

Constitutional reforms, Fall 2014

Part Two: Bylaws

Article II. Committees (*Streamline the 9 appointed committees to 6; to require that the chairs of all appointed standing committee also be Senators; to require term limits on all committee membership, in order to build a strong Senate leadership base*).

Section 1. Membership

(Replace existing line two with the following): Each Standing Committee Chair or co-Chair shall be a full-time faculty member who is also a sitting ACFS Senator, with the exception of Abington College Promotion and Tenure Committee and Curricular Affairs Committee, which Chair shall be chosen by and from the membership of that committee.

Section 4. Term of Appointment

Chairs or co-Chairs of Appointed Standing Committees shall be selected by the Chair-elect of the ACFS in the spring prior to his or her term as Chair, for a term of one year. Chairs may be reappointed for an additional one-year term at the discretion of the Chair-elect. Members of Appointed Standing Committees shall be selected for one-year terms by the respective committee chairs, with the advice of the Chair-elect of the ACFS, and may be reappointed no more than three additional times.

Section 7. Appointed Standing Committees

a. Curricular Affairs

Chair (ACFS or UFS Senator, or by appointment)

Membership: Honors Coordinator as well as two additional faculty, along with Associate Dean for Academic Affairs, Director of Continuing Education, Head Librarian, a representative from the Advising Center, and two student representatives.

Duties: Shall make recommendations concerning curriculum changes, new degrees and minors, certificate programs involving courses for academic credit, academic

assessment, the Honors Program, and other curricular matters as appropriate.

b. Finance + Planning

Chair: Chair-elect of the ACFS

Membership: Four faculty members, as well as the current Chair of the ACFS, the Financial Officer of Abington College, the Grants Officer, the Chief Operations Officer, and representatives from Development and the Staff Advisory Committee.

Duties: Shall review and make recommendations regarding matters pertaining to the allocation and management of the college's resources. These include: reviewing the fiscal year department budget requests and evaluating the financial aspects of Strategic Plan, the Campus Master Plan, grants and external funding, development, sustainability, and safety and security.

c. Faculty Affairs

Chair: ACFS Senator

Membership: The FT II senator, as well as six additional faculty members, to include two Full Professors, two Associate Professors, one Assistant Professor, and one Fixed Term Lecturer. Additional advisory members for Instructional Review (IR) issues only: Associate Dean for Academic Affairs and the three Division Heads.

Duties: Shall review and make recommendations for changes in policies concerning faculty well-being including: faculty rights, duties, work load, salaries and benefits, professional development, research and creative work, promotion and tenure (HR-23) issues, mentoring, and social concerns and diversity. Additional IR duties include: IR mentoring, advising, and panelists.

d. Matriculation

Chair: Senator or At-Large Member

Membership: Two faculty, in addition to FYE Coordinator, as well as Associate Dean for Academic Affairs, Registrar, Director of Enrollment Management & Retention, representatives from International Programs and Continuing Education, and two student representatives.

Note: the Committee Chair will serve as the Faculty Senate representative on the Enrollment Management Council.

Duties: Shall make recommendations on recruitment and admissions, orientation and FYE, enrollment and retention, scheduling and registration, and advising and counseling.

e. Student Affairs

Chair: Senator

Membership: Five faculty, as well as a representative from Enrollment Management, Financial Aid, Athletics, Student Affairs, Student Life, Career Development, Intercultural Affairs, Residential Life, the President of SGA, and two student representatives.

Duties: Shall review and make recommendations regarding issues affecting students in three broad areas: **Student Success**, to include leadership training, career development, student conduct, diversity, financial aid, disabilities, and veterans; **Student Life** to include student health, extracurricular activities, student organizations, and residential life; and **Athletics**.

f. Academic Environment

Chair: Senator

Membership: Eight faculty members, as well as a representative from Student Affairs, the Library, the Center for Teaching and Learning, CNS/IMS, ACURA/Maker Faire, University Relations, and two students to be appointed by the Student Government Association. For **Awards** only: to include the Associate Dean for Academic Affairs and the three Division Heads.

Duties: Shall review and make recommendations in three broad areas: **Community**, to include speakers, colloquia, and continuous highlighting of faculty and student research and creative works; **Pedagogy**, to include teaching and learning, academic support, media, innovation and technology; and **Awards**, to fulfill an advisory role.

Section 8. Elected Standing Committees

a. Abington College Promotion and Tenure

Membership: Five (5) faculty members of which three (3) are to be elected at large by the faculty having continuing appointments and two (2) are to be appointed by the Abington College Chancellor. The committee shall include at least three (3) Professors and two (2) alternate members, one at the Professor and one at the Associate Professor rank. All members and alternates must be tenured and hold a rank of either Professor or Associate Professor. The Committee shall be responsible for the selection of its committee chair.

Selection: Nominations may be made by any continuing faculty member. Voting shall be by preferential ballot. Committee members shall be eligible for re-election for successive terms. The terms of the committee members shall be two (2) years and coincide with the academic year, with terms being staggered so that about one-half of the committee will be elected each year. The terms start with the fall semester, with elections held during the preceding spring semester. The Committee shall select a chair at the first meeting of the year and notify the Senate Chair.

Duties: Shall review the dossiers of candidates and make recommendations for promotion and tenure. The Promotion and Tenure Committee shall establish its own review procedures which must include appropriate safeguards of due process and confidentiality. The composition of the committee and its procedure are subject to review by the Provost and must conform to the current guidelines for the implementation of HR-23.

Part Three: Standing Rules

Article I. Procedures

Section 1. Order of Business:

The order of business at a regular Faculty Senate meeting shall be as follows:

- a. Adoption of the agenda
- b. Consideration of the minutes of the preceding meeting(s)
- c. Announcements by the Chair
- d. Unfinished business
- e. New business
- f. Communications from College Administrators
 1. Chancellor
 2. Associate Dean for Academic Affairs
- g. Communications from University Senators
- h. Communications from the Student Government Association
- i. Reports from Standing Committees (6)
- j. Comments and recommendations for the good of the order

The order of business may be altered with approval of the Faculty Senate at the beginning of the meeting.

Section 6. Elections Timetable:

1. Eliminate elections for both Instructional Review and Awards committees, as these duties will be absorbed into the work of the Faculty Affairs and Academic Environment committees respectively.
2. With the exception of University Faculty Senate, all elections shall be conducted on or by March 1 each spring.
3. With the exception of University Faculty Senate, all ACFS terms shall begin on June 1 each year.