

## **BY-LAWS OF THE FACULTY SENATE**

(Approved by the Faculty Senate April, 1968; Revised, March, 1979; October 14, 1980; March 10, 1981; May 8, 1984; October 9, 1984; November 13, 1984; April 9, 1985; November 8, 1988; April 12, 1994; December 12, 1995; April 8, 1997; May 9, 2000; May 14, 2002; March 11, 2003; September 10, 2013; April 15, 2015)

### **I. Meetings**

#### **A. Meeting times**

1. Meetings shall be scheduled monthly during the fall and spring semesters, at times approved by the Faculty Senate at its first meeting in the fall semester. The first meeting in the fall semester shall be scheduled by the President of the Faculty Senate.
2. Special meetings may be called by written petition of six or more members of the Faculty Senate, which petition shall be presented to the President of the Faculty Senate and circulated to the Senators at least three calendar days before the meeting.

#### **B. Agenda**

1. The agenda shall be circulated to the members of the Faculty Senate at least seven calendar days in advance of the Faculty Senate meeting, by the President of the Faculty Senate.
2. The agenda shall be as follows:

Call to order  
Reports of the President and the Provost  
Approval of the minutes  
Report of the UMBC Faculty Senate President  
Committee Reports  
Unfinished business  
New business  
Adjournment

#### **C. Motions**

1. Motions to be voted on by the Faculty Senate shall be submitted to members of the Faculty Senate in the Agenda or otherwise distributed to the members of the Faculty Senate at least five calendar days before the meeting. Motions not meeting this requirement may be added to the agenda at the meeting by a vote of two-thirds of the members of the Senate present and voting.
2. Motions
  - a. Any Senator may make a motion.
  - b. A motion requires a second in order to be discussed and voted on.
  - c. All motions require approval by a majority of the faculty senate, a quorum being present.

#### D. Time Limits

1. The President of the Senate shall, at the beginning of every meeting, request a timekeeper to announce when time limits have been reached.
2. Every agenda item shall be labeled “for information (or discussion)” or “action” and shall have a time limit. The Senate shall approve the agenda at the start of each meeting.
3. When a time limit has been reached on any agenda item, any Senator may request an extension of time of up to ten minutes. Without discussion or amendment, the Senate shall vote on this request, which shall carry by majority vote.
4. At the end of an extended time limit, any Senator may request a further ten minute extension of time. One Senator may speak for the further extension and one Senator may speak against it. A second (and subsequent) extension of time requires a 2/3rds vote to carry.

#### II. Terms of Office

- A. The term of office of all Faculty Senators and faculty members of the University and Senate Committees shall be two years unless otherwise specified.
  1. Elections for all offices shall be held annually.
  2. Should a vacancy occur in any position, the body electing the faculty member to fill that position shall elect a replacement whose term of office shall expire at the same time as the term of office of the individual being replaced.

#### III. Election of Faculty Senators

- A. Each department shall elect one Faculty Senator. When the department or program represented has existed for five or more years, the Senator elected either shall be a tenured member of the faculty or shall have three years of full time experience at UMBC. No department shall elect its chair senator unless no other member of the department is eligible. Members of the faculty serving as academic administrators in the Office of the Provost, the College of Arts, Humanities, and Social Sciences, the College of Engineering and Information Technology, the College of Natural and Mathematical Sciences, or the Graduate School shall be ineligible for election to the Faculty Senate for the period during which they so serve.
- B. Each department shall elect its Faculty Senator by vote of the faculty at least two weeks before the May meeting of the Faculty Senate in either odd or even numbered years in accordance with the following schedule:

Odd-numbered years: Africana Studies, Ancient Studies, Chemical and Biochemical Engineering, Chemistry and Biochemistry, Computer Science and Electrical Engineering, Economics, Education, Emergency Health Services, Geography and Environmental Systems, History, Information Systems, Library, Media and Communication Studies, Physics, Public Policy.

Even-numbered years: American Studies, Biological Sciences, Dance, English, Gender and Women's Studies, Language Literacy and Culture, Mathematics and Statistics, Marine Biotechnology, Mechanical Engineering, Modern Languages, Linguistics and Intercultural Communication, Music, Philosophy, Political Science, Psychology, Sociology, Social Work, Theater, Visual Arts.

As new academic departments are added to UMBC, they shall be included herein in a manner to ensure numerical balance between departments electing Senators in even and odd numbered years.

- C. The chair of each department shall communicate the name of the department's elected Senator to the President of the Faculty Senate as soon as possible after the Senator's election.
- D. The term of office of the members of the Faculty Senate shall commence with the September meeting of the Faculty Senate in that year in which the senator is elected and continue through May two years hence. Newly elected Senators shall be invited to attend the Senate meeting in May of the year of their election.
- E. For purposes of this election, departments shall be those groups of faculty members determined to be departments by majority vote of the Faculty Senate.
- F. Faculty members not affiliated with departments may petition the Faculty Senate for representation by a Faculty Senator, which shall be granted by majority vote of the Faculty Senate.

