

Faculty Senate Meeting Minutes

February 19, 2021, @ 2:30pm, via Zoom

Senators Present: Masoud Agah, Biko Agozino, Diane Agud, Robin Allnutt, Susan Anderson, Sara Arena, Richard Ashley, Paul Avey, Joseph Baker, Azziza Bankole, Sarah Barrett, Michael Borowski, Hilary Bryon, Charles Calderwood, Leandro Castello, Cathryn Copper, Benjamin Corl, Sam Doak, Harry Dorn, Robert Dunay, John Ferris, Carla Finkelstein, John Galbraith, Nicolin Girmes-Grieco, James Hawdon, Roie Hauser, Bob Hicok, Daniel Hindman, Eunju Hwang, Ran Jin, Eric Kaufman, Bradley Klein, Jacob Lahne, Evan Lavender-Smith, Justin Lemkul, Douglas Lind, Jonathan Maher, Paul Marek, Frank May, Frances McCarty, Polly Middleton, Thomas Mills, Cayce Myers, Michael Nappier, Amy Nelson, Aaron Noble, Chris Pierce, Nicole Pitterson, Scott Pleasant, Robin Queen, Susanna Rinehart, Tom Sanchez, Todd Schenk, Peter Schmitthenner, Yang Shao, Richard Shryock, Ashley Shew, Cornel Sultan, Jay Teets, Steve Thompson, Tess Thompson, Jim Tokuhisa, Diego Troya, Kwok Tsui, A.K. Ward, Layne Watson, Robert Weiss, Cindy Wood, Anthony Wright de Hernandez

Guests: Cameron Donaldson, Stuart Feigenbaum, Rachel Miles, April Myers, Ellen Plummer, Natasha Staley, Coogan Thompson

Call to Order & Guiding Questions

1. What is the faculty position on reporting SPOT scores collected in Spring 2021?
2. How can we best advance ideas for improved structures and operations of the Faculty Senate?

Consent Agenda

- January 22, 2021 meeting minutes. Unanimously approved.

Brief Updates and Announcements

- Eric Kaufman shared the following Chronicle article for those interested: "[The Shrinking of Scholarly Ranks.](#)"
- Susan Anderson shared a [legislative report from the Faculty Senate of Virginia](#). The most important issue to the Senate is the budget approval. Two bills that the Faculty Senate has supported have recently been passed.
- Eric Kaufman shared the [presentation slides he delivered for the Department Heads Forum](#). A lot of the slides are focused on the COACHE survey.
- Eric Kaufman shared the Google Docs for aggregating questions for meetings with Provost Clarke and President Sands. He asked for senators to post questions for themselves and faculty members from their department. The questions should be added at least one week in advance of the meeting date.
- Others?
 - Eric Kaufman noted a goal of [VT Giving Day](#) (Feb. 24-25) is to increase the number of people contributing, not necessarily the dollar amount contributed.

Faculty Senate Policy Oversight (Bob Hicok)

- Bob Hicok shared draft language and a flow chart for Faculty Senate oversight of processes outlined in the Faculty Handbook. The opening paragraph is intended to clarify the importance of the Faculty Handbook. The use of faculty mediators would be an addition; the goal would be to remove the Committee on Reconciliation and replace it with mediators. The Handbook Committee would also be an addition. The shared governance process review is the most difficult issue presented. The flowchart is just a way of capturing how the

process should work when presented with an issue. Bob Hicok presents the question: Do these changes make sense and should we continue this process?

- Question: (Richard Ashley) How did the creation of the Office of the University Ombudsman impact the need for the Faculty Reconciliation Committee?
 - Answer: It became clear that faculty did not feel comfortable speaking about issues in a group setting. The mediators seem to be a more effective solution.
- Comment: (Susanna Rinehart) The justifications for these changes seem spot on. She agrees with John Ferris, that the work is appreciated.
- Comment: (Bob Hicok) If this is something that the Faculty Senate wants to continue working on, we should hold on to the idea until next year when it can be presented to the Commission on Faculty Affairs.

