently announced his intention to step down as president at the end of June, 2014. As a result there will be a search for a new president during this academic year. The search process for presidents is specified in a Board of Trustees (BOT) regulation. The BOT is the search committee, and will appoint a subcommittee of trustees to initiate the search, screen applicants, and choose finalists. Various constituencies, including the faculty, may choose representatives who will be permitted to interview the finalists and meet in executive session with the BOT to express their views about the finalists. There will be six faculty representatives, three of whom will be elected by the Faculty Senate and three of whom who will be chosen by the University of Akron chapter of the AAUP.

A presidential search, especially one that occurs near the end of a 14-year presidency, is a time to take stock, reassess the university's current needs, and make institutional course corrections. This reassessment should inform the choice of a new president. During the tenure of the next president the leadership of the university will need to focus intensively and focus resources on the fulfillment of our fundamental academic mission.

### **III. Special Announcements**

Chair Rich reported the deaths of two members of the university community:

*Cheryl A. Williamson*, Senior Lecturer in the Department of English, died August 11<sup>th</sup>. She was 62.

*Jerome Apple*, Accounting faculty at the College of Business Administration, died this past summer. He was 70.

The Senate stood for a moment of silence in memory of our deceased colleagues.

### **IV. Reports**

#### **Executive Committee**

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

The Faculty Senate Executive Committee held seven meetings since our last gathering on May 2nd and met with the President and Provost three times over the summer months.

On May 16th the EC met to prepare for a meeting with the President and Provost that afternoon. The budget deficit was discussed, as well as part-time faculty teaching load limit, the OBR prescription of a 120-credit designation for baccalaureate degrees, course selection for the Zipstart program, the status of the Office of Multicultural Development, and the Ohio General Assembly budget provision regarding in-state tuition for students issued voter ID documents.

The EC met again on June 3rd and discussed appointments to the standing and ad hoc committees of the Faculty Senate, ratified college senate elections, and approved curriculum proposals reported by the Curriculum Review Committee.

The EC next met on June 20th to prepare for the meeting with the President and Provost later that day. With the President and Provost, the EC discussed student enrollment, budget contingencies, and program modifications in light of the 120 credit hour adjustment. A discussion ensued on possible ways to streamline the curriculum proposal approval process under the likely weight of a very large number of modifications.

On July 11th the EC met to continue discussions of Senate committee appointments and to ratify senate election reports. Many of the election reports were not completed correctly and were returned to the colleges. The EC discussed the OAA proposal to expedite the approval of the 120 credit hour adjustment. The EC is dubious about circumventing the system already in place. The EC also discussed the Affordable Care Act's impact on part-time faculty and the Senate's role in college re-organization.

On July 29th the EC met to continue the discussion on appointments to senate committees, as well as enrollment, the budget, and support for part-time faculty orientation.

The EC met again on August 22nd for final approval of senate committee appointments to Academic Policies, Accessibility, Athletics, CCTC, Curriculum Review, Faculty Research, Reference, and Student Affairs committees. The EC also ratified corrected college election reports. It still stands that we are waiting for run-off and corrected election reports. There are several empty seats that would benefit from a college representative. The EC strongly encourages those colleges to execute the required elections and to submit an accurate election report to the Office of the Faculty Senate as soon as possible.

The EC met with the President and Provost later that day and discussed the Presidential search process, updates on the budget, the HLC report, the search for the Asst. Provost for Online Learning, general education reform, part-time faculty teaching load limit, and the implementation of faculty workload policy.

The EC last met on August 29th to prepare the agenda for today's meeting and to discuss the recent developments with University Council.

The Faculty Senate Executive Committee is empowered to act on behalf of the senate during the summer months, contingent on reporting those items to the senate for ratification. There are two items the EC will bring to this body in October for your approval and ratification:

1. The list of curriculum proposals approved by the EC on June 18th.
2. The list of graduates for the summer 2013 Commencement approved by the EC on July 31st.

### **Remarks of the President**

The President began his remarks by welcoming the senators to the beginning of a new academic year and talked of his plans to transition from the presidency back to the faculty for a period of time. The Board of Trustees will first meet as a search committee on September 16th. The President notes that this time of transition can be a time for great opportunity for the campus

The President mentioned that he would like to present a set of proposals to the Senate at the October meeting. This set of proposals will suggest how the university might build upon the processes of program review, streamlining courses, and degree offerings, among other initiatives as well.

The President announced that the University of Akron received a one million dollar grant from the W.M. Keck Foundation, a prestigious foundation sited in Los Angeles that awards funds for advanced research. The grant was awarded to David Simmons, Alamgir Karim and Kevin Cavicchi, for their work on glass formations.

From a survey conducted by Affordable Colleges, the university was noted as offering the greatest lifetime return on investment of any public university in Northeast Ohio.

The university also received the designation as an I-Corps site location by the National Science Foundation.

