



Charter of the University Senate

Western Kentucky University

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Preamble

We, the faculty of Western Kentucky University, are committed to a collegial system of university governance. In a collegial system authority and responsibilities are shared among colleagues, some of whom have duties as faculty and others as administrators. The Statement on Government of Colleges and Universities, jointly formulated by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges (as adopted by the AAUP in 1966 and revised in 1990), outlines general principles governing the respective roles of governing boards, faculties, and administrators. In accord with the general principles outlined in this document, we subscribe to the goal of a system of governance in which there are appropriately shared responsibilities and cooperative action.

In a collegial system, decision-making power is delegated to the collegial group most expert in or responsible for the area in which a decision is made. The faculty has primary responsibility for areas such as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life relating to the educational process. The final decision on these matters is by statute lodged with the Board of Regents and may be delegated by the Board to the President. We believe that in these matters faculty advice should be welcomed and encouraged and if not accepted the rationale communicated to the faculty. Whenever possible, the faculty should have the opportunity to consider the matter further and to convey its view to the appropriate administrator. In other areas which affect academic programs, such as the selection of the President and other administrators, the organization and structure of departments, institutional budget priorities, and the like, the appropriate faculty bodies should be consulted.

This Charter sets forth a structure through which the faculty as a whole at Western Kentucky University can exercise its collegial responsibility. Every faculty member shall have the opportunity to participate in university governance--either directly by serving in the Senate or on a Senate committee or indirectly by electing colleagues to represent her or him.

I. The Function of the University Senate

The University Senate is the agency for the articulation and presentation of the views of the faculty. While departments, colleges, schools, and programs are empowered to make decisions in many areas, the need remains for consultation and cooperation on academic and professional matters that pertain to the university as a whole. Hence, the University Senate shall function as the official representative voice of the faculty, advising and making recommendations to the President and Provost/Vice President for Academic Affairs concerning academic requirements and policies, faculty responsibilities and welfare, and any other matters of importance to the faculty.

II. The Membership of the University Senate

A. Composition

1. The term "faculty" for purposes herein is defined as all persons in the full-time employ of the University who hold faculty rank, excluding visiting faculty, part-time faculty, and/or one year appointments. The extended campus and the part-time faculty representatives selected to serve on the Faculty Welfare and Professional Responsibilities Committee who must be members of the group they are to represent need not have "faculty" status as defined above.
2. Faculty members who hold appointments in more than one college and/or department will be counted as a member of the department and college in which the majority of their time is assigned. If a faculty member is assigned equally between departments and/or colleges, the faculty member will be asked to select the unit for which the appointment will count for Senate eligibility purposes.
3. Each college department, each library department, each Community College division, and the University College shall have one representative. These representatives shall be voting members of the Senate, and shall serve a two-year term. They shall select their own alternate to serve in their place if they are unable to attend a University Senate function. The alternate shall have the full rights and privileges of an elected senator when substituting for a regular representative.
4. Each college and the library shall select as many at-large representatives as required so that the total of departmental and at-large representatives is equal to ten (10) percent (rounded to the nearest whole number) of the unit's total faculty for a minimum of 2 elected senators. At-large representatives shall be voting members of the Senate, and shall serve a two-year term. They shall select their own alternate to serve in their place if they are unable to attend a University Senate function. The designated alternate shall have the full rights and privileges of an elected senator.
5. The Student Government Association shall have three representatives and three alternates to be selected by the Student Government Association. The student representatives shall be voting members of the Senate, and shall serve one-year terms.
6. Non-voting advisory members of the University Senate include: the President of the University, the Provost, the Academic Deans, the Dean of Graduate Studies, the Dean of Libraries, the Faculty Regent (the Faculty Regent cannot also be an elected Senate representative), and a representative from the Staff Council.
7. The Honors College is not to be considered a "college" for purposes of determining composition of the University Senate.

B. The Officers Their Functions

1. The University Senate shall have a Chair, Vice-Chair, and Secretary elected annually by the membership of the University Senate at the April Senate meeting. The Chair in consultation with the Executive Committee shall appoint a Parliamentarian, who need not be a Senator.
2. The Chair shall conduct the meetings of the Senate and serve as the chair of the

Executive Committee.