Proposed Structural Improvements for Faculty Senate (John Ferris)

- John Ferris presented the proposed structural improvements for the Faculty Senate. Constitutional changes (FS 2020-21 A, C, D, F) have been concatenated into a single resolution, passed to the Commission on Faculty Affairs on February 1, as CFA 2020-21E. Bob Hicok asked for an expedited reading in CFA.
 - Item C: Each college would have at least one senator and University Libraries would be treated as a college.
 - Item D: Strengthens the bond between Faculty Senate and CFAs. Fixes the wording so that CFAs can elect their own members to the Faculty Senate standing committee.
 - Item F and G: The Operations Officer is not responsible for physically updating the website, taking minutes, etc., but is responsible for those things being completed.
- John Ferris moved to adopt FS 2020-21 A, C, D, & F. Ashley Shew seconded.
- Question: (Amy Nelson) Should every college also have an elected representative instead of having them do “double duty” in the cabinet as well as their respective college? It seems like the officers are doing a lot of work and should focus only on their officer position.
 - Response: (John Ferris) The Cabinet is the officers plus the elected officials from each college. A lot of the decision making comes from the cabinet, so those college members come with experience and opinions. The thought is that this structure keeps things more even in terms of college representation. John Ferris proposed that Amy Nelson’s issue be brought up as an amendment in the future.
- Question: (Bradley Klein) Was the issue solved regarding the representation of VTCSOM?
 - Response: (John Ferris) No college will have more than 20% of the senators to protect representation. The medical school has 11 senators until the categorization of faculty is figured out from the lens of governance.
- Vote: The proposed amendments passed:
 - FS 2020-21A: Interpretation of Terminology in Constitution ([Appendix A](#)); 64 in favor, and 0 opposed.
 - FS 2020-21B: Interpretation of Terminology in Bylaws ([Appendix B](#)); 64 in favor, and 0 opposed.
 - FS 2020-21C: Number of Senators from Each College in Constitution ([Appendix C](#)); 63 in favor, and 1 opposed.
 - FS 2020-21D: Standing Committees and Work Groups in Constitution ([Appendix D](#)); 63 in favor, and 1 opposed.
 - FS 2020-21E: College Faculty Association Committee in Bylaws ([Appendix E](#)); 64 in favor, and 0 opposed.

- FS 2020-21F: Faculty Senate Cabinet Roles in Constitution ([Appendix F](#)); 63 in favor, and 1 opposed.
- FS 2020-21G: Faculty Senate Cabinet Roles in Bylaws ([Appendix G](#)); 63 in favor, and 1 opposed.

Student Perceptions of Teaching (SPOT) Reporting

- Eric Kaufman presented several questions and resources regarding SPOT Reporting:
 - What is the faculty position for Spring 2021 SPOT data?
 - For use in faculty annual reports (FARs)?
 - For use in tenure-track dossiers?
 - For use in non-tenure-track promotion dossiers?
 - [VT allowance for calendar year 2020](#)
 - [Provost statement about Spring 2021 SPOT reporting](#)
 - [Provost Office Statement on Teaching Evaluations 2021-02-16.docx](#)
 - Recent Chronicle article: "[How Should Colleges Use Course Evaluations in a Pandemic?](#)"
 - Related VT FS report from April 2020: [Recommendations for Assessing Faculty](#)
- Comment: (Layne Watson) The courses that were taught before the pandemic are entirely different from how it is taught currently. Therefore, SPOT should not compare the same course from before and after.
- Comment: (Richard Shryock) We are still in a crisis situation that affects faculty very differently depending on their life circumstances. Numbers are retained better than statements, therefore a statement may not suffice. Submission of SPOT should be left up to individual faculty members, especially if it is beneficial to them.
- Comment: (Richard Ashley) This is a good opportunity to motion to stop reporting SPOT surveys in general. The data is not often helpful for evaluating faculty because it may just indicate the difficulty of the class.
- Comment: (Diane Agud) As an instructor, there is a different SPOT process. In the Math department, a lot of courses are being taught asynchronously where the videos are created by the course coordinators and not the instructors. This semester, are the SPOT surveys ranking the videos or the teacher? It seems to be more of a team effort than an individual one. Therefore it is hard to determine who is being evaluated by SPOT.
- Comment: (Carol) She agrees with everything that has been said so far. If the SPOT scores are reported, those who have overcome the circumstances and still taught well will be highlighted. She is open to reporting the SPOT or not in promotion and tenure, as there are pros and cons.
- Comment: (Evan Lavender-Smith) The COVID statement was essentially limiting the request of alternative teaching strategies. Could the Faculty Senate look into this?
- Comment: (James Hawdon) Hopefully we could move away from the number-based evaluation system towards something more nuanced. In the short term, why is the overall evaluation (1E) presented instead of the individual assessment questions (1A-1D)?
- Comment: (Robert) If we start talking about SPOT overall, we are not addressing the question at hand which is more immediate. What are the concerns about allowing each faculty member to choose whether they report the SPOT surveys?

