

THE BYLAWS OF THE FACULTY SENATE OF THE *MEDICAL UNIVERSITY OF OHIO*

I. SCOPE

- A. The Faculty Senate of the Medical University of Ohio, hereinafter referred to as the health campus, is an elected, representative body of the faculty, with responsibility to promote the mission, function and interests of the health campus and its Faculty.

II. RESPONSIBILITIES OF THE SENATE

- A. To promote a positive working environment for academic, clinical, and professional excellence and growth for the faculty of all colleges within the health campus.
- B. To provide a collegial forum for communication and consultation between the faculty and the administration.
- C. To promote the Mission of the health campus by improving the human condition through the creation, dissemination and the application of knowledge and wisdom to increase the length and quality of human lives.
- D. To protect faculty rights and privileges, equal opportunity, due process, and academic freedom, and to promote an exemplary standard of ethical conduct and the academic, professional and administrative levels.
- E. To serve as an advisory body to the Provost/Executive Vice-President of the Health Campus, the President and the Board of Trustees of the health campus on all issues of importance to the Faculty.
- F. To review the academic policies, procedures and programs of the health campus.
- G. To review and respond to policy, procedural and programmatic changes initiated or recommended by the administration of the health campus that affect the faculty and/or the academic mission of the health campus.
- H. To participate in the long range planning for the future needs of the health campus and its faculty.
- I. To participate in the review of fiscal resources and budgets of the health campus and to advise the appropriate utilization of health campus resources.
- J. To form standing and ad hoc committees as may be appropriate for effective and efficient execution of its duties.
- K. To consider any subject pertaining to the interests of the health campus and to act in the name of the health campus Faculty in making recommendations to the Administration on these matters. The Faculty Senate shall collaborate with the Administration, subject to the supervision and control of the Board of Trustees, in developing and implementing the tenets governing the health campus and its mission, including academic affairs regarding faculty, academic regulations regarding students, and the granting of degrees, honors and awards.

III. ORGANIZATION OF THE SENATE

- A. The Faculty Senate is a representative body consisting of members elected by the full and part time faculty of the College of Medicine, College of Nursing, and College of Health Sciences. It is each Senator's responsibility to represent and report to their college or department the activities of the Senate. Representation shall be proportional to the number of full-time faculty equivalents. Candidates for the office of senator must hold at least a half-time position in the health campus.
- B. The term of elected representatives shall be for three years – 1/3 of all senators are elected annually. Senators may serve 2 consecutive terms. If a senatorial candidate wishes to serve more than two terms, it is recommended that they remain out of office for a minimum of one year prior to seeking re-election.
- C. Senators will be elected in May and will assume office in July of that year.
- D. Two senators shall be elected by the members of each department or college having a minimum of ten full time faculty equivalents.
- E. One senator shall be elected by the members of each department or college having less than ten full time faculty equivalents.
- F. One additional senator may be elected for each ten faculty equivalents in excess of ten in a department or college.
- G. Each college may select up to three Senators at Large.
- H. Senators are expected to attend a minimum of 70% of full senate meetings per year. If their attendance drops below this requirement during any one of their three years of a service, their position may be considered vacant.
- I. Vacancies occurring during a term shall be filled by a vote of the members of the department or college. The senator shall serve the remainder of the term and shall commence immediately upon election.

IV. OFFICERS OF THE SENATE

- A. The Officers of the Senate shall be President, Vice-President/President-Elect, Secretary, the Immediate Past President, and the Representative to the Ohio Faculty Council.
 - 1. The President of the Senate shall:
 - a. Preside at all regular and special meetings of the Senate;
 - b. Be responsible for implementing actions of the Senate;
 - c. Represent and report on the activities of the faculty and Senate at the Board of Trustees meetings;
 - d. Represent the Senate as a member of President's Senior Leadership Council;
 - e. Represent the Senate on the President's Advisory Council;
 - f. Represent the Senate at the Executive Committees of the Health Campus and any meeting of the Council of Deans (The President may appoint a designee to attend.);
 - g. Receive and bring to the Senate, in person or through a representative,

information on actions of the Board of Trustees, President's Senior Leadership Council, President's Advisory Council, Executive Committees of the Health Campus, Council of Deans, administrative officers and any other matters of importance to the faculty of the health campus;

