

Washburn University
Meeting of the Faculty Senate
September 12, 2022 at 3pm
Meeting in Forum Room Hosted by FS Executive Committee

- I. Call to Order
- II. Approve minutes-
 - August 29, 2022 (pages 2-7)
- III. President's Opening Remarks
- IV. WUBOR/KBOR Update- Shaun Schmidt/Erin Grant
 - KBOR
 - WUBOR
- V. VPAA Update - Dr. Laura Stephenson
- VI. Consent Agenda –
 - Faculty Senate Committee Reports- none
 - University Committee Reports- none
- VII. Old Business-
 - Action Item 22-4 Faculty Senate Constitution Replacement (Amended) (pages 8-30)
- VIII. New Business-
- IX. Information Items-
 - Emeritus work moving to Faculty Handbook Committee before coming to FS.
 - Rules of Order Recording for Faculty Senate on Tuesday, Sept 6
 - Ye Wang on sabbatical, Joey DeSota voted by C&P division to replace
- X. Discussion Items-
 - Faculty Discussion of Farley Retirement Package
- XI. Announcements
 -
- XII. Adjournment

Washburn University
Meeting of the Faculty Senate
August 29, 2022 at 3pm
Meeting in Forum Room Hosted by FS Executive Committee

Present: **Barraclough, Cook-Cunningham, Dahl, Ewert, Florea, Friesen, Grant, Holt, Huff, Kay, Kendall-Morwick, Kimberly, McGuire, Moddelmog, Noonan, Porta, Rivera, Rossi, Sainato, Schmidt, Scofield, Smith, Sourgens, Toerber-Clark, Wagner, Wasserstein, Zwikstra**

Absent: Ginzburg, Juma, Lockwood, Lolley, Wang

Guests: Lanning S, Grospitch E, Holthaus C, Kohls M, Burdick M, Stephenson L, Ball J, Leffingwell Q, Hans S

- I. Call to Order at 3:02 pm
- II. Approve minutes-
 - May 2, 2022 (pages 2-6) Moved by Wasserstein and seconded by Kendall-Morwick. Motion passes (E Grant had mentioned before this meeting that she was at the May meeting, but had arrived late. Her name has been added to the May minutes.)
- III. President's Opening Remarks
 - Welcome back – It's great to be in person.
 - Please sign in even if you are a guest.
 - We have a few guiding documents that we use: University Bylaws, Faculty Senate Constitution, Faculty Handbook
 - We are developing an expectations document for being effective Senators, but for now:
 - Make sure you are prepared (look at Agenda, Minutes, etc in advance of the meeting)
 - Speak Up. We can't deliberate if we don't hear everyone's voices and we miss ideas. Also make sure you are listening to others. Everyone should feel free to speak, regardless status (tenured, tenure-track, lecturer, etc).
 - Introductions of the group: Name, where from, time on FS, Role, Favorite food growing up (It should be noted that we had our first conflict with some listing brussels sprouts as their favorite and others saying it's the only food they didn't like. 😊)
 - Education Department was moved from College of Arts and Sciences to School of Applied Studies. Faculty Senate Executive Committee looked at how this might affect FS. Scofield and Toerber-Clark met with Steffens (Chair of Education) and Frank (Interim Dean of SAS) to see how this had occurred and what consultations had occurred. Steffens and Frank said used the Faculty Handbook, Constitution, and had talked with affected parties. Friesen said that Kinesiology did not know this was happening

until it was announced (and therefore they are not sure how it will affect them since they were in the same division of CAS.) This is going to cause some issues for students who need hours in CAS but are Kinesiology Education Students. This was one of the loose ends that Steffens and Frank said needed to be taken care of (not just Kinesiology, but all students to make sure this is a smooth transition for them.) We also need to look at the representation for FS because this switched numbers of faculty from CAS to SAS. There will be a new census in the Spring which will be used to determine if there is a change in senate representative numbers. (This will then take effect in time for elections next year.)

- Modelmog – How did this happen? Scofield – It was triggered by 6 retirements in Education, which then caused many other things to be looked at. In this review, it was discovered that many procedures were similar for licensure/internships so that this would be a better fit.
 - SOL wants to look at Administrative Emeritus titles (for all of WU) which will end up affecting the Faculty Handbook. We will talk about that soon.
 - Committee Representation: There are several committees across the university that need FS representation. We will ask people to serve as we know who is on each committee. Where possible we will ask FS members already on the committee to also be our representatives to reduce additional service.
 - All Faculty Staff email – Still waiting to figure out the process and who is regulating it. The administration is working on getting this back.
 - Service Equity Task Force – This was started last year before we knew about the multiple people leaving/retiring. We need to make sure members are still on to serve and then that group can move forward to determine who is serving and how that service is being counted/compensated.
 - Enrollment Management wants to form an advisory committee. Be thinking about whether you would be willing to serve. We hope to have Richard Liedtke here next time to tell us a little more about it.
 - Faculty Senate Constitution – had its first reading last spring and we realized we needed multiple edits. Hoping to bring it back at the next FS Meeting, with Erin, Izzy, and Shaun completing changes. Erin and Freddy will make sure we know what steps we have to take to make sure it can be implemented next Spring (Implementation Plan). Izzy will be working on new Standing Rules (with help). (This will serve as institutional memory so that people know what the expectations are.) This is a working document that can be easily altered by a simple vote (versus the constitution).
- IV. WUBOR/KBOR Update- Shaun Schmidt and Erin Grant
- KBOR – Schmidt – this was mostly about General Education which we will get to later in the meeting.
 - WUBOR – Grant – lots of summer meetings to determine steps and order for new Presidential search. Twenty-nine members on the Search Committee for a new president after adding a little more representation so

that all groups are covered. Marshall Meek will be the interim President. There were several listening sessions to determine characteristics and goals for the new president. Highlights: looking for someone with new ideas, diversity, newer scholarships for students (need based). (*There were other topics brought up at these meetings but this was the summary presented here.*) Next WUBOR Meeting is Sept 15th S Schmidt – Committee is diverse, not majority of Faculty, but there are many shareholders. Meetings have been going well, but they are closed. Zwickstra – Who does the actual hiring? Search Committee gives a short list of names and WUBOR decides. Modellmog – What are the qualifications? Stephenson – The position will be posted after Labor Day. McGuire – Where will it be posted? Stephenson -Posted on WittKieffer. Porta- What are the advantages/disadvantages of being so “secret” with a closed committee? Stephenson – There is a better hiring pool, since some people might not want it known they are looking. Porta - any disadvantages? Stephenson – The campus and the candidates don’t get to see/meet each other during the interview process.