3. The Vice Chair shall perform all the duties of the Chair in the absence of the Chair. Additionally, the Vice Chair is responsible for organizing elections conducted by the Senate.
4. The Secretary shall keep minutes of all Senate meetings, and make the minutes available to members of the Senate and the entire faculty by posting them on the Senate Website within five workdays. The Secretary shall keep a membership list and record of attendance. The Secretary shall also keep minutes of the meetings of the Executive Committee.
5. The officers of the University Senate shall serve in their respective positions for a period of one year or until successors are elected. They shall be eligible for reelection.
6. The terms of the Chair, Vice-Chair, and Secretary shall begin on August 1st immediately succeeding the election.
7. The officers of the Senate may be removed for cause, following the guidelines established in the most recent edition of Sturgis' *The Standard Code of Parliamentary Procedure*.

C. Elections

1. Any person eligible to serve as a University senator is eligible to participate in the election of University senators.
2. Under the direction of the Vice Chair of the Senate assisted by the College representatives to the Executive Committee, departments shall hold elections for ***departmental*** Senators during odd numbered years. In February of the election year, each department shall elect a representative to serve on the Senate. Elections shall be completed and the results reported to the College Dean and the Vice-Chair by March 31st. Any person eligible to serve as a Senator may participate in the election.
3. Under the direction of the Vice-Chair of the Senate assisted by the College representatives to the Executive Committee, colleges shall hold elections for at-large Senators during even numbered years. In February of the election year, each department may nominate up to three faculty members to a pool from which its college's at-large representatives shall be chosen. The list of nominees for each college shall be published online and faculty within the college shall vote by electronic ballot, with the ballot being available for three days. The number of at-large Senators elected shall be based upon the current faculty numbers in each College per the Senate representation requirements set forth in Section II. Elections shall be completed and the results reported to the College Dean and the Vice-Chair by March 31st. Each eligible voter shall be permitted to vote for as many persons as positions being filled. Those with the highest number of votes shall be declared elected. In the event of a tie, a drawing to determine the winner shall be conducted by the Vice-Chair. The runners-up shall be placed in a pool from which replacements will be selected when vacancies occur. In each case, the person with the highest number of votes shall be selected.
4. At the April Senate meeting, the Executive Committee representative from each college, the Library and the Student Government Association shall hold a caucus of their Senate representatives elected to serve the following academic year to determine

membership on each of the Senate standing committees. The Executive Committee and the Undergraduate Curriculum Committee must have representation from each college, the Library and SGA. In the event a college, the Library or the SGA does not have enough elected senators to serve on the remaining standing committees of the Senate as required in Section IV(A), the elected representatives may appoint additional faculty/student members to fill the remaining committees or the elected representatives may serve on more than one standing committee.

5. If a departmental senator resigns, an election will be held in his/her department to replace the senator. The department shall follow the election procedure set forth in paragraph two. If an at-large senator resigns, the first eligible runner-up from that unit's at-large pool shall replace the resigning senator.
6. If a senator is absent from two regularly scheduled Senate meetings during an academic year and fails to provide an alternate, the Chair of the University Senate may declare the senator's position vacant. If the position of a departmental senator is declared vacant, the department shall hold a new election. The Vice Chair of the University Senate shall keep a complete record of the votes for at-large senators for each college. If the position of an at-large senator in a college is declared vacant, the next eligible person in the at-large pool of that college shall become senator.

D. Term of Office

Each elected member shall serve for a term of two years beginning August 1 of the first year and ending July 31 of the second year, with the exception of the Student Government representatives. Members shall be eligible for reelection for a second consecutive term but ineligible for further reelection until one year has elapsed. Elections to fill vacancies shall be conducted by the department where the vacancy has occurred and shall be only for the unexpired term. Fractions of terms of less than one year served in fulfilling an unexpired term shall not prevent the individual from being elected for two additional successive terms.

