



Bylaws

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ARTICLE I - OBJECTIVE & DEFINITIONS

In accordance with the preamble to the Constitution of The Faculty Senate of The University of Tulsa, this Senate is "...to provide a forum in which the elected representatives of the faculty may, without restraint, freely express their thoughts on issues of specific and general concern to the members of the academic community."

"Regular Faculty" are the full-time resident faculty as defined in section I.D.1.a of the 2004 *Statement on Academic Freedom, Responsibility and Tenure*, or its successor documents, except Academic Administrators as defined below. Explicitly excluded are those faculty holding full-time administrative positions at or above the collegiate level.

A "Faculty Senator" is a member of the Regular Faculty who has been duly elected to the Faculty Senate in accordance with Faculty Senate Constitution and Bylaws.

An "Academic Administrator" is an administrator, at or above the collegiate level, who holds a tenure or tenure-track faculty appointment.

An "Academic Administrator Senator" is an *ex officio* administrative member of the Faculty Senate, including the Provost, President of the University, Collegiate Deans, and Dean of the Graduate School.

ARTICLE II - MEMBERS

Section 1. Membership of the Faculty Senate shall consist of the Faculty Senators duly elected by their respective colleges and Academic Administrator Senators. Academic Administrator

Senators are non-voting members of the Faculty Senate.

Section 2. The procedure for election of Faculty Senators shall be determined by each of the colleges; however, it must be an open process that permits the nomination of any eligible candidate by any faculty member who is eligible to vote. The Faculty Senate shall be the judge of the election and qualification of its members.

Section 3. Those eligible to vote in the election of Faculty Senators and eligible to be elected as Faculty Senators are the Regular Faculty who will have completed at least one year of service at the University prior to the beginning of the next Senate term. Explicitly excluded are those who hold any type of visiting appointment, unless the faculty contract stipulates that the time under such appointment shall count towards the tenure probation period; in this circumstance, the faculty member can vote but cannot be elected.

Section 4. Apportionment of seats in the Faculty Senate to the colleges shall be based on the number of full-time resident faculty members from each college who are eligible to vote. A faculty member holding joint appointments will be counted for purposes of apportionment as a member only of the college where he or she holds a tenure or tenure-track position. In all other cases representation shall be based on the college of primary appointment.

Section 5. Each January, each college or Provost shall submit to the Steering Committee a list of all faculty eligible to be elected by their college faculty and an additional list of those eligible to vote in such election, providing the date of appointment, rank, and term of contract.

Section 6. Each February, the Steering Committee shall determine the apportionment of seats in the Faculty Senate to the colleges for the following year and shall advise each college of the number of senators to be elected in the regular spring election and their terms of office.

Section 7. Elections shall be held by April 15 of each year. Every year, each College shall also elect at least two standing alternates. Each college will report the names of newly elected Faculty Senators and the ordered list of alternates to the President of the Senate by April 15. The terms of Faculty Senators shall be three years and shall begin June 1.

Section 8. When a Faculty Senator resigns or is otherwise unable to continue to serve, that position becomes vacant as of the effective date of the resignation or incapacity. If a Faculty Senator is unable to attend a senate meeting, that senator should have one of the alternate senators from the same college attend in the senator's place, as a full voting member. If a senator misses a total of four regular meetings of the Faculty Senate during a Senate year, June 1 to May 31, without being represented by an alternate senator, that position becomes vacant as of the date of the fourth missed meeting.

Section 9. When during a Senate year, June 1 to May 31, a Faculty Senator's position becomes vacant, that position will be filled by the first standing alternate of the respective college. If called, the standing alternate will serve until the next regularly scheduled election. Any additional vacancy from the same college will be filled by the next standing alternate of that college. If no other standing alternate has been elected, that position remains vacant until a new replacement has been elected, with all deliberate speed, according to Section 2. The president of

the Faculty Senate shall notify the standing alternate and the respective college of the need to fill a vacancy.