V. VPAA Update - Dr. Laura Stephenson

- In the middle of a transformational year, Presidential search is a big part. Overall plan is find a new President, then that person will help guide VPAA/Dean searches. Timeline is determined by the Presidential hire.
- Strategic Plan is a bit stale, trying to develop a short-term (bridge) strategic plan. We have the HLC Desk review this year, so this will help with that also. The bridge strategic plan will also help new presidential leadership. Deans/Academic leader retreat started gathering of data for this plan. The week of Sept 19th we will gather data from faculty. Will use this to determine top priorities, then send back out to faculty. There should be a couple of opportunities for faculty and staff to come to these meetings and have input.
- Enrollment – final numbers still not in yet and we are down, but retention appears to be good this year. J Mazachek worked with R. Liedtke to work on an Enrollment Management Initiatives Group (who have been meeting regularly). Part of this included a Saturday Enrollment day (70 students who came most of whom were not on the radar.)
- Hanover Research Group is helping us look at students who are admitted but don’t come to WU. EAB group is also looking at a “financial optimization” project to see how we are awarding scholarships to students to see if we need to change things (get the most bang for buck). Transfer Portal is being worked on (going live pretty soon) which will allow students to enter in different courses to see how long it will take to complete a degree at WU.
- Corrections Project – 70 students at Topeka Correctional Facility now enrolled and new students coming on. J Ball is spearheading this.
- Awarded a TRIO grant from the Government. This will place a counselor at Topeka High, to help students transition to college (hopefully WU).

- J Ball – Gen Ed overview: Sent out a timeline earlier today via email*. If the KBOR Gen Ed is adopted, it will need to be in place by F2024. 23-24 would be the year for governance process to make changes to curriculum, personnel, etc. Those changes would have to go through this spring (23), and this fall (22) will have to compare the current gen ed plan to the proposed one and come up with a list of questions. This will be happening October/November. Will also have to look at University Requirements. This discussion will continue in Spring so that it goes forth in March for approval by the end of the spring semester. Any questions should go to J Ball. Moddelmog – Will this have any impact on total hours require to complete a degree? (JB No). Friesen- What is the push for this? Ball - Wanting students not to accumulate more hours when transferring. Would like to mitigate that. Schmidt – Listening session about this for KBOR. The community colleges and High Schools think this is great because they want all gen eds done there (more money for them). Ball – Universities also want this because of the credits lost in transfer. Florea – What is the reason for additional University hours? Ball – this is not an addition, actually a Gen Ed reduction, but the 6 hours of flex are for hours each university wants to keep, but not all want to adopt (ie WU101). Schmidt – we may need more details before we can ask really good questions. Are there any questions about the timeline. Burdick – there seems to be confusion among faculty: is this a done deal, can it change, etc. Wasserstein – This is not an objection, but incoming president won't have any real say in this according to the timeline. Sourgens: No real time within the given timeline if anything comes up in Academic Affairs before it would need to go to FS. Schmidt – Can AAC be involved in October faculty discussions? J Ball If FS wants to manage, that is fine with me. The point is to work things through before it officially gets to AAC. If you want to run this yourselves (as FS), that is fine. Kendall-Morwick – We had something similar that we used when looking at changes to Promotion Tenure with FAC, so we have some template for that (looking at an issue before formally dealing with it in a committee). Perhaps faculty would feel better if faculty were running this. Schmidt – we can have more conversation about this.
- Stephenson – Course Leaf will allow us to make curricular changes (we think it's finally here). It guides users through the process and then changes go into the catalog automatically. We have new directors in VPAA areas: Danny Wade (Fac Development), Kara Kendall-Morwick (CTEL), and Beth O'Neil (Assessment). New Staff: Beth Matthews, Michaela Saunders, and searching for one other.
- Faculty Staff Kickoff is tomorrow. Any donations made through this can be designated to where ever you want it to go.
- This Friday at 3 is the Academic Kickoff. Adult Beverages served.
- Moddelmog – What does Faculty Development do? Stephenson and Ball – helps with New Faculty orientation, Promotion and Tenure management, Sabbaticals, Grants, etc.

- VI. Consent Agenda – moved by Ewert, Kay seconds, and motion passes
 - Faculty Senate Committee Reports- none
 - University Committee Reports-
 - Assessment Meeting Minutes 4-27-22 (pgs 7-8)
- VII. Old Business
- VIII. New Business-
- IX. Information Items-
 - 2022 Faculty Senate Committee Assignments (pg 9)
 - Need to meet before you leave today and select a chair. It would also be helpful to have a secretary for each group (short-term) until VPAA office is back to full strength and can help with minutes.
 - Working on setting up SharePoint site for Faculty Senate which will be used to house documents and reduce the chance for losing documents when there is a change in leadership. One file will be accessible to all who are on Faculty Senate and another file will be just for FS Executive Committee.
 - May 5, 2022 WUBOR Comments (pgs 10-12) S Schmidt and K Morse made comments talking about need for Interim President during this transition (which has now happened).
 - Pathway to WUBOR (pg 13) (Email sent out today had Dec 5th listed as a FS Meeting date, but we won't have a meeting that date.)
- X. Discussion Items-
 - Faculty Discussion of University Transition Processes – Got an email from Marshall Meek wanting to come to FS. Has requested we just call him “Marshall,” and mentioned that he enjoyed hearing from Deans/Chairs.
 - Moddlemog – Lots of questions about the retirement package, but maybe we can talk about that next meeting.
 - Is Meek going to have a replacement at the Foundation? (Schmidt: yes and no, see email that went out the the campus explaining this)
 - Kendall-Morwick – Lots of questions about President Farley's role when he is in retirement.
 - S. Schmidt – the agreement was between WUBOR and President Farley, and only came out because of a request for Open Records act.
 - Gaspar – what does non-disparagement mean (as mentioned in the agreement in the paper)? Schmidt – neither group will say anything bad about the other. Ball – keep in mind this is between the Board and Farley, not everyone else. Porta – How much can an interim president do, given the short-term status? Schmidt - good question Hopefully we can get more information. Huff – Does end of year mean end of calendar or academic year? Schmidt – end of calendar year (very short turn around). Moddlemog – Why do we need an interim if Farley isn't really leaving? Schmidt – good questions. Porta – Where do we get the answers from? Ball – We don't know how long the search will last, or if it will be successful. Farley is retiring on Sept 30th so he will not be running the

university. Sourgens – I assume the interim will have all powers of a president. How will he want to utilize his powers, and how active will he want to be will determine effectiveness. I think he is more willing to engage with us than his immediate predecessor, but he may not want to rock the boat as much since he will be going back to the Foundation, so he will still need to work with us. Porta – We may not have much more say regardless, but perhaps we can try to get some weight to our requests. Ewert – WUBOR meeting not well attended and no real chance to communicate in past. Perhaps try to get more communication with WUBOR. Florea – some of what we are talking about is already public record. Sourgens – perhaps more “soft” asks will get us farther. WUBOR was very happy to go into closed session at the meeting I attended. Wagner – keep in mind there is a new chairperson (since that meeting), so perhaps they will be more open. Schmidt – some stuff has to be in “closed” session. Kohls – Remember we are trying to bring in a good person, so the adversarial approach might keep someone from coming to WU. We want to present this as a great place to come.