III. Senate Meetings and Rules of Procedure

- A. The University Senate URL shall be: <http://www.wku.edu/senate>. The Chair, or his/her authorized representative, shall be responsible for maintenance of the website.
- B. The website shall, at a minimum, contain the following:
 1. A list of the current Senate membership;
 2. A list of the current Senate standing committee membership;
 3. Senate Charter;
 4. Current month meeting agenda; and
 5. Past meeting minutes.
- C. The Senate shall use email as the official means of communication with its membership.
- D. The University Senate shall meet once a month during the academic year unless the frequency of meetings is changed by a vote of the Senate. The date, time, and place of the meetings are to be determined by the Executive Committee.
- E. The agenda, committee reports and/or resolutions to be considered by the Senate shall be posted on the Senate website with notice to the Senate membership at least seven days prior to the meeting.

- F. The Chair may call a special meeting with the concurrence of the majority of the voting members of the Executive Committee. A special meeting must also be called by the Chair upon written request of at least ten members of the University Senate.
- G. If a departmental senator and the departmental alternate senator cannot attend a Senate meeting, the departmental senator can send any member of the department to the Senate meeting.
- H. A quorum of the University Senate shall be a majority of the voting membership of the Senate. Business conducted up to the point that an absence of a quorum is established and announced by the chair is assumed to be conducted with a quorum present.
- I. Procedural matters brought before the Senate shall require only one reading; substantive matters shall require two readings. Any senator may make a resolution which, if seconded, shall be addressed by the Senate.
- J. The University Senate shall use the most recent edition of Sturgis' *The Standard Code of Parliamentary Procedure* to govern its meetings.
- K. All meetings of the University Senate shall be open to all members of the faculty and other interested parties. Visitors shall be permitted to address the Senate at the discretion of the Chair.

IV. The Organization of the University Senate

The University Senate shall act on all proposals received either from its committees or from its members. In addition, the Senate shall hear and rule on any appeal from a college curriculum committee, and shall forward its recommendation, along with the relevant materials to the Office of the Provost.

The University Senate shall also act through its committees, receiving for information reports of committee actions. However, the Senate may vote to review a committee action. The committee shall be informed of the review and the matter shall be placed on the agenda of the next Senate meeting. The Senate shall forward its recommendation to the Office of the Provost.

A. Standing Committees of the Senate

The standing committees of the Senate are as follows: the Executive Committee, the Undergraduate Curriculum Committee, the General Education Committee, the Professional Responsibilities and Faculty Welfare Committee, and the Committee on Academic Quality. The composition and duties of the standing committees are as follows:

1. The Executive Committee

The Executive Committee shall be composed of the Chair, Vice-Chair, and Secretary of the University Senate, the Chairs of the other standing committees, and one Senate member from each undergraduate college and the Library, and one Student Government Association representative. The Provost and the Faculty Regent shall be ex-officio, non-voting members of this committee. The Secretary of the Senate shall function as Secretary of the Executive Committee.

The functions of the Executive Committee shall be:

- a. to set the time and place of regular meetings and to prepare the agenda for each meeting;
- b. to function as liaison between the Senate and the President and Provost/Vice President for Academic Affairs, meeting with each one at least twice a semester;
- c. to respond to requests from the President and Provost for the formation of an ad hoc committee to study a particular issue or to recommend faculty members to serve on a university committee;
- d. to review standing committee reports and/or ad hoc committee reports and vote to include the reports on the regular Senate agenda;
- e. to assist the Chair of the Senate in assigning issues to the appropriate committee for study and possible action;
- f. to make recommendations to the Senate concerning Senate rules and by-laws, proposed amendments, and procedural changes;
- g. to conduct elections for Faculty Regent as required by state statute;
- h. to establish the pool from which faculty members will be chosen to serve on the Faculty Grievance and Continuance Committees on or before November 1st of each odd numbered year, said pool to be representative of one tenured-faculty nominee from each academic department as submitted to the Vice-Chair; service is limited to a two year term for the pool, with individual committee service limited to one year; names put forward by Academic Affairs for membership on either committee is to be approved by the SEC and voted on by the Senate; and,
- i. to serve as a liaison to the faculty in communicating the current issue under review by the Senate and its committees and in describing the accomplishments of the senate

~~The Vice Chair and the college senators to the Executive Committee shall undertake as one of their duties on the Executive Committee the publication of a newsletter (in either paper or electronic format) to be distributed to the faculty. This Communications subcommittee may appoint additional faculty, who need not be Senators, with appropriate expertise to aid them in this duty. The newsletter shall be published no less than once a semester.~~