ARTICLE III - OFFICERS

Section 1. There shall be two officers of the Senate, the President and the Vice President.

Section 2. The President and Vice President of the Faculty Senate shall be Faculty Senators elected to these offices for one-year terms. The President will discharge the customary duties of the presiding officer and other functions as provided in the Constitution and Bylaws, or at the direction of the Senate.

Section 3. Nominations for the presidency can only be made from the floor by Faculty Senators. The President shall be elected by a majority vote of the Faculty Senators present and voting at the April meeting. The President will take office effective June 1.

Section 4. The President shall establish the agenda of the regular meetings of the Faculty Senate.

Section 5. The President shall immediately inform, in writing, the President of the University of all requests for administrative action taken by the Faculty Senate.

Section 6. Nominations for the Vice President can only be made from the floor by Faculty Senators. The Vice President shall be elected by a majority vote of the Faculty Senators present and voting at the April meeting and will take office effective June 1.

Section 7. The Vice President shall serve as presiding officer in the absence of the President.

Section 8. The Vice President shall record and preserve the minutes of the meetings of the Faculty Senate.

Section 9. The Vice President shall notify the senators and the University faculty of meeting times and agendas.

Section 10. The Vice President shall prepare and distribute to all members of the University faculty, administrative staff, and appropriate student bodies, a monthly report of actions taken by the Faculty Senate.

Section 11. Service as President and Vice President shall be considered a significant contribution to the University with commensurate stipend of one month's summer salary. The month of summer salary shall be equal to one tenth (1/10) of the academic year salary of the faculty member serving.

Section 12. If the office of the President becomes vacant, the Vice President shall assume that office and the office of the Vice President will become vacant.

Section 13. If the office of the Vice President becomes vacant, the Faculty Senate, at its next meeting, shall elect a successor.

Section 14. Should both offices become vacant, the President of the University shall call a special session of the Faculty Senate for the election of these officers.

ARTICLE IV - MEETINGS

Section 1. The regularly scheduled meetings of the Senate shall be held on the third Thursday of each month, except in May, when the Senate shall meet on the first Thursday after commencement and in November, when the Senate shall meet on the second Thursday. If the date of a regularly scheduled meeting falls on a Thursday during new student orientation or spring break, the Senate shall meet on the following Thursday instead. No regularly scheduled meetings will be held in June, July, or December. Under extenuating circumstances, the President of the Faculty Senate may change the date of a regularly scheduled meeting by giving as much notice as is reasonably possible.

Section 2. On an annual basis, the incoming Steering Committee shall fix a reasonable time of day for the regularly scheduled monthly meetings from August 1, through May 31, of the following year. The President of the Faculty Senate shall designate an appropriate meeting place.

Section 3. The Senate may be called to additional meetings by the President of the University, the President of the Senate, or by petition from: half or more of its members; or half or more of the Regular Faculty members of any College in the University; or twenty percent of the Regular Faculty members of the University.

Section 4. A majority, defined as greater than fifty percent, of the voting membership of the Senate shall constitute a quorum for all regularly scheduled and called meetings of the Senate. The presiding officer may, at his or her discretion, allow the presentation of administrative questions or other informational items in the absence of a quorum.

Section 5. For regularly scheduled meetings, the agenda shall be distributed to the University faculty one week in advance of the meeting and shall include the time and place of the meeting. For called meetings not by petition, one week's notice shall be required; the notice shall include the date, time, place, and agenda of the called meeting. For called meetings by petition, the President shall provide notice of the date, time, place, and agenda within one week of the President's recognition of a valid petition.

Section 6. All meetings of the Faculty Senate are open to all members of the University community holding resident faculty appointments. The presiding officer may recognize all faculty to speak at Senate meetings.