XI. Announcements

- Michael Tilford Conference: After Brown v Board, No Turning Back: The Future of Diversity and Multiculturalism October 6 - 7, 2022 at Washburn University (<https://www.eventbrite.com/e/michael-tilford-conference-on-diversity-and-multiculturalism-tickets-367808694707>)
 - Great opportunity for faculty since it's going to be at WU. Students can also attend. It is free for everyone who is at a University. It circulates around the State, but a long time since it has been at WU.
- WUmester Topic for Spring 23 (pgs 14-15) –
 - Health and Healing theme. CTEL had a workshop to work on how to set up a course. Can also just incorporate small parts into your classes. CTEL is willing to support you on this. Very much in the process of getting programing going, so please go see them about potential ideas (for you or volunteering someone else.) Looking forward to in-person engagement. Contact Kara Kendall-Morwick or Kelly Erby
- McGuire -Not listed in agenda, but trying to get people interested in a “Write on Site” Wagner – What do you mean by this? McGuire – a place to get away for faculty, one person to greet, but can work on scholarship,

XII. Adjournment moved by Kendall-Morwick, seconded by McGuire at 4:26 pm
Motion passed.

GENERAL EDUCATION TIMELINE – referenced in remarks by J Ball*

FALL 2022

Aug-Sept 2022: Units discuss potential changes to their programs if KBOR framework adopted

Oct 1, 2022: Dean's offices report challenges, concerns, resources needed, and other input (template will be provided) to VPAA

Oct-Nov 2022: VPAA's office manages faculty-wide discussions regarding 6 hours in "institutional" category, among other things

SPRING 2023

Jan-Feb 2023: Further discussion with deans and faculty, as needed

March 2023: If applicable, proposal to adopt KBOR gen ed package (for implementation in Fall 2024) to Academic Affairs Committee

March 2023: To Faculty Senate

April 2023: To General Faculty

Summer 2023: Notice to/approval by WUBOR of changes (effective Fall 2024) in general education requirements

AY 2023-24

WU governance process for related program changes

Applications for exceptions to KBOR

Related personnel/space changes

AY 2024-25

Implementation, Fall 2024

Questions/suggestions to Jennifer Ball (ext 1840)

FACULTY AGENDA ITEM 22-4 (Original)

Date: *November 29, 2021*

Submitted by: *Faculty Senate Constitution Task Force, Shaun Schmidt, Chair, Ext 2265*

SUBJECT: *FACULTY SENATE CONSTITUTION REPLACEMENT*

Description: *The Faculty Senate Constitution Task Force is recommending to replace the existing constitution with an updated version as attached below. The current version is also attached for comparison. As there are a substantial number of changes being recommended in language and organization of the document a side by side comparison is not realistic.*

Major changes include:

- 1) The addition of a preamble.*
- 2) Clarification of the duties of the Faculty Senate as found in Section I.B.*
- 3) The Faculty Senate will have the "final say" on most matters brought before it. In Section I.D. the relationship between Faculty Senate and General Faculty has been adjusted.*
- 4) In section II the eligibility to vote for and serve on Faculty Senate has been stated more clearly.*
- 5) Classes of Senators has been established in Section III.D to ensure equal turnover of senators each year.*
- 6) In Section IV.B. the reassigned time for the Secretary of Faculty Senate has been increased to one-quarter from one-eighth.*
- 7) Constitutionally mandated duties on the officers are defined in Section IV.C. (Additional duties are defined later in the Standing Rules, see section V.J.)*
- 8) A quorum is established for Faculty Senate in Section V.C.*
- 9) Standing Rules are established in Section V.J. which are meant to be the operational guide for the Faculty Senate.*
- 10) In section VI.D.2. the composition of the Electoral Committee is defined.*

Rationale: *At the completion of the Spring 2018 semester the Faculty Senate established the creation of this task force to "investigate any aspects of the Faculty Senate to determine any strengths and weaknesses. Given any weaknesses, the Task Force will research alternatives and where appropriate bring forward to the Faculty Senate recommendations for changes." Much of the work of this task force has been previously reported to the Faculty Senate by way of meeting minutes. What is attached below is a revised constitution which maintains the strengths of the Faculty senate, but addresses some of the weaknesses as it is currently manifested.*

The revised Faculty Senate Constitution clarifies the charge of the Faculty Senate, the relationship between Faculty Senate and General Faculty, and the duties of the officers. It also establishes Standing Rules for the Faculty Senate which will guide the collective workings, expectations, and procedures for improved continuity of the operations of the Faculty Senate.

Financial Implications: *An additional one-eighth release time for the Faculty Senate Secretary.*

Proposed Effective Date: *Identify the implementation date of the proposed agenda item.*
Request for Action: *Approval by FS/ Gen Fac/WU-BOR*

Approved by: *AAC on date*
FAC on date
Faculty Senate on date

Attachments Yes X No

FACULTY AGENDA ITEM 22-4 (Amended)

Date: *September 5, 2022*

Submitted by: *Faculty Senate Constitution Task Force, Shaun Schmidt, Chair, Ext 2265*

SUBJECT: *FACULTY SENATE CONSTITUTION REPLACEMENT*

Description: *The Faculty Senate Constitution Task Force is recommending to replace the existing constitution with an updated version as attached below. The current version is also attached for comparison. As there are a substantial number of changes being recommended in language and organization of the document a side by side comparison is not realistic.*

Major changes include:

- 11) The addition of a preamble.*
- 12) Clarification of the duties of the Faculty Senate as found in Section I.B.*
- 13) The Faculty Senate will have the “final say” on most matters brought before it. In Section I.D. the relationship between Faculty Senate and General Faculty has been adjusted.*
- 14) In section II the eligibility to vote for and serve on Faculty Senate has been stated more clearly.*
- 15) Section II.C. creates a constituency of University-Wide Faculty that includes all eligible faculty who do not report to a Dean of the College or one of the Schools. Language elsewhere in the Constitution referring to “librarians” is replaced by this constituency.*
- 16) Classes of Senators has been established in Section III.D to ensure equal turnover of senators each year.*
- 17) In Section IV.B. the reassigned time for the Secretary of Faculty Senate has been increased to one-quarter from one-eighth.*
- 18) Constitutionally mandated duties on the officers are defined in Section IV.C. (Additional duties are defined later in the Standing Rules, see section V.J.)*
- 19) A quorum is established for Faculty Senate in Section V.C.*
- 20) Proxy voting is clearly stated as not allowed for Faculty Senate in Section V.D. and in the respective Standing Committee descriptions in Section VI., part 5 of each.*
- 21) Requirements for publishing standing committee agendas has been moved from the same section as the Faculty Senate, Section V.F. to the respective committee description in Section VI., part 5 of each.*
- 22) Standing Rules are established in Section V.J. which are meant to be the operational guide for the Faculty Senate.*
- 23) Section VI.A.3 establishes a new standing committee of the Faculty Senate, the Graduate Academic Affairs Committee to clarify faculty oversight of graduate level curricular matters. The committee description is found in Section VI.F.*

The purview of the existing Graduate Council will need to be addressed separately in the Faculty Handbook to remove these curricular responsibilities.