2. The Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each college (excluding Honors College) and the Library shall be selected by Senate colleagues from the same college/Library. One curriculum committee representative and one alternate shall be selected from each of the college undergraduate curriculum committees. To ensure adequate representation, three faculty members and three alternates shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One student senator shall be selected by the Student Government Association to serve on the Committee. The

selected senators, curriculum committee representatives, at-large appointees, and the student representative are voting members. The Registrar, a representative of the Office of the Provost, and the deans (or their representatives) of the undergraduate colleges, and the Library shall be non-voting advisory members.

The functions of the Undergraduate Curriculum Committee shall be:

- a. to review existing undergraduate programs and new program proposals in light of the university's mission statement;
- b. to review any undergraduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations;
- c. to review existing undergraduate courses and new courses having significant consequences that cross college lines;
- d. to study any undergraduate curricular matter it chooses; and,
- e. to study undergraduate matters assigned to it by the Executive Committee.

The Undergraduate Curriculum Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide undergraduate academic policies, and 2) to review particular undergraduate programs and courses to determine whether they meet established standards. The latter includes both action, consent, and information items received from college curriculum committees.

Undergraduate university-wide academic policies include such matters as admission requirements, undergraduate degree and graduation requirements, and all similar matters that have application or significance beyond a single college, except matters pertaining to General Education. The Chair of the Undergraduate Curriculum Committee shall submit a report setting forth its recommendations concerning these matters to the Chair of the Senate Executive Committee at least five days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

The Undergraduate Curriculum Committee shall place on its agenda the following items. In his/her report to the committee, the Chair shall inform the committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of "consent item.") Any member of the Undergraduate Curriculum Committee shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on the action agenda. (See Appendix A for a definition of "action item.") Any action item that the Undergraduate Curriculum Committee rejects shall be returned to the college curriculum committee which submitted it, accompanied by a rationale for the rejection. The Chair of the Undergraduate

Curriculum Committee shall submit a report setting forth the consent and action items as approved by it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

It is not the role or responsibility of the Chair of the Undergraduate Curriculum Committee or the Committee membership to edit proposals for grammar and formatting. The college curriculum committees shall be responsible for ensuring that proposals are free from grammatical errors and follow the formats and guidelines established by the UCC. Proposals that require substantial editing may be returned to the proponent at the discretion of the UCC Chair. UCC proposal guidelines and forms can be found online at: www.wku.edu/ucc.

3. The General Education Committee

The General Education Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each undergraduate college (excluding Honors College) and the Library shall be selected by Senate colleagues from the same college/Library. To ensure adequate representation, three faculty members and three alternates shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. In addition, one student senator shall be selected by the Student Government Association to serve on the committee. The selected senators, at-large appointees and the student representative are voting members. A representative of the Office of the Provost and the General Education Coordinator shall be non-voting advisory members.

The functions of the General Education Committee shall be:

- a. to develop and review general education guidelines, performance standards, and course criteria;
- b. to review existing courses and to consider new courses proposed for general education
- c. to engage in a continuing evaluation of the effectiveness of the general education program;
- d. to study all matters it chooses pertaining to general education; and,
- e. to study matters assigned to it by the Executive Committee

The General Education Committee shall function as the faculty review body to make recommendations regarding matters pertaining to general education. The General Education Committee shall have two types of responsibilities: 1) to make proposals to the University Senate concerning the structure and content of general education, and 2) to review courses proposed for general education to determine whether they meet established standards.

The oversight of the general education program includes such matters as establishing standards for general education and monitoring the effectiveness of general education. Proposals concerning such matters shall be submitted to the University Senate for approval. Upon Senate approval, they shall be forwarded to the Office of the Vice President for Academic Affairs.