- h. Keep a file of all letters and documents pertaining to the operation of the Senate and transfer them to the new President of the Senate at the end of the term of office;
 - i. Chair the Faculty Senate Executive Council and prepare the agenda for the meetings of the Senate;
 - j. Perform such other duties as are appropriate to the purposes and actions of the Senate and Faculty Senate Executive Council;
 - k. May attend the Ohio Faculty Council.
2. The President-Elect of the Senate shall:
- a. Assume the duties of the President and preside over the meetings of the Senate, and other meetings as necessary, in the absence of the President;
 - b. Assume the office and duties of the President in the event of the President's resignation or inability to serve for the duration of the term;
 - c. Assist the President of the Senate in matters pertaining to the Senate;
 - d. Serve as a member of the Faculty Senate Executive Council;
 - e. Chair the Senate Bylaws Committee;
 - f. Serve as a member of the health campus Finance Committee;
 - g. Represent the Senate on the President's Advisory Council.
3. The Secretary of the Senate shall:
- a. Be responsible for correspondence of the Senate;
 - b. Supervise the recording, distribution and maintenance of the minutes of the regular Senate, Faculty Senate Executive Council and special Senate;
 - c. Serve as a member of the Faculty Senate Executive Council;
 - d. Ensure that Senators and faculty receive notification of the meeting and agenda at least one week in advance of the meeting;
 - e. Maintain and update list of the Senators and alternates with the assistance of the Office of Faculty Affairs;
 - f. Chair the Nominating Committee;
 - g. Assume the duties of the President and preside over the meetings of the Senate in the absence of the President and President-Elect;
 - h. Keep records of attendance and confirm quorum in case of a vote.
4. The Past President of the Senate:
- a. The office of Past President shall be filled by the President upon election of new officers;
 - b. Serves as a member of the Faculty Senate Executive Council;
 - c. Advises the President as requested;
 - d. Performs other tasks as may be delegated by the President;
 - e. Serve as a member of the health campus Finance Committee;
 - f. Chair the health campus Committee on Faculty Governance.

5. The Representative to the Ohio Faculty Council:
 - a. Represents the Faculty Senate and MUO Faculty at meetings of the Ohio Faculty Council;
 - b. Reports at Senate meetings on any activities of the Ohio Faculty Council or the Chancellor of the Board of Regents, which may be of relevance to the Faculty Senate or the MUO Faculty;
 - c. Serves as a member of the Faculty Senate Executive Council.

6. Election of Officers:
 - a. The Nominating Committee shall prepare a slate of candidates for each of the offices of President-Elect, Secretary, and Representative to the Ohio Faculty Council.
 - b. The office of President shall be automatically filled by the President-Elect upon the election of the new officers.
 - c. Nominees must be full time members of the faculty of the health campus.
 - d. The slate of nominees shall be presented to the Senate at the meeting in April every year, at which time additional nominations may be made by members of the Senate. All nominees must agree to have their names placed on the ballot.
 - e. A ballot containing the list of nominees shall then be prepared and distributed promptly to all members of the full time faculty.
 - f. Each eligible voter may check the name of any listed full time member of the faculty or insert the name of a write-in candidate.
 - g. The ballot shall be placed in an unmarked envelope, which is then placed within a second envelope on which the signature of the voter appears.
 - h. A ballot shall be eligible for tabulation if the name of the voter appears on the current list of full time faculty members in the office of the Faculty Affairs.
 - i. Envelopes containing eligible ballots shall then be removed from the outer envelope, mixed, and the ballots subsequently tabulated by the Nominating Committee.
 - j. The candidate receiving the largest number of votes for each office shall be elected and shall be notified by the Secretary prior to the May Senate meeting.
 - k. Announcement of the outcome of the Senate elections will be made by the Chairman of the Nominating Committee at the May Senate meeting.

7. Term of Office for Officers
Newly elected officers shall assume the duties of office at the first regular meeting of the Senate for the academic year following election. All officers will serve one year.

8. Vacancies of Office
 - a. In the case of unplanned vacancy of the office of President-Elect, an interim Vice President will be appointed by the Faculty Senate Executive Council to fulfill the duties of the President-Elect for the remainder of the term.

- b. Vacancies of the offices of Secretary or Representative to the Ohio Faculty Council shall be filled by election of any full time member of the faculty. Election may be a majority of members voting at a regular meeting of the Senate, or the Senate may call on following the procedures for regular election of officers.
9. Removal of Officers
Removal of an officer of the Senate requires a two-thirds vote of the Senate. Removal must be based on failure to perform the duties and responsibilities of the position as defined by the Senate bylaws.