24) *In section VI, committee sections have been edited to be in a parallel presentation:*

Committee Name

- 1. Committee ownership*
- 2. Committee charge*
- 3. Committee composition*
- 4. Terms of service for members*
- 5. Constitutionally mandated rules*
- 6. Timeline for sunset of the committee*
- 7. Other as needed*

25) *In Section VI.E.3. the composition of the Electoral Committee is defined.*

26) *In section VI.F.2., the Academic Affairs Committee is given faculty oversight for curricular changes from units outside of the college or one of the schools.*

Rationale: At the completion of the Spring 2018 semester the Faculty Senate established the creation of this task force to “investigate any aspects of the Faculty Senate to determine any strengths and weaknesses. Given any weaknesses, the Task Force will research alternatives and where appropriate bring forward to the Faculty Senate recommendations for changes.” Much of the work of this task force has been previously reported to the Faculty Senate by way of meeting minutes. What is attached below is a revised constitution which maintains the strengths of the Faculty senate, but addresses some of the weaknesses as it is currently manifested.

The revised Faculty Senate Constitution clarifies the charge of the Faculty Senate, the relationship between Faculty Senate and General Faculty, the duties of the officers, and the standing committee structure and function. It codifies faculty representation for faculty outside of the College or one of the Schools as a new constituency, University-Wide Faculty. It provides an independent, faculty driven pathway for curricular oversight of graduate programs. It also establishes Standing Rules for the Faculty Senate which will guide the collective workings, expectations, and procedures for improved continuity of the operations of the Faculty Senate.

Financial Implications: An additional one-eighth release time for the Faculty Senate Secretary.

Proposed Effective Date: This constitution will become effective starting with the 2022-23 Faculty Senate.

Request for Action: Approval by FS/ Gen Fac

Approved by: Faculty Senate on date

Attachments Yes X No

(Proposed) Faculty Senate Constitution

PREAMBLE

This Faculty Senate Constitution, as amended from time to time, provides a system for the participation of faculty in the governance of Washburn University. University governance involves collaborative relationships among the WUBOR, the president, administrators, faculty, staff, and students, as reflected in the WUBOR By-Laws and this Constitution.

I. PURPOSE AND DUTIES OF THE FACULTY SENATE

- A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community and is empowered by the General Faculty as confirmed by the Washburn University Board of Regents to act on behalf of the General Faculty of Washburn University in matters described in this constitution.
- B. The duties of the Faculty Senate include, but are not limited to, the following:
 - 1. providing a forum for the expression of faculty opinion;
 - 2. advocating for the general rights, privileges, and responsibilities of the faculty;
 - 3. exercising primary responsibility in curricular matters;
 - 4. advising on matters of University policy including fiscal matters;
 - 5. advising on standards and procedures for faculty evaluation;
 - 6. promoting and maintaining academic freedom and freedom of expression on campus;
 - 7. overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving or disapproving recommendations from the standing committees of the Faculty Senate.
- C. The Faculty Senate shall consider policies on University matters, including academic issues and matters that affect more than one of the Major Academic Units.
- D. As the agent of the General Faculty:
 - 1. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty.
 - 2. Any action by the Faculty Senate concerning changes in university graduation requirements or creation of new academic departments will be brought before the General Faculty for a vote.
 - 3. The Faculty Senate can choose by majority vote to bring any action of the body before the General Faculty for a vote.
 - 4. Any action of the Faculty Senate may be challenged by not less than twenty members of the General Faculty or 500 currently enrolled students. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. ELIGIBILITY AND MEMBERSHIP

- A. Eligibility to vote for faculty senators: Only full-time faculty on an annual contract are eligible to vote for the Faculty Senate, excluding those faculty serving more than half time in administrative capacities. Questions of eligibility will be referred to and determined by the Electoral Committee.
- B. Eligibility to serve as a faculty senator: Persons specified in II.A. as eligible to vote are also eligible to serve, excluding faculty on authorized leave of absence or sabbatical during such period of leave. Any faculty member who is eligible to serve may put their name forward for election.
- C. Faculty who do not report to a Dean in the School of Law, School of Business, School of Applied Studies, School of Nursing, or the College of Arts and Sciences shall constitute University-Wide Faculty.
- D. The School of Law, School of Business, School of Applied Studies, School of Nursing, University-Wide Faculty, and each Division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of voting faculty, as defined in II.A., in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on a census conducted by the Electoral Committee as described below in Section III.
- E. In addition, five at-large members of the Faculty Senate will be elected by all faculty specified in II.A. No more than two of these at-large members may come from any one School, the College, or University-Wide Faculty.
- F. A representative from the current pool of adjunct instructors will be invited by the Executive Committee to sit on Faculty Senate as a non-voting member
- G. The Vice President for Academic Affairs or their designee shall serve as a non-voting member of the Faculty Senate.

III. ELECTIONS

- A. The Electoral Committee supervises all elections of Faculty Senators.
- B. The Electoral Committee is defined in Section VI.E..
- C. Each spring semester this committee reviews the census of faculty and redistributes the number of representatives prior to the annual election that will be held in April.
- D. The Electoral Committee shall maintain a division of seats into two classes: those to be elected in even-numbered, and those to be elected in odd-numbered years. These classes shall be apportioned such that the two classes contain approximately equal numbers of seats, and such that units are divided as evenly between the two classes as possible. Three at-large members shall be elected in even years, and two at-large members shall be elected in odd years.

- E. The Electoral Committee will conduct elections of at-large members to the Faculty Senate. Nominations for the at-large members of the Faculty Senate will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.
- F. Each electoral unit will decide on its own mechanism for faculty voting for the Faculty Senate, subject to the oversight of the Electoral Committee.
- G. Regular elections for Faculty Senate seats shall be for two-year terms. Members of the Faculty Senate, serving from their unit or in at-large positions, are eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate. If the representative's first term is the result of a special election, that service will count toward the two-term limit if more than one year. No senator will serve more than 5 years without an absence of one year.
- H. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, a special election will be held to select a replacement for the remainder of the term. The election and representation (electoral unit or at large) will be the same as for the senator who is unable to serve.

IV. OFFICERS AND LEADERSHIP

- A. In the final Senate meeting of the spring term, the newly constituted Senate will elect from among its members the officers of the Senate: President, Vice President, Secretary, and Parliamentarian.
- B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President for Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-quarter reassigned time.
- C. Duties of Officers
 - 1. The President of the Faculty Senate shall:
 - a. preside over meetings of the Faculty Senate;
 - b. serve as chair of the Executive Committee;
 - c. meet regularly with University President and Vice President for Academic Affairs to provide feedback on issues related to the faculty (See section I.C.). At minimum these meetings shall occur in advance of Board of Regents meetings.
 - d. sit on the Council of Faculty Senate Presidents of the Kansas Board of Regents;
 - e. serve as one of the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate;
 - f. perform other duties as defined in the Standing Rules of the Senate;
 - 2. The Vice President of the Faculty Senate shall:

- a. serve as President in the case of absence or temporary incapacity of the President of the Faculty Senate;
 - b. serve as one of the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate;
 - c. perform other duties as defined in the Standing Rules of the Senate.
3. The Secretary of the Faculty Senate shall:
- a. maintain faculty senate records;
 - b. publish agendas, minutes, agenda items, membership list and committee assignments to the Washburn University public website;
 - c. receives items for Faculty Senate consideration, including materials for Faculty Senate committees;
 - d. organize meetings of the faculty senate;
 - e. communicate Senate business to:
 - (i) Faculty Senators,
 - (ii) Secretary of the General Faculty,
 - (iii) Secretary of the Washburn Board of Regents,
 - (iv) University President,
 - (v) President of the Washburn Student Government Association;
 - f. perform other duties as defined in the Standing Rules of the Senate.
4. The Parliamentarian of the Faculty Senate shall:
- a. answer procedural questions;
 - b. serve as custodian of the Standing Rules of the Senate;
 - c. perform other duties as defined in the Standing Rules of the Senate.
- D. In the case of vacancy of an officer position, an election will be held at the next Faculty Senate meeting.