The General Education Committee shall also review all courses submitted to it by college curriculum committees for general education credit. Any proposal that the General Education Committee rejects shall be returned to the appropriate college curriculum committee, accompanied by a rationale for the rejection. The Chair of the General Education Committee shall submit a report setting forth consent and action items approved by it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

4. The Faculty Welfare and Professional Responsibilities Committee

The Faculty Welfare and Professional Responsibilities Committee shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate shall be selected from each college (excluding Honors College) and the Library by Senate colleagues from the same college/Library. To ensure adequate representation, three at-large appointees shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. A faculty member from an extended campus and a part-time faculty member shall also serve as voting members of this Committee. These members shall be selected by rotation among the off-campus centers in the extended campus member's case and rotated among the colleges for the part-time faculty member. One student senator shall be selected by the Student Government Association to serve on the Committee. The selected senators, at-large appointees, extended campus representative, part-time faculty representative, and the student government representative shall be voting members. A representative from the Office of the Provost shall be a non-voting advisory member of this committee.

The functions of the Faculty Welfare and Professional Responsibilities Committee shall be:

- a. to make recommendations concerning the responsibilities and obligations of the faculty person in his/her role as scholar and teacher;
- b. to make recommendations concerning faculty evaluation and the recognition of outstanding performance in teaching, scholarship (research) and university service;
- c. to make recommendations on policies, criteria, and procedures for faculty recruitment, appointment, reappointment, promotion, tenure, post-tenure review, salary, workload, working conditions, summer teaching, sabbatical leave, leave of absence, professional

- travel expenses, off-campus teaching and service, and consulting activities ;
- d. to furnish advice on policies and procedures relating to retirement programs, insurance plans, sick/medical leave, tenure, and other matters relevant to faculty welfare;
- e. to study any matter pertaining to faculty responsibilities and welfare it chooses;
- f. to make recommendations concerning policies and procedures related to faculty grievances; and,
- g. to study matters assigned to it by the Executive Committee.

The Chair of the Faculty Welfare and Professional Responsibilities shall submit a report setting forth recommendations it may have relating to faculty issues to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

5. Committee on Academic Quality

The Committee on Academic Quality shall consist of voting members, their alternates, and non-voting advisory members. One senate representative and one alternate from each college (excluding Honors College) and the Library shall be selected by Senate colleagues from the same college/Library. To ensure adequate representation, three at-large appointees shall be appointed by the Executive Committee. The at-large appointees should normally be Senators, but non-Senators may be appointed. One representative shall be selected by the Student Government Association to serve on this committee. The selected senators, at-large appointees and the student government representative shall be voting members. A representative from the Registrar's Office, a representative from the Academic Advising and Retention Center and a representative of the Office of the Provost shall be non-voting advisory members.

The functions of the Committee on Academic Quality shall be:

- a. to study and monitor the changes to the grading system;
- b. to study and monitor changes in the Drop/Add policy;
- c. to study and monitor changes in advising policies;
- d. to explore additional ways to strengthen the academic culture at WKU; and,
- e. to study matters assigned to it by the Executive Committee.

The Chair of the Committee on Academic Quality shall submit a report setting forth recommendations it may have relating to issues before it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be placed on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

6. The Graduate Council

The Graduate Council has general supervision and control over all matters of graduate instruction, including admission and degree requirements, curricula, Graduate Faculty membership, and general academic regulations. The Graduate Council submits recommendations concerning initiation or revision of graduate courses and programs through the University Senate to the Office of the Provost. The Council is composed of the Dean of Graduate Studies and Research, ~~three~~ two faculty members elected by and from the Graduate Faculty of each of the academic colleges offering graduate courses, and ~~five~~ one ~~students~~—~~one~~ graduate student member elected by and from the graduate students of each of the academic colleges offering graduate courses. In addition, the Executive Committee shall appoint one senator to serve as a voting member of the Graduate Council.

The functions of the Graduate Council shall be:

1. To make proposals to the University Senate concerning university-wide graduate academic policies.
 - a. to receive, review, and act upon academic course and program proposals being submitted through the approval process
 - b. to review existing graduate programs and new program proposals in light of the university's mission statement
 - c. to review any graduate academic matters such as degree and graduation requirements, standards of scholastic achievement, rules and regulations governing faculty-student relations
 - d. to review existing graduate courses and new courses having significant consequences that cross college lines
 - e. to study any graduate curricular matter it chooses
 - f. to study graduate matters assigned to it by the Executive Committee
2. To make proposals directly to the Vice President for Academic Affairs concerning university-wide administrative and personnel policies:
 - a. recommendations on stipends and benefits for graduate assistantships
 - b. recommendations on graduate student research grants
 - c. requirements and recommendations for appointment and continuation of Graduate Faculty status
 - d. hearing and acting upon student appeals of Graduate Studies and Research requirements
 - e. establishment of standing and ad hoc committees
 - f. responding to requests about graduate matters from the Academic Vice President and for Council of Academic Deans