Other Business

- Comment: (Jon Maher) Clarification about the medical Faculty Senate. In general, the issues covered in the VT FS are much different than those covered within the medical school.
- Updates or inquiries from college caucuses?
- Comment: (John Ferris) He said that he did not know if the Medical School would be involved in other standing committees. He also noted in the spring and fall there could be a discussion with other college community leaders and how their representation works in the university.
- (Question): (Biko Agozino)Biko asked about student governance.
 - Response:(Eric Kaufman) He said there was a VT News article that said where things were headed.

Action Items, Including Anticipated Follow-up Communication

- Faculty Census and Faculty Senate Representation for 2021-22: Cayce Myers thanked everyone for their contributions to the Faculty Census, and noted that he will have more information about the Census and allocation of Senators by the next full Faculty Senate meeting
- Comment: (Eric Kaufman) Eric said that he will be preparing remarks for the Board of Visitors, and welcomed any suggestions for that meeting.

Adjourn

Meeting adjourned at 3:49 p.m.

Respectfully submitted Cayce Myers, Secretary-Treasurer

Appendix A
FS 2020-21A: Interpretation of Terminology in Constitution

Faculty Senate Resolution FS 2020-21A
Resolution to Amend the Faculty Senate Constitution
regarding interpretation of terminology

First consideration by Faculty Senate:	January 22, 2021
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
First reading by Commission on Faculty Affairs:	<i>(February 19, 2021)</i>
Second reading by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
Approved by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
First reading by University Council:	<i>(March 15, 2021)</i>
Second reading by University Council:	<i>(April 5, 2021)</i>
Approved by University Council:	<i>(April 5, 2021)</i>
Approval by University President:	<i>(April 5, 2021)</i>
Effective:	Immediately upon approval By Board of Visitors

WHEREAS, eligibility for membership in the Faculty Senate is defined in Article III, Section 2 of the Faculty Senate Constitution; and

WHEREAS, interpretation of the terms used in the Faculty Senate Constitution is referred to the Faculty Senate Bylaws by a parenthetical statement about “underscored words”; and

WHEREAS, this vague reference to “underscored words” should be replaced with a clear statement that the interpretations of these eligibility requirements are defined in the Faculty Senate bylaws;

NOW, THEREFORE, BE IT RESOLVED that Article III, Section 2 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 2. *Eligibility*. ~~(Underscored words are defined in the bylaws.)~~ A faculty member is eligible for election to the Faculty Senate and to vote in the election of faculty senators if the faculty member holds: (1) the rank of professor, associate professor, assistant professor, or instructor; ~~[~~this includes faculty in the clinical professor series, professor of practice series, collegiate professor series, and all ranks of instructor~~];~~ (2) a full-time and continuing appointment to the University; (3) an appointment or tenure in an academic department, University Libraries, or Extension. Although otherwise qualified, those faculty members in administrative positions at the college level, the university level, or the library, and those faculty members studying for a degree at the university are ineligible. Interpretations of these eligibility requirements are defined in the Faculty Senate bylaws.

Appendix B
FS 2020-21B: Interpretation of Terminology in Bylaws

Faculty Senate Resolution FS 2020-21B
Resolution to Amend the Faculty Senate Bylaws
regarding interpretation of terminology

First consideration by Faculty Senate:	<i>(January 22, 2021)</i>
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
Effective:	Immediately upon approval By Faculty Senate

WHEREAS, eligibility for membership in the Faculty Senate is defined in Article III, Section 2 of the Faculty Senate Constitution; and

WHEREAS, interpretation of the terms used in the Faculty Senate Constitution is referred to the Faculty Senate Bylaws by a parenthetical statement about “underscored words”; and

WHEREAS, this vague reference to “underscored words” should be replaced with a clear statement that the interpretations of these eligibility requirements are defined in the Faculty Senate bylaws;

NOW, THEREFORE, BE IT RESOLVED that Article I, Section A(2) of the Faculty Senate Constitution be amended as follows (with changes noted in red):