#### IV. Election of Faculty Senate Officers

- A. The Faculty Senate shall have two officers, a President and Vice President. Any tenured member of the faculty or library faculty with permanent status at the level of Librarian III or IV shall be eligible to serve as a Faculty Senate officer.
- B. The President and Vice President of the Faculty Senate shall be elected for one year terms at the May meeting of each year. The President and Vice President shall be eligible to succeed themselves for one term.
- C. No later than the May meeting of each year, the Faculty Senate Executive Committee shall present a slate of officers to the Senate.
- D. If the President shall resign from office before the expiration of his or her term, the Vice President shall assume the office for the duration of the previous President's term.
- E. If the Vice Presidency shall become vacant during the Vice President's term, the Faculty Senate shall elect a replacement from among the members of the Senate for the duration of the previous Vice President's term.

#### V. Election of Faculty Senate and University Committee Members

- A. Nominating Committee

1. Membership: The Nominating Committee shall consist of four members of the Faculty Senate who shall serve two-year terms. Two members shall be elected in even numbered years and two in odd numbered years. They shall be elected by the Faculty Senate in May of each year.
  2. Functions:
    - a. To solicit names of nominees for all vacant committee positions held by faculty members by writing to all faculty members during the spring semester of each year.
    - b. To endeavor to provide a balanced representation of faculty interests on all committees.
    - c. To place a slate of nominees before the Faculty Senate at the May Senate meeting each year. The committee will also provide a list of the names of all persons who agreed to serve in committee positions.
  3. Chair: The Chair of the Nominating Committee shall be elected annually in April each year from among its membership. The chair shall be a non-voting, ex-officio member of the Faculty Senate, unless he or she is a departmental senator in which case, he or she will retain his or her voting privileges.
- B. Alternative slates of nominees may be proposed by members of the Faculty Senate during the meeting at which the elections are held, varying one or more names on the Nominating Committee's slate.
- C. Balloting shall be by secret ballot in the case of contested elections.
- D. Elections shall be won by those candidates receiving the most votes for any position.
- E. Faculty members eligible to vote for members of the Faculty Senate (that is, all except those on single semester appointments), shall be eligible for membership on all University Senate Committees, except that department chairs may not serve on the Academic Conduct, Faculty Affairs, and Faculty Review Committees.

## VI. Faculty Senate Committees

### A. Faculty Affairs Committee

1. Membership: Eight faculty members who shall serve two year terms, half being elected in even numbered years and half being elected in odd numbered years.
2. Functions:
  - a. To review and make recommendations to the Faculty Senate concerning conditions of employment of faculty members.

- b. To review and make recommendations to the Faculty Senate concerning faculty evaluations including but not limited to student course evaluations and promotion and tenure policies.
3. Chair: The Chair of the Faculty Affairs Committee shall be elected annually in May of each year from among the members of the committee, and shall be a non-voting, ex-officio member of the Faculty Senate, unless he/she is a departmental Senator, in which case he/she shall retain his/her voting privileges.

B. Committee on Organization and University Operations

1. Membership: Six faculty members who shall serve two year terms, half being elected in even numbered years and half being elected in odd numbered years.
2. Functions:
  - a. To make recommendations to the Faculty Senate concerning the effective functioning of the Faculty Senate and its committees.
  - b. To maintain an up-to-date copy of the By-Laws of the Faculty Senate.
  - c. To review and make recommendations to the Faculty Senate concerning the operation of University offices.
  - d. To review and make recommendations to the Faculty Senate concerning the relationship between UMBC and Central Administration.
3. Chair: The Chair of the Committee on Organization and University Operations shall be elected annually in May of each year from among the members of the committee and shall be a non-voting, ex-officio member of the Faculty Senate, unless he/she is a departmental Senator, in which case he/she shall retain his/her voting privileges.

C. Faculty Grievance Committee

1. Membership: Nine faculty members including seven members who are Associate or Full Professors with tenure, and two members who are Assistant Professors without tenure. Each member shall serve for a term of three years. The terms of office of all members shall be staggered so the terms of three members expire each September.
2. Functions:
  - a. To protect rights of the faculty members and the pursuit of excellence in the University.
  - b. To hear informal complaints and formal grievances submitted by any faculty member of group or faculty members.

- c. To report to the Faculty Senate at least once each academic year a summary of its findings, procedural developments, and precedents, in such a manner as shall not injure the privacy of parties to its cases.
  - d. To establish appropriate relationships with the University administration concerning the rights of faculty members to file grievances and its role in such grievances under rules of the University, the laws of the State of Maryland, and the laws of the United States .
  - e. To establish procedures for hearing and adjudicating grievances to take effect upon approval of the Faculty Senate.
3. Chair: The Chair of the Faculty Grievances Committee shall be elected annually in May of each year from among the members of the committee and shall be a non-voting ex-officio member of the Faculty Senate, unless he/she is a departmental Senator, in which case he/she shall retain his/her voting privilege.