The Graduate Council shall have two types of responsibilities: 1) to make proposals to the University Senate concerning university-wide graduate academic policies, and 2) to review particular graduate programs and courses to determine whether they meet established standards. The latter includes both action and information items received from college curriculum committees.

Graduate university-wide academic policies include such matters as admission requirements, degree and graduation requirements, and all similar matters that have application or significance beyond a single college. The Chair of Graduate Council shall submit a report setting forth its recommendations concerning these matters to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

The Graduate Council shall place on its agenda the following items. In his/her report to the committee, the Chair shall inform the committee of all information items submitted by the college curriculum committees. (See Appendix A for a definition of "information item.") All consent items submitted by the college curriculum committees shall be placed on a consent agenda. (See Appendix A for a definition of "consent item.") Any member of the Graduate Council shall have the option of removing a consent item from the consent agenda and placing it on its action agenda for regular review. All action items submitted by the college curriculum committees shall be placed on the action agenda. (See Appendix A for a definition of "action item.") Any action item that the Graduate Council rejects shall be returned to the college curriculum committee which submitted it, accompanied by a rationale for the rejection. The Chair of the Graduate Council shall submit a report setting forth the consent and action items as approved by it to the Chair of the Senate Executive Committee at least seven days prior to the Executive Committee's meeting for approval to include the report on the Senate agenda. Upon approval by the Senate Executive Committee, the report shall be included on the Senate agenda for the next scheduled Senate meeting. Upon Senate approval, the report shall be forwarded to the Office of the Provost.

B. Rules of Standing Committees

1. —Meetings: Standing committees shall meet at least once each month during the academic year. Special meetings may be called by the committee chair upon the request of a majority of the committee members. The day, time, and place of all meetings shall be published so that interested parties may attend a committee meeting. Visitors shall be permitted to address the committee at the discretion of the committee chair.
2. —Quorum: A quorum shall consist of a simple majority of voting members of the committee.
3. —Voting Requirements: A simple majority of the quorum is required for a legal vote.
4. Officers: Each committee, except the Executive Committee, shall elect its own Chair. The Chairs of all standing committees shall be members of the Senate.

5. Appointed members of committees who are not members of the Senate shall have the right to speak on the floor of the Senate when matters related to their committee are being debated, but they shall not have voting rights. In committee sessions, they shall have the same rights as Senate-elected members of the committee.

C. Ad Hoc Committees

The Executive Committee shall have the right to appoint an ad hoc committee in response to a need which it has identified or to an administrative request. The composition of such a committee shall be determined by the situation. Where appropriate, the rules for Standing Committees shall govern the organization and operation of an ad hoc committee. An ad hoc committee shall be disbanded after it has completed its investigation and reported its findings to the University Senate.

D. Faculty Representation on other University Committees

Besides academic and faculty responsibility and welfare matters, there are many activities in the university which affect academic programs. Examples include the selection of the President and Executive Officers, institutional budget priorities, building priorities and design of academic facilities, goals and objectives of major fund raising efforts as related to academic matters, scholarship policies, selection of major non-academic administrators, support services related to academic functions, general policies regarding intercollegiate athletics, campus safety, transportation and parking policies, etc. In these matters it is appropriate that faculty opinion be considered along with that of others. Where feasible the appropriate faculty body should be consulted. In other cases the appropriate form of faculty input may be through having one or more faculty members serve on the committee in question. When committee appointments are appropriate, the President or delegated administrative officer shall request the University Senate Executive Committee to recommend as many faculty members as needed to serve on such committees. This applies both to standing committees such as the Budget Committee, Athletic Committee, and the like, and ad hoc committees formed to study and make recommendations on any issue of special importance to faculty.