V. MEETINGS

- A. Meetings of the Faculty Senate and its standing committees are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the body, or whose right to speak is supported by a majority vote of the body. The University President and the President of the Washburn Student Government Association (W.S.G.A.) shall have the right to speak before the Faculty Senate.
- B. All actions of the Faculty Senate require the presence of a quorum, defined as at least half the elected senators.

- C. Actions of the Faculty Senate will be taken by majority vote of senators present except for amendments to the Senate Constitution as described in Section VII. Proxy voting shall not be allowed.
- D. Agenda items can originate with a Faculty Senator, the Executive Committee, a member of University Executive staff, or through the governance process of the academic units. Any member of the faculty or person in the university community can propose agenda items to the above list to be sponsored for consideration by the Faculty Senate.
- E. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings that may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Academic Affairs Committee, Graduate Academic Affairs Committee, Faculty Affairs Committee, or Electoral Committees will be taken up as second reading.
- F. Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate and made available to the University community six days in advance of any scheduled meeting time.
- G. Minutes of all meetings of the Faculty Senate will be distributed as described above in Section IV under Duties of the Secretary.
- H. The President of the University shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right, shall state the reasons for nonconcurrency in a letter to the Executive Committee of the Faculty Senate. The Board of Regents shall then be notified of the action of the Faculty Senate and the nonconcurrency of the University President, along with the stated reasons for nonconcurrency. A final determination of the matter shall be in the hands of the Board of Regents, and until such time the status quo shall prevail.
- I. Standing Rules of the Faculty Senate shall be established by the Faculty Senate and are supplementary to and subject to this constitution.
 - 1. The Standing Rules shall be drafted by the Executive Committee and re-affirmed annually as second reading at the first Senate meeting of the fall semester.
 - 2. The Standing Rules can be revised or suspended by a majority vote of the Senate. The Standing Rules must contain/address the following, but are not limited to:
 - a. Procedural orders for conducting meetings and carrying out the business of the Senate
 - b. Detailed job descriptions of officers expanding upon responsibilities mandated in Section IV.C
 - c. Expectations of senators
 - d. The procedure for conducting senate business and shared faculty governance processes, including the curriculum and item approval processes established by units

VI. COMMITTEES

- A. In addition to the Executive Committee, the Faculty Senate shall establish the following Faculty Senate standing committees:
1. An Electoral Committee, to oversee elections of the Faculty Senate;
 2. An Academic Affairs Committee, to review and make recommendations on matters of undergraduate curricula and programs;
 3. A Graduate Academic Affairs Committee, to review and make recommendations on matters of graduate curricula and programs; and
 4. A Faculty Affairs Committee, to review and make recommendations on faculty issues.
- B. All members of these committees must come from the Faculty Senate membership, except as otherwise provided for in the committee description.
- C. At least one faculty representative on each University Faculty Committee, as defined by the Faculty Handbook, must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.
- D. Executive Committee
1. The Executive Committee reports to the Faculty Senate.
 2. The Executive committee oversees the operations of the Faculty Senate and acts as the Committee on Committees.
 3. Executive Committee consists of the President, Vice President, Secretary and Parliamentarian of the Faculty Senate, and enough additional members elected to ensure that the College, each of the Schools and University-Wide faculty are represented.
 4. The Executive Committee is reconstituted each academic year. Non-ex officio members elected to ensure unit representation as described in VI.C.3. are elected by the senators representing that individual unit.
 5. The Executive Committee provides leadership on matters relevant to faculty and the Faculty Senate.

When classes are not in session for the general Fall and Spring academic semesters, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full body, subject to the approval of the full Faculty Senate when it reconvenes.

The Executive Committee arranges meeting times and establishes agendas for each Faculty Senate meeting.

The Executive Committee of the Faculty Senate, in its capacity as Committee on Committees, is empowered to create ad-hoc faculty committees as deemed necessary, and to oversee faculty representation on Faculty committees.

6. The Executive Committee is a standing committee.

E. Electoral Committee

1. The Electoral Committee reports to the Faculty Senate.
2. The Electoral Committee is charged with supervising all elections of the Faculty Senate, as specified in Section III.

The Executive Committee may also delegate other matters to this committee.

3. The Electoral Committee shall be comprised of a Senator from the College of Arts and Sciences, the School of Applied Studies, the School of Business, the School of Law, the School of Nursing, and University-Wide Faculty.
4. The Electoral Committee is reconstituted each academic year. Each member is appointed to a one-year term.
5. The Electoral Committee elects its own chair.

Decisions of the Electoral Committee require the affirmative vote of a majority of members. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Electoral Committee is a standing committee.

F. Academic Affairs Committee

1. The Academic Affairs Committee reports to the Faculty Senate.
2. The Academic Affairs Committee is charged with making recommendations to the Faculty Senate regarding undergraduate academic programs and policies, including:
 - a. all new undergraduate academic programs, including majors, minors, degrees, certificates, and emphasis/concentration areas;
 - b. deletions of and major revisions to academic programs (those that fall into categories c-e below);
 - c. policies that redefine standing university criteria (e.g., minimum number of hours to graduate, university-wide minimum/maximum number of hours for majors/minors, General Education criteria);
 - d. academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new university funding); and
 - e. changes that directly affect other units, including changes to prerequisites, listing of potential electives for the major.

The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs.

Unless they meet the criteria for major revisions in Section VI.F.2. letters c-e, the following items (letters f-j) coming from the college or one of the schools would **not** come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty, and the Washburn Board of Regents), but should be channeled through the faculty governance process of the academic unit:

- f. Changes to minors, certificates, or the advising process
- g. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- h. Deleting unused course numbers
- i. Number of credits in the major (within the University established minimum/maximum levels)
- j. Changes to prerequisites or potential electives within the unit for a major.

All undergraduate curricular changes coming from units outside of the College or one of the Schools shall be considered by the Academic Affairs Committee. Major revisions to programs as defined above in letters a-e above will move forward to Faculty Senate for consideration. All other curricular changes will be considered complete after approval of a single reading before the Academic Affairs Committee.

The Executive Committee may also delegate other matters to this committee.

3. The Academic Affairs Committee shall consist of two senators from the College of Arts and Sciences, two senators from the School of Applied Studies, two senators from the School of Business, two senators from the School of Nursing, and one senator from the University-Wide Faculty.

The VPAA or their designee will serve as ex-officio, non-voting member.

If possible, all faculty members of the Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or University-Wide Faculty has only one senator, the Executive Committee may ask the relevant unit(s) to elect a non-senator to the Academic Affairs Committee to ensure adequate representation. If elections of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee who will be senators is two thirds.