D. Academic Planning and Budget Committee

- 1. Membership: Ten tenured faculty members; Provost, ex-officio; Vice President for Administrative Affairs, ex-officio; Dean of College of Arts, Humanities and Sciences, ex-officio; Dean of College of Engineering and Information Technology, ex-officio; Dean of College of Natural and Mathematical Sciences, ex-officio; Dean of the Graduate School, ex-officio; Dean of the Erickson School, ex-officio; Dean of Undergraduate Education, ex-officio; Vice President of the Faculty Senate, ex-officio; Vice President for Research, ex-officio. Ex-officio members shall have voice but not vote, except that the Vice President of the Faculty Senate shall have voting privileges if he/she is also one of the ten elected faculty members. Two faculty members shall be elected to the committee each year. Faculty members of the committee shall serve five-year terms which may be interrupted by leaves of absence, though no term shall exceed five calendar years. Should the number of elected members fall below eight because of leaves of absences, sufficient one-year replacements shall be elected to ensure a total of eight committee members. Should a committee member resign, a replacement will be elected to serve the remainder of the five-year term.
- 2. Functions: To review and make recommendations on:
  - a. University priorities and plans.
  - b. Academic planning and priorities.
  - c. Proposals for new and revised academic programs.
  - d. Budgets, including budget plans, priorities, and modifications and the allocation of institutional funds.
  - e. The academic and budget planning process and the connections among plans, program reviews, and budgeting.
  - f. The committee shall report to the Senate at least once per semester and as needed or as requested by the President.

3. Chair: The Chair of the Academic Planning and Budget Committee shall be elected annually in May of each year from among the faculty members of the committee and shall take office at the beginning of the fall semester. The chair shall be a non-voting, ex-officio member of the Faculty Senate, unless he/she is a departmental Senator, in which case he/she shall retain his/her voting privileges.

E. Committee on Computer Policy

1. Membership: Seven (7) faculty members who shall serve two year terms, three being elected in even numbered years and four being elected in odd numbered years; and the following members who shall serve in a non-voting ex-officio capacity: one representative each from the office of the Dean of the College of Arts, Humanities, and Social Sciences; office of the Dean of Engineering and Information Technology; the office of the Dean of the College of Natural and Mathematical Sciences; the office of the Dean and Vice Provost for the Graduate Education; and the Vice President of Information Technology.
2. Functions:
  - a. To consider and recommend rules and regulations defining uses of computer facilities.
  - b. To review and to recommend the allocation and/or reallocation of resources pertaining to computer facilities and services.
  - c. To consider and evaluate the staffing needs of computer facilities and services.
  - d. To develop and adopt policies consistent with the objectives specified in 2a, 2b, and 2c above.
3. Chair: The Chair of the Committee on Computer Policy shall be elected annually in May of each year from among the faculty members of the Committee and shall be a non-voting, ex-officio member unless he/she is a departmental Senator, in which case he/she shall retain his/her voting privileges.

F. Honors and Awards Committee

1. Membership: The committee shall consist of six members of the faculty, three of whom will be selected even years and three of whom will be selected odd years. The term of service will be two years. To be eligible to serve on the committee, a person must have served in a full-time capacity at UMBC for a minimum of five years.
2. Functions:
  - a. To review nominations for honorary degrees to be awarded by UMBC.
  - b. When requested to identify and review potential UMBC faculty nominees as required for internal and external honors awards. This function shall not preclude nomination by other methods, e.g., self nomination, colleagues, departmental nomination. Moreover, this function would be performed only when an official UMBC nomination is required.

- c. To make recommendations with respect to nominees reviewed under a) and b) above to Provost and President.
- d. Chair: The Chair of the Honors and Awards Committee shall be elected annually in May of each year from among the members of the committee and shall be a non-voting ex-officio member of the Faculty Senate, unless he or she is a departmental Senator, in which case, he or she shall retain his or her voting privilege.

#### VII. Executive Committee

- A. Membership: The Faculty Senate President (as Chair), the Vice President, the Chair of the Academic Planning and Budget Committee, the Chair of the Faculty Affairs Committee, the Chair of the Undergraduate Council, the Liaison from the Graduate Council, the immediate past president of the Faculty Senate, and no less than three nor no more than six other UMBC faculty members (who shall serve one year terms). In any case, the majority of the committee must be voting members of the Senate. The at-large members will be appointed by the Faculty Senate President and approved by the Faculty Senate
- B. Functions: To provide continuity of planning and representation for the Senate and to prepare the agenda for the Senate meetings.
- C. Any decisions by the Executive Committee shall be reported to the Senate at its next regular meeting and be subject to review and approval.

#### VIII. Amendments

- A. These By-Laws may be amended by a majority vote of the Faculty Senate, a quorum being present.
- B. Proposals to amend the Faculty Senate By-Laws, the UMBC Plan of Organization, the Council of University System Faculty Constitution and other documents involving shared governance must be presented at a regularly scheduled Faculty Senate meeting and may be discussed at that meeting, but may not be voted on until the next regularly scheduled Faculty Senate meeting.