Section 7. The President of the Faculty Senate may invite any guests to make presentations or provide information relating to the University. When the guests do not hold faculty appointments at the University, their presentation should normally be made after the Roll has been taken and before the Senate initiates its deliberations, including the discussion and approval of previous minutes. In exceptional circumstances the Faculty Senate may recess its deliberations to receive reports from someone not holding a faculty appointment at the University. The presiding officer

shall excuse all those not holding a faculty appointment at the University from the deliberations of the Faculty Senate. By a majority vote the Faculty Senate can open a meeting to all or any particular members of the University community.

Section 8. If the minutes of the previous meeting have been distributed prior to the present meeting, the Faculty Senate may dispense with reading the minutes unless a Faculty Senator specifically requests such a reading.

ARTICLE V - GOVERNANCE OF THE FACULTY SENATE

Section 1. The Faculty Senate shall govern itself through its officers, the caucuses of the individual college senators, and the two governance committees: Steering and Bylaws.

Section 2. Length of Service: each member of a governance committee shall serve for one year beginning June 1 and ending May 31. Each caucus may designate another senator as alternate in the event that a governance committee member is unable to attend a meeting.

Section 3. Steering Committee: the Steering Committee will prepare a program of issues to be considered by the Faculty Senate based on input from faculty members and the individual caucuses. It will recommend appropriate faculty committees to accomplish the related objectives. It will also perform other tasks as provided by these Bylaws or directed by a vote of the Faculty Senate. The Steering Committee shall certify that the elections of Faculty Senators from the individual colleges are held within the rules specified by these Bylaws and otherwise adopted by the Faculty Senate. The Steering Committee shall manage all Senate election process with appropriate external resources, as needed.

Section 4. The Faculty Senate Steering Committee shall consist of senators selected as follows: those senators selected by the caucus of the elected Faculty Senators of the individual colleges, and one Academic Administrator selected by the caucus of Academic Administrator Senators. The number of members from a given college shall be computed by rounding to the next highest integer, the result of multiplying the number of colleges by the number of elected Faculty Senators from that college divided by the total number of elected Faculty Senators. Each college shall have at least one representative. The names of the new committee members shall be forwarded to the Senate President at the May meeting of the Senate.

Section 5. Bylaws Committee: the Bylaws Committee shall be an ad hoc committee of the Faculty Senate. It will be formed only when the Senate, by majority vote, deems it necessary to review its Bylaws. The committee shall be formed in accordance with the procedure set for the Steering Committee in Section 4.

Section 6. The President of the Faculty Senate shall call the first meeting of each governance committee and charge the committee. Each governance committee shall elect its chair from within its own membership.

Section 7. The Vice President shall maintain a list and description of committees and task forces that have been formed by the Faculty Senate and a compilation of rules that are not codified in these Bylaws.

Section 8. The Vice President shall coordinate with the University Archives Librarian to maintain a depository for permanent records of the Senate. Chairpersons and/or secretaries of standing and ad hoc committees and of task forces which report to the Senate shall forward copies of minutes, reports, and other documents deemed to be appropriate for retention to the Vice President of the Senate for inclusion in the depository.

Section 9. The President of the Faculty Senate shall annually appoint a faculty member as Parliamentarian.

Section 10. The Parliamentarian shall attend all meetings of the Faculty Senate to advise, upon request of the chair, with respect to parliamentary procedure. The parliamentarian shall also be available to Senators to consult with respect to parliamentary procedure in preparation for meetings.

Section 11. The Nominating subcommittee of the Steering Committee shall consist of the elected Faculty Senators who are members of the Steering Committee. It shall be organized in accordance with Section 6. It shall annually prepare a slate of nominees for officers of the Senate.

Section 12. Electronic voting is admissible for Faculty Senate business unless explicitly stated otherwise in the Bylaws or in the text of the motion.

ARTICLE VI - COMMITTEES, TASK FORCES, BOARDS

Section 1. Membership in Standing Committees: unless otherwise provided, all standing committees shall consist of six Regular Faculty members, at least one from each college, who shall serve staggered three-year terms, and one Academic Administrator, who shall serve a one year term. Regular appointments to standing committees become effective September 1, of each year. All appointments expire August 31.