V. STANDING COMMITTEES OF THE SENATE

(Note that the Budget Committee has been eliminated as a standing committee)

A. Faculty Senate Executive Council

1. Duties and Responsibilities:
 - a. To advise and assist the President of the Senate in the execution of the duties of that office;
 - b. To insure the election of senators and officers according to the Bylaws of the Senate, dates of meetings, and orders of business;
 - c. To advise the President of the Senate in the preparation of the agenda for each meeting;
 - d. To identify issues for Senate involvement and action;
 - e. To recommend and to review appointments to the Standing Committees of the health campus.
2. Membership:
 - a. President of the Senate
 - b. President-Elect of the Senate
 - c. Secretary of the Senate
 - d. Immediate Past President of the Senate
 - e. Representative to the Ohio Faculty Council
 - f. One representative appointed by the President of the Senate from each of the Colleges of the health campus.
 - g. Chairs of the Standing Committees of the Senate
 - h. Other faculty members appointed by the President of the Senate
 - i. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
3. Term of Office
 - a. The term of office shall be for one year beginning with the first regular meeting in July.
 - b. Vacancies shall be filled by appointment by the President of the Senate with a majority vote by the Faculty Senate Executive Council.

4. Meetings
 - a. The President of the Senate shall preside over regular and special meetings of the Faculty Senate Executive Council.
 - b. Regular meetings of the Faculty Senate Executive Council will be held on a monthly schedule. At least ten (10) meetings a year will be held.
 - c. Faculty members may attend regular and special meetings of the Faculty Senate Executive Council as a non-voting observer.
 - d. The President of the Faculty Senate Executive Council has the prerogative to call an executive session of the voting members of the Faculty Senate Council.

B. Committee on Senate Bylaws

1. Duties and Responsibilities:
 - a. To review the Bylaws of the Senate and propose appropriate recommendations for revision, if necessary;
 - b. To review all proposed changes or additions to the Bylaws of the Senate at least biennially.
 - c. To present any proposed changes or additions to the Bylaws of the Senate to the Faculty Senate Executive Council, the Faculty Senate, the Administration and the Board of Trustees.
2. Membership
 - a. The committee shall be chaired by the President-Elect of the Senate.
 - b. The committee will consist of members of the faculty, representing each of the colleges of the health campus, appointed by the President-Elect and approved by the Faculty Senate Executive Council.
 - c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
3. Term
 - a. The term of the committee will be for one year.
 - b. Vacancies shall be filled by the President-Elect and approved by the Faculty Senate Executive Council.
4. Meetings

Meetings will be held as deemed necessary by the Chair of the committee.

C. Nominating Committee

1. Duties and Responsibilities:
 - a. To prepare a slate of candidates for each of the offices of the President-Elect, Secretary, and Representative to the Ohio Faculty Council;

- b. To present the slate of candidates to the Senate Executive Council at its regular April meeting, and to present the slate of candidates to the Senate at the May meeting.
 - c. Nominate chairs and members to standing committees and ad hoc committees of the Senate; with the advice and consent of the executive council, followed by supervision of the election of said committee members when indicated.
- 2. Membership
 - a. The committee shall be chaired by the Secretary of the Senate,
 - b. The committee will consist of one member from each of the colleges of the health campus and appointed by the Secretary with approval by the Faculty Senate Executive Council
 - c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.
- 3. Term
 - a. The term of the committee shall be for one (1) year.
 - b. Vacancies shall be filled by appointment by the Secretary of the Senate, with approval of the Faculty Senate Executive Council.
- 4. Meetings

Meetings will be held as deemed necessary by the Chair of the committee.
- D. Faculty Affairs Committee
 - 1. Duties and Responsibilities:
 - a. To review faculty salaries and to prepare an annual report to the Senate, comparing national salary trends;
 - b. To review benefits for active and retired faculty;
 - c. To review policies and procedures that affect faculty rights and privileges, including:
 - i. Academic freedom and equal opportunity for faculty members;
 - ii. Ethical conduct at the academic, professional and administrative levels
 - iii. Fair practices and due process for all faculty members;
 - iv. Academic and professional growth of the faculty (faculty leave, professional travel, etc.)
 - 2. Membership
 - a. The Chair of the Faculty Affairs Committee will be appointed by the President of the Senate and approved by majority vote of the Faculty Senate Executive Council.
 - b. The committee will consist of one member from each of the colleges of the health campus, nominated and appointed by the Nominating Committee with approval by the Faculty Senate Executive Council.
 - c. The Director of Faculty Affairs may serve as a non-voting ex-officio member.