4. The Academic Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.
5. The committee selects its own chairperson.

Decisions of the Academic Affairs Committee require the affirmative vote of six of the nine members; six members shall constitute a quorum to conduct business. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Academic Affairs Committee is a standing committee.

G. Graduate Academic Affairs Committee

1. The Graduate Academic Affairs Committee reports to the Faculty Senate.
2. The Graduate Academic Affairs Committee is charged with making recommendations to the Faculty Senate regarding graduate academic programs and policies. The primary concern shall be ensuring the consistency of proposed programs with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the programs on other established graduate programs in the University, and financial implications of such new or revised programs. Joint programs including the School of Law are subject to this review; all programs exclusive to the School of Law are not subject to this review but will be submitted as information items to Graduate Academic Affairs Committee and Faculty Senate.

The committee's purview includes:

- a. all new graduate academic programs, including majors, dual degree programs, expedited dual degrees with undergraduate programs, and certificates;
- b. deletions of and major revisions to academic programs (those that fall into categories c-e below);
- c. policies that redefine standing university criteria (e.g., the prior completion of undergraduate work);
- d. academic or programmatic changes to graduate programs requiring financial investments beyond the unit (i.e., new university funding); and
- e. changes that directly affect other units, including courses accepted by units and programs included in dual and expedited degrees.

The Executive Committee may also delegate other matters to this committee.

3. Graduate Academic Affairs Committee membership will include one Faculty Senator from University-Wide Faculty, and one faculty member from each School and College that offers at least one graduate program.

The VPAA or their designee will serve as ex-officio, non-voting member.

If possible, all faculty members of the Graduate Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or University-Wide Faculty has only one senator, the Executive Committee may ask the relevant unit(s) to elect a non-senator to the Graduate Academic Affairs Committee to ensure adequate representation. If elections of non-senators must be made, the minimum

proportion of the faculty members of the Graduate Academic Affairs Committee who will be senators is one half.

4. The Graduate Academic Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.
5. The committee selects its own chairperson.

Decisions of the Graduate Academic Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Graduate Academic Affairs Committee is a standing committee.

H. Faculty Affairs Committee

1. The Faculty Affairs Committee reports to the Faculty Senate.
2. The primary concern of the Faculty Affairs Committee is promotion of the general welfare of faculty members. Faculty Affairs Committee is charged with making recommendations to the Faculty Senate regarding policies affecting University faculty, including:
 - a. Teaching loads and extracurricular duties affecting workload,
 - b. Retirement policy,
 - c. Tenure and promotion standards,
 - d. Faculty grievance policy,
 - e. Dismissal criteria,
 - f. Salary and faculty benefits, and
 - g. Academic sabbatical policy.

The Executive Committee may also delegate other matters to this committee.

3. The Faculty Affairs Committee shall consist of one senator from each Division within the College of Arts and Sciences, one senator from the School of Business, one senator from the School of Law, one senator from the School of Nursing, one senator from the School of Applied Studies, and one senator from University-Wide Faculty.

If possible, all faculty members of the Faculty Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or University-Wide Faculty has only one senator, the Executive Committee may ask the relevant unit(s) to elect a non-senator to the Faculty Affairs Committee to ensure adequate representation. If elections of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee who will be senators is two thirds.

4. The Faculty Affairs Committee is reconstituted each academic year. Each member is appointed to a one-year term.
5. The committee selects its own chairperson.

Decisions of the Faculty Affairs Committee require the affirmative vote of a majority of the membership. Proxy voting shall not be allowed.

Agendas that contain items that constitute first reading for Faculty Senate will be distributed to all members of the committee six calendar days in advance of any scheduled meeting time.

6. The Faculty Affairs Committee is a standing committee.

VII. AMENDMENTS

- A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible faculty member as defined by Section II.A..
- B. Amendments to the Constitution of the Faculty Senate shall require two readings before Faculty Senate.

Approval of amendments to the Constitution of the Faculty Senate requires a two-thirds vote of Faculty Senate members present and voting for passage.

- C. Amendments to the Constitution of the Faculty Senate must be brought before the General Faculty for final ratification.

Ratification of amendments to the Constitution of the Faculty Senate requires a majority vote of Faculty Senate members present and voting for passage at a meeting of the General Faculty as defined in the Faculty Handbook.

Current Faculty Senate Constitution

Adopted by the Board of Regents - March 11, 2005

I. PURPOSE AND DUTIES OF THE FACULTY SENATE

A. The Faculty Senate, as the agent of the General Faculty of Washburn University, speaks on behalf of that body to the University community.

B. The Faculty Senate shall consider policies on University matters including academic issues and matters which affect more than one of the Major Academic Units.

C. As the agent of the General Faculty, the duties of the Faculty Senate thus include, but are not limited to:

1. providing a forum for the expression of faculty opinion.
2. exercising primary responsibility in curricular matters, academic programs and standards, changes in graduation requirements, new degrees, new majors or academic programs, elimination of existing degrees or major programs, creation of new academic departments, and recommending changes to the faculty handbook, subject to the oversight of the University President and the Board of Regents.
3. advising the University President on matters of university policy, including budgetary policies, faculty retention, matters which affect more than one of the Major Academic Units, and standards for student admission and retention.
4. advising academic deans regarding standards and procedures for faculty evaluation.
5. working to promote and maintain academic freedom.
6. overseeing the membership and function of all committees of the Faculty Senate and receiving, reviewing, remanding, approving or disapproving recommendations from the standing committees of the Faculty Senate.

D. To these ends, the Faculty Senate, as agent of the General Faculty, is empowered to act on behalf of the General Faculty of Washburn University in matters described in I.C. The actions of the Faculty Senate may be reviewed, revised, recalled, or endorsed by the General Faculty. Any action by the Faculty Senate concerning changes in graduation requirements, new degrees, academic majors, or programs; elimination of existing degrees or major programs; or creation of new academic departments will be brought before the General Faculty for a vote. In addition, the Faculty Senate can choose by majority vote to bring any action of the body before the General Faculty for a vote. Any action of the Faculty Senate may be challenged by the petition of not less than twenty members of the General Faculty or 10% of the students currently enrolled. Such challenge must be presented as a signed written petition and presented to the Secretary of the General Faculty who will place it on the General Faculty agenda for action.

II. ELIGIBILITY AND MEMBERSHIP

A. Faculty Eligibility: Only full-time faculty on an annual contract are eligible to vote for and to serve on the Faculty Senate excluding those faculty serving more than half time in administrative

capacities and faculty on authorized leave of absence or sabbatical during such period of leave. Any eligible faculty member may put his or her name forward for election.

B. The School of Law, School of Business, School of Applied Studies, School of Nursing, and each division within the College of Arts and Sciences shall elect representatives to the Faculty Senate in proportion to the number of eligible faculty in each unit, with one senator selected to represent each ten faculty members (numbers with 0-4 as the ones digit shall be rounded down, numbers with 5-9 as the ones digit shall be rounded up in each voting unit). Representation will be based on the number of faculty in each unit at the start of the spring semester.