Section 2. Membership in ad hoc committees and task forces: unless otherwise provided, all ad hoc committees and task forces shall consist of at least one faculty member from each college, and one Academic Administrator, with staff, and student members when appropriate. All ad hoc committees and task forces shall serve a fixed term not to exceed two years, at the end of which they shall submit a final report.

Section 3. The President of the Senate shall be an *ex officio* member of all committees and task forces.

Section 4. *Ex officio* members of all Senate committees and task forces shall not have the right to vote. Only Regular Faculty members of Senate committees and task forces shall have the right to vote.

Section 5. Committee Appointments: unless otherwise provided, all faculty appointments to committees, task forces, boards, panels and other deliberative bodies shall be made by the

Faculty Senate. When vacancies occur in a Standing Committee and when there are any colleges without representation in the committee, these vacancies should be filled first from each of these colleges allocating to them the longest staggered terms available. The caucuses of elected Faculty Senators of the individual colleges shall submit nominations to the Steering Committee. To ensure balance in representation the Steering Committee may seek further nominations from the caucuses and shall submit all nominations and its recommendation to the floor of the Senate, at which time further nominations can be made from the floor. No nomination shall be considered valid unless the nominee has been previously contacted and is willing and able to participate in the work of the committee. The administration, staff, and student nominees shall be recommended by the Steering Committee following consultation with the administration, the Staff Advisory Council, and the Student Association, as appropriate.

Section 6. Faculty Representation in University-wide Committees: the Faculty Senate appointments to university-wide committees shall be made according to Article VI Section 5 and Section 7. The faculty representation in university-wide committees should include faculty from as many different colleges as possible. Faculty Senate appointees to university-wide committees, task forces or boards are subject to the provisions of Article VI, Sections 8, 10 and 11.

Section 7. Committee Vacancies: When a committee member takes a University-approved academic leave, resigns, or is otherwise unable to continue to serve, that position becomes vacant, as of the effective date of the leave, resignation, or incapacity, and is filled according to Article VI Section 5. As an exception to this clause, during their term of membership, committee members desirous of serving in the respective committees while they are on a University approved academic leave may choose to do so at their will with notification to the Steering Committee Chair.

Section 8. Charges for Committees: the specific charges for all committees shall be approved by the Faculty Senate. Each year, the Steering Committee shall review the set of charges for each standing committee based on recommendations from the faculty, the caucuses, and the particular committee, and make appropriate recommendations to the Faculty Senate.

Section 9. Chairs of Committees: all committees of the Faculty Senate shall be chaired by a Regular Faculty member. Unless otherwise provided each committee shall select its chair for that year to serve until August 31. For new committees, the President of the Senate shall convene the first meeting and preside over the selection of a chair. On-going committees shall select their chairs for the year no later than the first fall meeting. If the chair from the immediate past year continues as a member of the committee, then he or she shall serve as convener; otherwise, the President of the Senate shall convene the first meeting and preside over the selection of a chair. The convener of the first meeting shall present the Senate's charges to the committee.

Section 10. Committee Reports: all committee reports shall be submitted in writing to the President of the Senate for distribution to the University faculty no later than one week before the next Faculty Senate meeting. The Senate will automatically dispense with reading of such reports, unless otherwise requested. A committee wishing to present a recommendation for Senate action should request the President of the Senate to include the matter in the agenda of the next regular meeting of the Senate.

Section 11. Subcommittees: the committees are authorized to form subcommittees from their own membership and the University community. The charge and membership of all subcommittees are to be reported to the Senate.

Section 12. The Senate shall have the following standing committees: Academic Affairs Committee, Student Affairs Committee, Faculty Affairs Committee, Financial Review Committee, Library Committee, Academic Computing Committee and Committee on Honorary Degrees and Commencement Speakers.