The President concluded his remarks with an invitation to attend the Annual Forum for Inclusive Excellence on September 9<sup>th</sup>.

### **Remarks of the Provost**

The Provost began his remarks by declaring that the new first-time full-time bachelor's degree seeking students are better prepared than a previous year by about one unit of measure on the ACT.

The Provost announced that the university welcomed 93 new full time faculty this year (37 TTF, 55 NTTf). There was a redeveloped faculty orientation that included part time faculty.

Enrollment is interconnected with the university's budgetary circumstances. As of September 2<sup>nd</sup>, head count was down 6.9% and student credit hours of instruction were down 7.4%. 4.2% of that reduction is the result of actions to improve the outcome of student success at the University of Akron. Of that, 1.6% of that decline results from steps taken to have an appropriate drop date for nonpayment of fees. 1.4% is related to the reduction in credit hours of instruction that have occurred as a result of changes in course credit hours linked to more speedily supporting student completion of degree programs.

Half a percent was related to uniform drop practices implemented last fall. And 0.7% was related to implementing the Pathways for Student Academic Success. 2.2% of that 7.4% reduction was related to an actual decline in enrollment. 1.3% related to other new full time freshman, 0.2% related to part time

freshmen and seven tenths of a percent related to transfer students. The final 1% of that 7.4% decline in credit hours of instruction is related to issues of retention and persistence.

The Provost stressed that these numbers have implications for the next fiscal year, which includes a 5% reduction to the academic units and an 8% reduction to the academic support units. The administration is now undertaking a contingency planning exercise because additional budget reductions are inevitable given the fact that enrollment has declined more than that which was projected for the budget approved by the board in early summer.

The board is insisting that at the October meeting the administration present a strategy to assure a balanced budget for fiscal year '14 and beyond contingent on an anticipated permanent decline in enrollment.

The contingency planning exercise asks units to plan for an 8% reduction during which they are to illustrate the impact of such reduction on program delivery as well as support services and infrastructure services to faculty, staff and students. The final reductions will not be across the board; they'll be strategic. The reductions will be as purposeful as possible and demonstrate a more effective use of available resources.

The university has reached a tentative agreement with the Akron AAUP. Ratification of that agreement by the Akron AAUP is anticipated for the 13<sup>th</sup> and by the University of Akron Board of Trustees on the 16<sup>th</sup>.

The Higher Learning Commission presented the reaccreditation determination to the University of Akron through 2022/23. There will be a focus visit in spring 2015. There will be two items of focus for that visit: assessment and governance.

The Provost asked Dean Midha to work with the faculty to develop an appropriate learning outcomes assessment system, designing such learning outcome assessment methods and mechanisms to align with the redesign of the university's general education curriculum.

From a governance perspective, the HLC recommended continuing good relationships and effective working activities with the Akron AAUP, the continuation of improving relationships and effective interaction with the faculty senate, and demonstrating an implemented University Council that is represented by a broad based constituency of those at the University of Akron.

When the Higher Learning Commission asked for this type of governance, it clearly asked that the focus be on long term planning and strategies associated with institutional viability. The board of trustees, upon receipt of the initially proposed bylaws for the University Council indicated they would like consideration of an adjustment to those bylaws that would present to them a council that would be more nimble, more responsive and of the greatest extent just in time as appropriate.

Clearly they wanted us to continue to assure and minimize the overlap between the roles and responsibilities of such a council, the faculty senate, and the Akron AAUP.

The Provost presented an alternative approach to the University Council several weeks ago, but clarified that he presented those revisions on behalf of the steering committee of the University Council.

## **V. Senate Elections**

Chair Rich announced that there are three offices to fill (Chair, Vice Chair, and Secretary) and two Executive Committee seats available, each with a two year term. The Senate also needs to elect two representatives of the Faculty Senate to the Graduate Council for a one year term, as well as, an alternate representative to the Ohio Faculty Council for a two year term.

### **Chair (2 year term)**

Vice Chair Miller called for nominations. Senator Bouchard nominated Senator Rich. Senator Rich accepted the nomination. Senator Witt moved to close nominations and elect Senator Rich by acclamation.

**The motion was adopted without dissent.**

### **Vice Chair (2 year term)**

Chair Rich called for nominations. Senator Hajjafar nominated Senator Miller. Senator Miller accepted the nomination. Senator Bouchard moved that the nominations be closed and that Senator Miller be elected by acclamation. Senator Allen seconded the motion.

**The motion was adopted without dissent.**

### **Secretary (2 year term)**

Chair Rich called for nominations. Senator Witt nominated Senator Bove. Senator Bove accepted the nomination. Senator Clark moved that the nominations be closed and that Senator Bove be elected by acclamation. Senator Allen seconded the motion.

**The motion was adopted without dissent.**

### **Executive Committee (first seat - 2 year term)**

Chair Rich called for nominations. Senator Miller nominated Senator Erickson; Senator Arter nominated Senator Sterns. Senator Bouchard moved that the nominations be closed; Senator Hajjafar seconded the motion.