I. Principles of Representation

A. Terminology

2. The ~~underscored words~~ eligibility requirements for election to the Faculty Senate in article III, section 2 of the constitution of the Faculty Senate are interpreted as follows:

Appendix C

FS 2020-21C: Number of Senators from Each College in Constitution

**Faculty Senate Resolution FS 2020-21C
Resolution to Amend the Faculty Senate Constitution
regarding number of senators from each college**

First consideration by Faculty Senate:	January 22, 2021
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
First reading by Commission on Faculty Affairs:	<i>(February 19, 2021)</i>
Second reading by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
Approved by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
First reading by University Council:	<i>(March 15, 2021)</i>
Second reading by University Council:	<i>(April 5, 2021)</i>
Approved by University Council:	<i>(April 5, 2021)</i>
Approval by University President:	<i>(April 5, 2021)</i>
Effective:	Immediately upon approval By Board of Visitors

WHEREAS, the principles of representation for the Faculty Senate is defined in Article III, Section 2 of the Faculty Senate Constitution including that, “Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership”; and

WHEREAS, the Faculty Senate acted to uphold this principle of representation by amending Article I, Section A and Section B of the Faculty Senate Bylaws in 2020 and thereby reflects the current will of the Senate; and

WHEREAS, interpretation of terminology used in the principles of representation is defined in Article I, Section A of the Faculty Senate Bylaws including the statement that, “University Libraries is to be treated as a college”; and

WHEREAS, interpretation of membership is defined in Article I, Section B of the Faculty Senate Bylaws including the statement that, “Each college will have at least one senator”; and

WHEREAS, colleges with very few faculty members eligible for membership in the senate may be added in the future; and

WHEREAS, colleges with very few eligible faculty members having three senators would be in conflict with the principle of representation recently upheld by the senate;

NOW, THEREFORE, BE IT RESOLVED that Article III, Section 3 of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 3. *Principles of Representation:* Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each college shall be represented by at least ~~one~~ **three** senators. ~~The faculty of the library will be represented by two senators.~~ Additional representation is prescribed in the bylaws. Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment. The Faculty Senate cabinet, upon recommendation of the secretary/treasurer, shall adjust annually the number of faculty senators in accordance with the Faculty Senate bylaws.

Appendix D

2020-21D: Faculty Senate Committees and Work Groups in Constitution

**Faculty Senate Resolution FS 2020-21D
Resolution to Amend the Faculty Senate Constitution
regarding Faculty Senate standing committees and work groups**

First consideration by Faculty Senate:	January 22, 2021
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
First reading by Commission on Faculty Affairs:	<i>(February 19, 2021)</i>
Second reading by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
Approved by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
First reading by University Council:	<i>(March 15, 2021)</i>
Second reading by University Council:	<i>(April 5, 2021)</i>
Approved by University Council:	<i>(April 5, 2021)</i>
Approval by University President:	<i>(April 5, 2021)</i>
Effective:	Immediately upon approval By Board of Visitors

WHEREAS, Article V, Section 2 of the Faculty Senate Constitution states, “Standing committees and work groups are established to carry out the functions and operation of the Faculty Senate. Standing committees and work groups report to the Faculty Senate. All standing committee and work group actions (excepting those of the Committee on Reconciliation) are subject to review by the Faculty Senate. Additional standing committees and work groups may be established upon recommendation of the president of the Faculty Senate, the cabinet, or a senator, and approval of the Faculty Senate. Standing committees and work groups include the Committee on Reconciliation and others as prescribed in the bylaws.”; and

WHEREAS, the Committee on Reconciliation, Faculty Review Committee and the Ethics Committee are special cases of Faculty Senate Committees; and

WHEREAS, all other standing committees and work groups are under the purview of the Faculty Senate and therefore the functions and duties, rules for membership, and rules for election of a chair and other officers should properly be prescribed in the bylaws;

NOW, THEREFORE, BE IT RESOLVED that Article V, Section 2, last paragraph of the Faculty Senate Constitution be amended as follows (with changes noted in red):

Section 2 (last paragraph):

- Other Committees: ~~Membership to other standing committees within the~~

~~university is appointed by the Faculty Senate president with consultation of the senate cabinet.~~The membership of the Faculty Senate Standing Committees is determined by processes contained in the Faculty Senate Bylaws. These committees include the Faculty Review Committee and the Ethics Committee; see the Faculty Handbook for composition and function descriptions.