3. Term
 - a. The term of the committee will be for one year.
 - b. Vacancies will be filled by appointment by the Chairman of the Faculty Affairs Committee with approval by majority vote of the Faculty Senate Executive Council.
4. Meetings
 - a. Regular meetings will be held on a quarterly schedule at least three (3) times a year.
 - b. Special meetings will be called by the Chairman as required.

E. Academic Committee

1. Duties and Responsibilities:
 - a. To review the academic policies, procedures and programs of the health campus;
 - b. To review and respond to policy, procedural and programmatic changes, initiated or recommended by the Administration of the health campus, that affect the faculty and/or the academic mission of the health campus;
 - c. To participate in the long range planning for the future needs of the health campus and its faculty.
2. Membership
 - a. The Chair of the Academic Committee will be appointed by the Nominating Committee of the Senate, with approval by the Faculty Senate Executive Council.
 - b. The committee will consist of one member from each of the colleges of the health campus, nominated and appointed by the Nominating Committee with approval by the Faculty Senate Executive Council.
3. Terms
 - a. The term of the Committee will be for one year.
 - b. Vacancies will be filled by appointment by the Chair of the Academic Committee with approval by the Faculty Senate Executive Council.
4. Meetings

Meetings will be held as deemed necessary by the Chair of the committee.

VI. MEETINGS

A. Open Meetings

1. All regular and special meetings of the Faculty Senate shall be open to all members of the faculty and interested persons.

2. Executive Session of the Senate can be called by the President. Only members of the Faculty Senate Executive Council and senators shall be present at an Executive Session of the Senate.

B. Regular Meetings

1. The Senate shall meet on the first Monday of each month, except July, September, and January, when the meetings will be held on the second Monday of the month.
2. Electronic notice of the time and place of the meeting shall be sent to all senators and members of the faculty one week in advance of the date of the meeting, or as soon thereafter, as possible.
3. An agenda listing reports to be made and items of business shall be provided to senators and members of the faculty.
4. Items may be placed on the agenda as new business upon prior petition by any senator. An item may be introduced by a senator at a regular meeting during the time designated for the introduction of new business.

C. Special Meetings

1. Special meetings shall be called by the President of the Senate or upon written petition of ten (10) senators. The time and place shall be announced by the President.
2. The agenda for such meetings shall include the matter(s) of urgency for which the meeting was called.
3. Electronic notice of time, place and agenda shall be sent to all senators and the faculty at least twenty-four (24) hours before the special meeting.
4. Public or electronic postings of a meeting to each department shall be considered general faculty notice.

D. Order of Business of Regular Senate Meeting

1. The order of business shall be:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Deans' Report
 - c. Report of the Faculty Senate Executive Council
 - d. Report of the Representative to the Ohio Faculty Council (if needed)
 - e. Report of the Standing Committees of the Senate (if needed)
 - i. Faculty Affairs
 - ii. Health Campus Governance Committee
 - iii. Nominating Committee
 - iv. Bylaws
 - v. Academic Committee
 - f. Report of any Ad Hoc Committees of the Senate (if needed)
 - g. Old Business
 - h. New Business

- i. Presentation of Monthly Topic
2. The order of business of a meeting may be changed by the President or a majority of the Faculty Senate Executive Council.
3. Senators are requested to sign in as indication of their attendance and obtain a name placard for the courtesy of our guest speakers.

E. Voting

1. Decisions of the Senate shall be determined by a majority of senators or alternates present and voting for or against a measure.
2. The President of the Senate may only vote in instances of a tie.
3. Any Senator may request a vote be by secret ballot of all senators present.
4. Any Senator may move for a vote of the Senate or general faculty by mail, upon being seconded and approved by the majority of the senators present. The mail vote will be secret. The President will submit the issue for a mail vote.
5. A motion to limit or close debate on a question shall require two-thirds of voting Senators present.
6. A quorum will consist of no less than 33% of all Senators.

VII. RULES OF PROCEDURE

A. Rules of Procedure governing deliberations and actions of the Senate shall be:

1. Bylaws of the Senate;
2. Bylaws, Rules and Regulations of the health campus;
3. In the event of conflict between these two Bylaws, the Bylaws, Rules and Regulations of the health campus will take precedence.

VIII. AMENDMENT OF BYLAWS

- A. New amendments shall be submitted in writing by the Bylaws Committee at a regular meeting of the Senate and shall be distributed in writing to all Senators.
- B. Distribution of amendments shall be a month before the meeting at which the vote on the amendment shall take place. This shall not preclude alterations or modifications of the amendment before final vote.
- C. The Bylaws of the Senate may be amended by mail vote of a majority of the Senators.

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