**The motion was adopted without dissent.**

The election was conducted by secret ballot. Senator Sterns was elected by a vote of 26 in his favor to 12 in Senator Erickson's favor.

### **Executive Committee (second seat - 2 year term)**

Chair Rich called for nominations. Senator Hajjafar nominated Senator Lillie; Senator Sterns nominated Senator Erickson. Senator Hajjafar moved that the nominations be closed; Senator Lashbrook seconded the motion.



**The motion was adopted without dissent.**

The election was conducted by secret ballot. Senator Lillie was elected by a vote of 27 in his favor to 13 in Senator Erickson's favor.

**Representatives to Graduate Council (first seat - 1 year term)**

Chair Rich called for nominations. Senator Allen nominated Senator Sterns. Senator Sterns accepted the nomination. Senator Jones moved that the nominations be closed and that Senator Sterns be elected by acclamation. Senator Allen seconded the motion.

**The motion was adopted without dissent.**

**Representatives to Graduate Council (second seat - 1 year term)**

Chair Rich called for nominations. Senator Allen nominated Senator Loth. Senator Allen moved that the nominations be closed and that Senator Loth be elected by acclamation. Senator Witt seconded the motion.

**The motion was adopted without dissent.**

**Alternative Representative to Ohio Faculty Council (1 seat - 2 year term)**

Chair Rich called for nominations. Senator Jones nominated himself. Senator Allen moved that the nominations be closed and that Senator Jones be elected by acclamation. Senator Hajjafar seconded the motion.

**The motion was adopted without dissent.**

**VI. Unfinished Business**

At the May 2013 meeting the Reference Committee proposed and reported out amendments to the Senate bylaws that add to the Faculty Senate one representative of the full-time academic advisors. (Appendix A).

**The motion was adopted without dissent.**

**VII. Report of the Faculty Senate Representatives to University Council**

Senators Witt, Lillie, and Erickson reported as Faculty Senate Representatives to University Council regarding the recent draft of the University Council bylaws.

**VIII. New Business**

Chair Rich introduced a resolution from the Executive Committee regarding the University Council bylaws:

Be it resolved that the Faculty Senate strongly objects to the amendments to the bylaws of the University Council by the senior vice president and provost in the August 13th University Council meeting believing that those amendments would effectively eliminate the University Council as a deliberative

legislative body, and with it the potential for genuine shared governance on those matters within the purview of the University Council, and that the adoption and implementation of the proposed amendments would constitute a breach of faith with the Faculty Senate, which initially proposed a creation of a University Council and participated in good faith in the deliberations and negotiations over its creation.

Senator Witt moved to strike the words, “by the senior vice president and provost,” and the motion was seconded by Senator Lillie.

**The motion to amend was adopted.**

Chair Rich called for debate on the main motion as amended.

**The motion was adopted without dissent.**

### **IX. Adjournment**

Chair Rich adjourned the meeting at 4:57 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**

**3359-10-02 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) 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

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include a statement of the rationale in support of the motion.

- (b) The Senate may, by a majority vote, override this provision to bring a motion to the floor.
- (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.
- (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.
  - (b) The election shall be 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

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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, 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 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.

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- (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 members of the faculty senate, shall become ex officio, non-voting members.

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- (5) For organizational purposes, the committees of the senate will have either of two forms:
  - (a) University committees, which shall have elected membership from specified constituencies, or
  - (b) Permanent committees, whose membership 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.

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- (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.



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## (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.
- (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 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 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; and accessibility, the vice president for student affairs or said person's designee. If not already a member of the senate, the chair 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.

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- (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

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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.
  - (b) Provides advice and counsel to the vice president and chief information officer concerning guidelines on electronic

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information acquisition, budget, processing, policies, and other matters affecting academic areas.

- (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.
  - (c) Reviews 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.

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- (13) Subcommittees. Each committee has, under "Robert's Rules of Order," the discretion to establish and abolish whatever subcommittees it sees fit, and 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.

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- (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, or by the executive committee, or upon petition by any seven senate members who present their request 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; **from full-time academic advisors**; 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.

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- (b) The part-time faculty shall elect two representatives from their membership.
  - (c) **The full-time academic advisors shall elect one representative from their membership.**
  - (ed) 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.
  - (de) 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.

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- (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 full-time academic advisors consists of all full-time academic advisors of the university of Akron.**
  - (ed) 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 an acting or 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 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.



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(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:

(i) General elections in the individual units shall be completed by May 1 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 general election.

| ~~(b)~~(d) Conduct of nominations and elections to the senate from the degree-granting colleges and the university libraries will be the responsibility of the respective dean.

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  - (~~e~~)(e) 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.
- (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 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

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the senate will be deposited in and catalogued by the university archives.

- (K) Rules. 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 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

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