Section 13. Academic Affairs Committee: the Academic Affairs Committee shall consist of six Regular Faculty members, who shall serve for staggered three-year terms, and the Vice President for Academic Affairs and Provost. The committee shall concern itself with policies and problems related to the academic mission of the University.

Section 14. Student Affairs Committee: the Student Affairs Committee shall concern itself with all aspects of student life that relate directly to the educational process.

Section 15. Faculty Affairs Committee: the committee shall concern itself with faculty relations within the University structure and all documents concerned with such issues as academic freedom, responsibility and tenure, institutional policies and procedures, sabbaticals and leaves, and the Faculty Senate Constitution. It shall also recommend to the President of the University the three Faculty members to receive teaching awards at Commencement.

Section 16. Financial Review Committee: the Financial Review Committee shall consist of six Regular Faculty members, at least one from each college and one academic dean. The Financial Review Committee will meet with the administration and the trustees, including the Chair of the Finance Committee, the Chair of the Facilities Sub-committee, and the Chair of the Audit and Risk Management Committee of the Board of Trustees, to review the financial status of the University. Meeting discussions are to include but not be limited to a confidential discussion of the annual audit and the auditor's findings regarding the internal control structure of the University, and the budget policies for the coming year approved by the Finance Committee.

Section 17. Library Committee: the committee shall concern itself with all phases of the University Libraries.

Section 18. Academic Computing Committee: the committee shall concern itself with all phases of academic computing.

Section 19.i: Committee on Honorary Degrees and Commencement Speakers: The Committee shall solicit, review, and recommend candidates for honorary degrees and commencement speakers, ensuring that selections reflect the university's mission, values, and standards of excellence. The Committee shall consist of 5–7 faculty members representing multiple colleges (preferably a minimum of one per College), voted on by the Faculty Senate. The Committee shall include one representative from Senate leadership; one representative from the Office of the Provost (ex officio) and one representative from the Office of Advancement (ex officio). The

Committee shall report its recommendations to the Faculty Senate and, as appropriate, to the Provost and President.

Section 19.ii: The charges of the Committee on Honorary Degrees and Commencement Speakers will be as follows:

Solicit Nominations - Develop and oversee a transparent process for soliciting nominations from faculty, staff, students, and other stakeholders; Review and Evaluate Candidates based on established criteria; work with administration to conduct due diligence; Recommend a slate of candidates to the administration for consideration and approval ultimately by the Board of Trustees; ensure balance and representation, striving for diversity across disciplines, backgrounds, and perspectives over time; maintain records of nominations and decisions to support transparency and institutional memory promoting continuity; and periodically review, assess and recommend improvements to nomination and selection procedures.

Section 20. Faculty Participation in University-wide Committees: the officers of the Faculty Senate are authorized in cooperation with the administration, the Student Association, and the Staff Advisory Council to arrange for the formation of university-wide committees having faculty representation. The officers will report to the Faculty Senate about the formation of such committees and request action when appropriate. There shall be six standing university-wide committees: Equal Access and Opportunity Committee, Benefits Committee, Faculty Athletics Board, University Research Council, TU Scholars Committee, and Human, Cultural and Gender Diversity (HCGD) Committee. The Faculty Senate, the Steering Committee, or the Senate President may request these committees to consider issues of importance to the faculty and to make appropriate recommendations to the Faculty Senate. When not otherwise specified, the President of the Senate shall ask one of the faculty members on the committee to convene the committee, and for the committee to elect a chair from among its membership.

Section 20.a. Equal Access and Opportunity Committee: the Equal Access and Opportunity Committee is authorized to consider all matters pertaining to affirmative action, equal access and opportunity, and the status of women and other historically underrepresented people. It shall periodically, at least every three years, review the status of equal access and opportunity at the University. It shall have at least one faculty member from each college, appointed to staggered two-year terms according to Section 6.