C. In addition, five at-large members of the Faculty Senate will be elected by all eligible faculty. No more than two of these may come from any one School or the College.

D. The Librarians of Mabee Library/CRC shall elect one member of the Faculty Senate for every ten of their number. The Librarians of the Law Library shall also elect one member of the Faculty Senate for every ten of their number.

E. The Vice President for Academic Affairs or his or her designee shall serve as a non-voting member of the Faculty Senate.

III. ELECTIONS

A. The Senate will establish a standing Electoral Committee to supervise elections, including any necessary modifications of designated voting units to reflect changing faculty numbers.

B. Elections to the Faculty Senate will be held annually in April, with half of the membership selected in each election. Members shall serve for a term of two years.

C. The Electoral Committee will oversee elections of at-large members to the Faculty Senate. Nominations for the at-large members of the Faculty Senate will be submitted to the Electoral Committee at least three weeks in advance of the election and will be publicized two weeks before the election.

D. Each electoral unit will decide on its own mechanism of voting for the Faculty Senate, subject to the oversight of the Electoral Committee.

E. Members of the Faculty Senate are eligible to serve a maximum of two consecutive terms, but may be re-elected after an absence of at least one year from the Faculty Senate.

F. Should any member of the Faculty Senate prove unable to serve out a full term for any reason, a special election will be held in that member's electoral unit to select a replacement for the remainder of the term.

IV. ORGANIZATION

A. The Faculty Senate will meet each year within two weeks of elections, and at that meeting will elect from among its members the officers of the Senate: President, Vice President, Secretary, and Parliamentarian.

B. The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time.

C. The President and Vice President of the Faculty Senate shall serve as the faculty representatives to the Board of Regents, and shall be prepared to report to the Board on issues before the Faculty Senate.

D. The Vice President of the Faculty Senate will serve as President in the case of absence or incapacity of the President of the Faculty Senate.

E. An Executive Committee shall be established, consisting of the President, Vice President, and Secretary of the Faculty Senate, and enough additional members elected by that body from among its members to ensure that every Major Academic Unit is represented. That Executive Committee will be charged with arranging meeting times and establishing agendas for each meeting. The Executive Committee shall also serve as a Committee on Committees for the Faculty Senate.

F. Agenda items can originate with the Executive Committee or any other member of the Faculty Senate or can be proposed to the Executive Committee by any member of the faculty or University community.

G. Agendas for each Faculty Senate meeting will be distributed to all members of the Faculty Senate six days in advance of any scheduled meeting time and made available to the University community. Academic Affairs Committee agendas, Faculty Affairs agendas and Graduate Council agendas which contain items which constitute first reading for Faculty Senate will be distributed to all members of the applicable committee six calendar days in advance of any scheduled meeting time.

V. MEETINGS

A. During the course of the summer, the Executive Committee shall be empowered to act provisionally on an emergency basis on behalf of the full body, subject to the approval of the full Faculty Senate when it reconvenes.

B. Meetings of the Faculty Senate are open meetings. Speaking privileges before the Faculty Senate shall be granted to anyone recognized by the President of the body, or whose right to speak is supported by a majority vote of the body. The University President and the President of the Washburn Student Government Association (W.S.G.A.) shall have the right to speak before the Faculty Senate.

C. Actions of the Faculty Senate will be taken by majority vote of members present, with the exception of amendments to the Senate Constitution. All actions of the Faculty Senate, however, require the presence of a quorum, defined as at least half the elected representatives.

D. Each matter considered as new business shall be presented to the Faculty Senate as an agenda item in the form of two readings and may not occur on the same date. The first presentation of the matter shall be considered its first reading. Items coming to the Faculty Senate from the Graduate Council, Faculty Affairs, Academic Affairs, Electoral, or All-University Committees will be taken up as second reading.

E. Minutes of all meetings of the Faculty Senate will be distributed to all members, to the University President, to the Secretary of the Board of Regents, the Secretary of the General Faculty, and to the President of W.S.G.A. by the Faculty Senate Secretary. Minutes will also be posted on the University web site by the Faculty Senate Secretary.

F. The President of the University shall have the right to non-concur with any action of the Faculty Senate, but in exercising this right, shall state the reasons for nonconcurrence in a letter to the Secretary of the Faculty Senate. The Board of Regents shall then be notified of the action of the Faculty Senate and the nonconcurrence of the University President, along with the stated reasons for nonconcurrence. A final determination of the matter shall be in the hands of the Board of Regents, and until such time the status quo shall prevail.

VI. COMMITTEES

A. In addition to the Executive Committee, the Faculty Senate will establish from its own membership the following committees: an Electoral Committee, to oversee elections of the Faculty Senate; an Academic Affairs Committee, to review and make recommendations on matters of curricula and programs; and a Faculty Affairs Committee, to review and make recommendations on faculty issues. The Graduate Council will report to the Faculty Senate and make recommendations on graduate curricula excluding those of the School of Law.

B. The Executive Committee of the Faculty Senate, in its capacity as Committee on Committees, will be empowered to create, as deemed necessary, ad-hoc committees, and to oversee faculty representation on faculty committees.

C. Faculty representatives on faculty committees, other than the Electoral, Faculty Affairs, and Academic Affairs Committees, need not be members of the Faculty Senate. At least one faculty representative on each faculty committee must be a member of the Faculty Senate, by special appointment of the Executive Committee, if necessary.

D. The Faculty Affairs Committee is charged with promoting the general welfare of faculty members. While the scope of the committee is general in nature, the more prominent interests are:

1. Teaching loads and extracurricular duties
2. Retirement, tenure, and sabbatical leaves

3. Faculty grievances
4. Dismissal criteria
5. Salary and faculty benefits
6. The academic sabbatical program

Membership of the committee consists of one Faculty Senate member from each Division within the College of Arts and Sciences, one from the School of Business, one from the School of Law, one from the School of Nursing, one from the School of Applied Studies, and one member from the University libraries, each elected for a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. If possible, all faculty members of the Faculty Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may request the relevant unit(s) elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Faculty Affairs Committee that will be senators is 2/3.

E. The Academic Affairs Committee is charged with evaluating carefully and making recommendations to the Faculty Senate regarding: (1) all new undergraduate programs (majors, degrees, certificates and emphasis/concentration areas) or major revisions (those that fall into categories 3-5 below) proposed by any Major Academic unit of the University; (2) new undergraduate academic programs or major revisions (those that fall into categories 3-4 below) to such programs that originate from units other than Major Academic Units (e.g., Interdisciplinary, Leadership, Honors program, etc.); (3) policies that redefine standing university criteria (e.g., minimum number of hours to graduate 119 vs. 124 hour degree, 6 hour vs. 12 hour minor, General Education criteria); and (4) academic or programmatic changes to undergraduate programs requiring financial investments beyond the unit (i.e., new university funding). (5) Changes that directly affect other units (e.g., deleting/adding correlated courses) at the undergraduate level will be reviewed by the Academic Affairs Committee as action or informational items. The primary concern of the committee shall be consistency of the proposed program with applicable University-wide guidelines and regulations, potential impact of the program on other established programs in the University, and financial implications of such new or revised programs. The Executive Committee may also delegate other matters to this committee. Faculty representatives on this Committee must be members of the Faculty Senate.