Faculty members representing the Senate on a standing university committee shall normally serve for two years, but may serve for a longer term to conform to the norm for that committee. On ad hoc committees Senate-recommended members shall serve until the committee has completed its task and is dismissed. One faculty representative from the Senate who serves on a standing university committee or an ad hoc committee shall report to the Senate, and shall keep the Senate abreast of the activities of the committee on which he/she is serving.

V. Charter Amendments

A proposed amendment to the Charter of the University Senate may be submitted to the

Executive Committee by Senate members or by a committee of the Senate. The Executive Committee shall present the proposal, along with its own recommendation, to the membership of the Senate. An amendment must have two readings and be approved by a two-thirds majority of the membership present.

VI. Implementation

The University Senate shall be established and this Charter adopted when approved by the Board of Regents of Western Kentucky University and shall replace the current Academic Council and Faculty Senate.

Functions of the College Curriculum Committees

Each college shall have undergraduate and graduate curriculum committees to review all curriculum-related matters, including the determination of degree requirements and standards of scholastic achievement. Departments shall submit to their college curriculum committees all proposals for changes in their academic programs. If a college curriculum committee approves a proposal and it has significant implications for departments in other colleges, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as an action item. Proposals with significant implications include the following: new programs (majors, minors, certificate programs), significant changes in a program, new courses, multiple changes to existing courses, changes in course credit hours, changes in course numbers with changes in level (e.g. PSY 342 becomes PSY 453), multiple offerings of “one-time only” courses, and academic policies and regulations.

If a proposal does not have significant implications beyond the college, then it shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as a consent item. Proposals that do not have significant implications for programs in other colleges typically include the following: proposals to change program (majors, minors, certificate programs) titles, replace on intradepartmental course in a program with another, delete programs, suspend programs, change course titles, change course catalog descriptions (as long as the course content is not changed), change course numbers without changing level (e.g. PSY 342 becomes PSY 353), change course prerequisites, or create community college equivalent courses. Any member of the Undergraduate Curriculum Committee or the Graduate Council shall have the right to remove a proposal from a college-curriculum committee’s list of consent items and to treat it as an action item. If a member of the Undergraduate Curriculum Committee or the Graduate Council does so, the committee may postpone review of the item until their next meeting.

One-time only course offerings and proposals to change course prefixes shall be forwarded to the Undergraduate Curriculum Committee or the Graduate Council as information items.

If a new course is also being recommended for inclusion in general education, then the proposal shall first be forwarded to the Undergraduate Curriculum Committee for approval. If approved, the proposal shall then be forwarded to the University Senate for consent and to the General Education Committee for review.

If the Undergraduate Curriculum Committee, the Graduate Council, or the General Education Committee rejects a proposal from a college curriculum committee, the college committee shall have the opportunity to revise its proposal and to resubmit it to the same committee. If the proposal is rejected a second time, the college curriculum committee shall

have the right to appeal its case to the University Senate. It shall submit the proposal to the Chair of the Senate to be placed as an action item on the Senate agenda. If the University Senate rules in favor of the college curriculum committee's proposal, the proposal shall be forwarded as a recommendation to the Office of the Vice President for Academic Affairs.

Bylaws

Bylaw 1 (supplementing II.C.1 and II.D. of the Charter of the University Senate). The election of departmental senators will be conducted during odd years (e.g., 2001, 2003, ...). The election of at-large senators will be conducted during even years (e.g., 2002, 2004, ...). To make this possible, departmental senators will have a one-year term for the 2000/2001 academic year and a special election will be conducted for departmental senators during the spring of 2001. This one-year term will not be counted toward successive terms and any reelected departmental senator will be eligible for a second consecutive term for two years. This would give a departmental senator elected in 2000 the possibility of three terms in office (one term of one year and two terms of two years for a total of five years in office). After the spring 2001 elections, all senators will have a two-year terms as described in this Charter.

Bylaw 2. Non-senators appointed to the University Committees shall be subject to the same term-of-service regulations as Senate members. That is, a non-senator can serve a maximum of four years on Senate committees and then will be ineligible for serving on the Senate or any other Senate Committee until one year has elapsed.

Bylaw 3. Representatives serving in the Senate, and on Senate subcommittees in any capacity may not serve in more than one slot in a subcommittee at the same time.