Section 20.b. Benefits Committee: the Benefits Committee is authorized to consider any policy pertaining to faculty benefits, including insurance, retirement plans, tuition waiver, and other personnel matters. It shall have at least one faculty member from each college, appointed to two-year staggered terms according to Section 6.

Section 20.c.i. Faculty Athletics Board: the Faculty Athletics Board is a standing committee of the University. Three of the faculty representatives are nominated from among resident faculty by the president of the Faculty Senate and elected by the Faculty Senate, one being elected each year to three-year staggered terms. The committee shall keep the Faculty Senate informed of its actions by sending a copy of its minutes to the President and Vice President of the Faculty Senate.

Section 20.c.ii Coalition on Intercollegiate Athletics (COIA): The Coalition on Intercollegiate Athletics (COIA) is an alliance of faculty senates from Division IA schools, which seeks to become a faculty voice to promote serious and comprehensive reform of intercollegiate sports. The Faculty Senate shall elect a delegate to COIA for a 3 year term. The COIA representative may be chosen from any College and may also serve on the Faculty Athletics Board. The Steering Committee shall recommend a COIA representative to the Faculty Senate, which shall select the COIA representative.

Section 20.d.i University Research Council: the University Research council is a standing committee of the University. It shall be a forum for promoting research, examining and discussing research policy, and maximizing the internal and external benefits of research activity. The council will report to the Vice President for Research and Economic Development (VPRED). The Council's standing charge is to examine ways to promote research activity, discuss research policy and administration, and make recommendations to maximize the internal and external benefits of research activity. This charge emphasizes the role of the Council in policy formulation, discussion, and implementation. The Council will respond to charges from the VPRED. The Council may be asked by the administration for funding recommendations that the council may refer to subcommittees of the Council and other faculty members. It shall also solicit nominations for and recommend to the President of the University the names of up to three Faculty members to receive the Outstanding Researcher Lifetime Achievement Award at Commencement.

Section 20.d.ii The membership of the University Research Council shall consist of two resident faculty from each academic college with at least six years of research experience, with one member per college appointed by the Faculty Senate and one member per college appointed by the administration and at most two ex-officio members appointed by the VPRED. The University President and the Faculty Senate shall each appoint one resident faculty member from each college for two-year staggered terms. Under normal circumstances each college has one appointee per year. The chair of the council for each year shall be selected by the council either in the year that the chair is to serve or in the preceding year. The Faculty Senate appointees are nominated from among resident faculty according to Article VI Section 5 and appointed by the Faculty Senate. The council shall keep the Faculty Senate informed of its actions by providing an annual report of activities to the Faculty Senate.

Section 20.e. TU Scholars Committee: The TU Scholars Committee is a standing committee of the University. The committee shall consist of five Regular Faculty members elected by the Faculty Senate, one from each college, who shall serve for staggered three-year terms, and an administrator appointed annually by the Provost. The committee shall help students navigate the TU Scholars program, approve experiential learning and capstone plans, and approve the inclusion of interdisciplinary programs in the TU Scholars program.

Section 20.f. Human, Cultural and Gender Diversity (HCGD) Committee: The Human, Cultural and Gender Diversity (HCGD) Committee is a standing committee of the University. The Committee shall consist of six Regular Faculty members elected by the Faculty Senate, two from the College of Arts and Sciences and one from each other college, who shall serve for staggered three-year terms, one member appointed annually by the Women's and Gender Studies

Governing Board, one ex-officio member appointed annually by the Office of Diversity, Equity and Inclusion (DEI), one ex-officio member appointed annually by the Office of Continuous Improvement (OCI), and one ex-officio administrator appointed annually by the Provost. The HCGD Committee is responsible for setting policy related to the HCGD requirement and approving courses that satisfy that requirement.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1. The Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Senate may adopt.

ARTICLE VIII - AMENDMENT OF BYLAWS

Section 1. The provisions of these Bylaws shall become effective upon their adoption at a regular meeting of the Senate by a two-thirds vote.

Section 2. These Bylaws may be amended at any regular meeting of the Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.