The following items should be channeled through the ACADEMIC UNIT's faculty governance process and would not come through the General Faculty Governance process (i.e., Academic Affairs, Senate, General Faculty and the Washburn Board of Regents) unless at least one of the five criteria is also present:

- A. Changes to the minor
- B. New courses, course modifications, changing of course descriptions, credit hours or course numbers
- C. Deleting unused course numbers
- D. Changes to certificates
- E. Changing prerequisites
- F. Number of credits in the major (within the University established minimum/maximum levels)

G. Changing the advising process

H. List of potential electives within the unit for a major

The Academic Affairs Committee shall consist of two (2) Faculty Senate members from each Major Academic Unit other than the School of Law, and a Senate representative of Mabee Library/CRC. Each member will be elected to a one-year term by the Faculty Senate from its ranks. The committee selects its own chairperson. Decisions of the Academic Affairs Committee require the affirmative vote of six of the nine members; six members shall constitute a quorum to conduct business. The VPAA or his/her designee will serve as an ex-officio, non-voting member. If possible, all faculty members of the Academic Affairs Committee should be senators. However, if a Major Academic Unit has three or fewer senators, or Mabee Library/CRC has only one senator, the Faculty Senate President may ask the relevant unit(s) to elect a non-senator to the Academic Affairs Committee or Faculty Affairs Committee to ensure adequate representation from this (these) unit(s). If appointments of non-senators must be made, the minimum proportion of the faculty members of the Academic Affairs Committee that will be senators is 2/3.

F. The Graduate Council voting membership will consist of one faculty member from Mabee Library and at least one faculty member from each School and the College (excluding the School of Law) with a maximum of one faculty member from each graduate program. Committee members shall be faculty who regularly teach or support graduate courses in the programs. The major academic units that offer graduate degree programs and Mabee Library will determine their own procedures for electing or appointing their representatives to the Graduate Council. Each representative will serve a two-year term. The Graduate Council will elect a Chairperson annually who will also serve as a member of the Faculty Senate. The Dean of the Office of Graduate Programs and Academic Outreach, the Vice President for Academic Affairs, and a representative from the School of Law will serve as non-voting ex-officio members of the Council. Decisions of the Graduate Council will require the affirmative vote of two-thirds of the voting members; two-thirds of the members shall constitute a quorum to conduct business. Actions taken by the Graduate Council will serve as the first reading of such action for the Faculty Senate and must be submitted to the full Faculty Senate in writing at least one week prior to a second (final) reading by the Senate.

The Graduate Council reports to the Faculty Senate and is charged with evaluating and making recommendations to the Faculty Senate regarding (1) all new graduate programs (majors,

degrees, certificates and the like) proposed by any major academic unit of the University; (2) major revisions to existing programs (such as a change in major designation or the addition of a major or concentration); and (3) new graduate academic programs or revisions to such programs that originate from units other than major academic units. The primary concern of the Council shall be consistency of the proposed program with applicable University-wide and external accreditation guidelines and regulations including admission criteria and procedures, potential impact of the program on other established graduate programs in the University, and financial implications of such new or revised program. Joint programs including School of Law are subject to this review. All programs exclusively to the School of Law are not.

The Office of Graduate Programs and Academic Outreach will collaborate with the Office of Institutional Research to provide appropriate data regarding graduate programs, respond to requests for information, and assume other administrative duties deemed appropriate by the Graduate Council, Faculty Senate, and the Vice President for Academic Affairs. The Office of Graduate Programs and Academic Outreach also will collaborate with Enrollment Management on generating information on student recruitment, financial aid, and graduation.

G. Faculty, Presidential, and Advisory Committees will be organized as follows:

1. Faculty committees - including, but not limited to, the Research Committee, Interdisciplinary Studies Committee, Promotion and Tenure Standards Committee, Honors Advisory Board, Graduate Committee, and General Education Committee - will be structured as standing committees of the Faculty Senate, with membership consisting of faculty elected by the academic units. Students or staff might also be added to these committees at the discretion of the Faculty Senate. Faculty committees will report their actions to the Faculty Senate. The Faculty Senate has the right to receive, review, remand, approve, or disapprove recommendations from these committees. Changes to the charge or membership structure of these committees will be made by action of the Faculty Senate.
2. Other University Committees are Presidential Committees and Advisory Committees

a. Presidential Committees - including, but not limited to, the Athletic Committee, Honorary Degree Committee, Institutional Review Board, and University Facilities Planning Committee - will be selected by the President of the University, though the President may choose to consult with the Faculty Senate when selecting faculty members to serve on Presidential Committees. These committees report their actions to the University President. Changes to the charge or membership structure of these committees are made at the discretion of the University President.

b. Advisory Committees - including, but not limited to, with administrative offices advised by each committees parenthetically noted, the Electronic Technology Committee (VPAA/VPAT), Assessment Committee (VPAA/VPSL), Board of Student Publications (VPAA/VPSL), Student Financial Aid Committee (Dean of Enrollment Management), International Education Committee (Director of International Programs), Committee on Undergraduate Retention (VPAA/VPSL/Dean of Enrollment Management), Committee on Undergraduate Probation and Reinstatement (VPAA/VPSL/Dean of Enrollment Management), and the Library Committee (Dean of Mabee Library) will typically include at least one member of the Faculty Senate. Advisory Committees will report their actions by minutes both to the Secretary of the Faculty Senate and to the appropriate administrative official. Changes to the charge or membership structure of these committees would be made by the President of the University in consultation with the Faculty Senate.

H. Each Faculty Committee shall elect a chair from among its own members

VII. AMENDMENTS

A. Amendments to the Constitution of the Faculty Senate can be proposed by any eligible faculty member as defined by Article II, A.

B. Amendments to the Constitution of the Faculty Senate require a two-thirds vote of Faculty Senate members present and voting and ratification by a majority vote of the General Faculty present and voting for passage.

Changes to Faculty Senate Constitution:

24 January 2008

VI. E. Second paragraph alters the make up of the Academic Affairs Committee, establishes a quorum and specifies the number of votes required to approve items brought before the committee. (Amendment approved by vote of the General Faculty)

29 January 2015

II. B. Specifies rounding method for determining the number of faculty in a unit or area.

11 June 2015

VI. D. Second paragraph makes Faculty Affairs and Academic Affairs Committee membership clearer, and to have a contingency plan for representation in the case there are not enough senators from a Major Academic Unit or Mabee Library/Curriculum Resource Center (CRC, non-Faculty Senate members may be appointed to serve. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

VI. E. Second paragraph now allows for representatives who are not senators to be elected from an area or unit to Academic Affairs when there are not enough senators from that unit or area to serve on both the Academic Affairs and Faculty Affairs Committees. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

26 January 2017

IV. B. Add wording assigning the Secretary of the Faculty Senate one-eighth reassigned time.

27 April 2017

V.A. Delete item indicating meeting agendas must be distributed to members of Faculty Senate one week in advance of scheduled meeting and add the item as IV.G. indicating a six-day advance notification. Approved by General Faculty 27 April 2017.