

**Western New England University**  
**University Faculty Senate Bylaws**  
**Adopted April 5, 2021**  
**Amended: Feb, 7, 2022; May 18, 2022; May 1, 2023**  
**Effective 2023-24 Academic Year**

**University Faculty Senate**

The University Faculty Senate serves as the primary representative body for all university faculty (i.e., tenured, tenure-track, full-time, part-time, clinical and adjunct faculty) to the Western New England University administration. It is the expectation of the faculty that the administration will communicate with and maintain a collaborative partnership with the University Faculty Senate on all matters relevant to the academic mission of the institution. As the representative faculty body, the University Faculty Senate serves as the sole faculty recipient, voice and point of triage for new academic proposals, curricular matters, budgetary matters, compensation and benefits, handbook consideration, requests for faculty to serve on university committees, undergraduate and graduate academic standards, reviews and recommendations to the Provost for revisions to the academic calendar, and all other matters it deems pertinent to the academic mission of Western New England University (the University).

Senate Composition and Structure

The Senate is composed of twelve (12) academic unit voting members (Senators):

- Four (4) representatives from the College of Arts & Sciences
- Two (2) representatives from the College of Business
- Two (2) representatives from the College of Engineering
- Two (2) representatives from the College of Pharmacy and Health Sciences
- Two (2) representatives from the School of Law

In addition to regular voting members, each academic unit elects one Alternate who remains a non-voting member of the body unless called upon by their voting member to represent their academic unit in the event of an absence. Alternate members of the Senate shall not participate in regular Senate business unless representing a voting member in their absence, but may attend Senate meetings as a visitor to maintain familiarity with ongoing Senate matters.

Academic unit representatives are elected by a vote of all eligible faculty members (defined below) in their respective academic unit for a three-year term. Such elections take place in April of the preceding year niversiF2 12 Tf1 0 0 1 72.024 214.39 Tm0 G[(A)22(c)4(a)4(d)-19(e)-15960.00000914(d)-

The University Senate is an executive board that oversees six Standing Committees. Individual Senators serve as liaisons to and attend the Standing Committee meetings in an ex-officio, non-voting capacity, unless a Senator is elected to serve on the Standing Committee (including Committee Chair). If so elected, in addition to their role as Senate liaison to the Standing Committee, the Senator maintains full membership (including voting rights) of the Standing Committee. The compositions and charges of the six Standing Committees are described below.

Eligibility

[For the purposes of these Bylaws, the term “eligible faculty” shall refer to: all full-time faculty of the University regardless of status, title or length of service, and those faculty that have entered the phased Retirement Initiative Program. Such eligible faculty are considered voting

The University Senate President or designee represents the faculty at meetings of President's Council, Management Council, Board of Trustees, and Board of Trustees Academic Affairs Committee.

[The Senate President is responsible for the distribution of annual upper administrative leadership survey results to administrators, appointing administrator or body, and Chief Human Resources Officer. The Senate President will work with administrators to disseminate a summary of survey results and response to constituent faculty.]<sup>4</sup>

#### Senate Operations and Meetings

Senate quorum is achieved when 7 of 12 voting Senators or their Alternates are present, with all academic units represented.

[The Senate meets once a month on Mondays at 3:30 PM during the academic year: The first Senate meeting is held on the first Monday of the academic year, and subsequent meetings are held on the first Monday of each month, beginning with October. However, no meetings are held between Commencement and Convocation, or during breaks on the University Calendar (for example, Winter Break), except for emergency sessions as defined below.

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be notified and promptly conduct the nomination/appointment process. The Senate shall then notify faculty members electronically via email of their committee assignments.

Individual Senators serve as liaisons to University Senate Standing Committees, Budget Advisory Committee, Enrollment & Retention Committee, Student Senate/Board of Trustees Student Affairs Subcommittee, and Adjunct Faculty. Determination of individual Senators to serve in these liaison capacities are determined via nomination and selection using a written ballot process agreed upon by the Senators. Each Senator (or Alternate designee) serving as liaison will report regularly on the work of the respective entity under their purview to the University Senate and ensure communication is effective between that entity and the Senate.

[Upon being elected, Standing Committee Chairs are responsible for establishing regular meeting days/times prior to the Committees being populated and for communicating those days/times to the Senate Vice President. Committee meetings should be established for the third week of each month, but Standing Committee chairs reserve the authority to schedule additional meetings as needed.]<sup>11</sup> It is the responsibility of the Standing Committee Chairs to schedule and attend regular meetings, establish and follow an agenda, and to generate and post minutes that include a record of all motions considered and votes taken. Standing Committee representatives (including Chairs) all serve two-year terms, which are renewable.

Any Standing Committee may determine that its work is best served by the establishment of sub-committees, possibly with additional faculty representation. [If membership outside of the Standing Committee is required for these sub-committees, representatives must be elected from their respective academic unit, consistent with that unit's standard democratic process. Unless the charge of a sub-committee dictates a different service time, all sub-committee representatives serve two-year terms, which are renewable.]<sup>12</sup> All sub-committees must be approved by the Senate, and the work of all sub-committees will be reported to the Senate by its Standing Committee. In reporting to the Senate, the Senator Liaison (or Chair if that is the same individual) shall note the nature of votes that have taken place, the disposition of each member's vote and whether there was unanimous support for a motion being submitted.

[If an opening on a Standing Committee occurs during the two-year term, the affected academic unit will elect a new representative to fill the vacancy for the remainder of the term. If a Standing Committee Chair vacancy occurs during the two-year term, the academic unit of the outgoing Chair will elect a replacement to serve as a committee member. Once the vacancy is filled, members of the Committee will elect a chair to serve for the remainder of the two-year term. In the event that no current member of the Committee wishes to serve as chair, the Senate Liaison will serve as a non-voting temporary chair until a University-wide election is held to fill the chair's position. Once the election is held, the newly elected Chair will replace a sitting representative of that academic unit. If an academic unit has more than one sitting representative, the academic unit will designate the representative who will step down.]<sup>13</sup>

#### Undergraduate Programs Committee

Eight (8) members

or proposed by the Senate's Strategic Planning and Future Directions Committee. The UPC establishes policies governing General University Requirements (GUR), curriculum and related assessment policies and practices, including the approval of new courses intended to satisfy the existing General University Requirements; establishes undergraduate grade requirements for graduation and the granting of degrees; recommends registration and advising policies, and approves registration and advising policies involving commitment of faculty time and responsibilities; recommends policies and standards with regard to the status of "good standing," probation, and dismissal, academic honors, and related matters; functions as a review board on

all undergraduate student appeals of dismissal for failure to meet academic standards; provides advice and leadership in undergraduate student life policy formation, coordination, and implementation including those involving issues of intercollegiate athletics or other athletic and recreational activities; recommends policies and standards related to undergraduate online teaching and learning,







[A subcommittee of the Strategic Planning and Future Directions Committee, working with the Senate President, will confidentially analyze results of annual surveys of upper administrative leadership. In years that the President or Provost are assessed, the subcommittee consists of three

### **Amending the Bylaws**

[Any amendment to these Bylaws must originate as a formal motion by a Senator during a Senate meeting, and must be seconded by a Senator from a different academic unit. The proposed amendment may then be opened up for a Senate discussion, but should not be voted on at that time.]<sup>15</sup> If a proposal has been seconded and discussed, it must then be announced to the faculty in writing via email and all-University announcement for a period of at least one month prior to a vote so that it may be discussed by Senators with their academic unit.

At the next Senate meeting, the proposed amendment will be voted on by the Senate. In order to pass, the amendment must be affirmed by a supermajority

**Important Dates<sup>17</sup>**