Appendix E
FS 2020-21E: College Faculty Association Committee in Bylaws

Faculty Senate Resolution FS 2020-21E
Resolution to Amend the Faculty Senate Bylaws
regarding College Faculty Association Committee

First consideration by Faculty Senate:	<i>(January 22, 2021)</i>
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
Effective:	Immediately upon approval By Faculty Senate

WHEREAS, Article V, Section 2 of the Faculty Senate Constitution defines the establishment of standing committees and work groups to carry out the functions and operation of the Faculty Senate; and

WHEREAS, the functions and duties, rules for membership, and rules for election of a chair and other officers for standing committees and work groups other than the Committee on Reconciliation, Faculty Review Committee and the Ethics Committee must be defined in the Faculty Senate Bylaws; and

WHEREAS, the establishment of the College Faculty Association Standing Committee was approved by the Faculty Senate;

NOW, THEREFORE, BE IT RESOLVED that Article VII of the Faculty Senate Bylaws be amended as follows (with changes noted in red):

VIII. Faculty Senate Work Groups or Standing Committees

The Faculty Senate may form work groups or standing committees as needed. Each is to be led by a coordinator or chair elected by its members. The groups shall report to the Faculty Senate and are subject to the purview of the senate.

- College Faculty Association Committee: The members of the College Faculty Association Committee will be the leader of each of the college faculty associations or their designee. The functions and duties of the College Faculty Association Committee is to strengthen College Faculty Associations' roles in shared governance; strengthen the communication between all College Faculty Associations and the Faculty Senate; and provide a forum for faculty leadership engagement.

Appendix F
FS 2020-21F: Faculty Senate Cabinet Roles in Constitution

Faculty Senate Resolution FS 2020-21F
Resolution to Amend the Faculty Senate Constitution
regarding Faculty Senate cabinet roles

First consideration by Faculty Senate:	January 22, 2021
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
First reading by Commission on Faculty Affairs:	<i>(February 19, 2021)</i>
Second reading by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
Approved by Commission on Faculty Affairs:	<i>(March 5, 2021)</i>
First reading by University Council:	<i>(March 15, 2021)</i>
Second reading by University Council:	<i>(April 5, 2021)</i>
Approved by University Council:	<i>(April 5, 2021)</i>
Approval by University President:	<i>(April 5, 2021)</i>
Effective:	Immediately upon approval By Board of Visitors

WHEREAS, the roles and responsibilities of the Faculty Senate in shared governance is increasing;
and

WHEREAS, the roles and responsibilities of the Faculty Senate officers and other cabinet members
need to be revised to meet these new roles and responsibilities; and

WHEREAS, assistance and support between the cabinet members and the commissions, standing
committees and work groups are critical in meeting these needs; and

WHEREAS, monitoring of the critical functions of the senate is required; and

WHEREAS, the role of secretary/treasurer has evolved so dramatically as to warrant a more
properly descriptive term: operations officer; and

WHEREAS, the detailed activities of all officers and cabinet positions are properly defined in the
Faculty Senate Bylaws and not in the Constitution;

NOW, THEREFORE, BE IT RESOLVED that Article III, Article IV, Article V, and Article VII of the
Faculty Senate Constitution be amended as follows (with changes noted in red):

Article III. *Membership*

Section 3. *Principles of Representation:* Insofar as possible, each senator shall represent an equal number of faculty members eligible for Faculty Senate membership. The faculty of each college shall be represented by at least three senators. The faculty of the library will be represented by two senators. Additional representation is prescribed in the bylaws. Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they shall make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment. The Faculty Senate cabinet, upon recommendation of the ~~operations officer~~~~secretary~~~~treasurer~~, shall adjust annually the number of faculty senators in accordance with the Faculty Senate bylaws.

Article IV. *Officers*

Section 1. *Officers:* The officers of the Faculty Senate are the president, vice president, ~~operations officer~~~~secretary~~~~treasurer~~, and immediate past president. The president may appoints a member of the Faculty Senate to serve as parliamentarian.

Section 2. *President:* The duties of the president include representing the faculty as the main point of contact and advocacy to external entities including the Board of Visitors and the administration; presiding at all meetings of the Faculty Senate and cabinet; and performing duties prescribed in the constitution and bylaws or appropriate to the office.

Section 3. *Vice President:* The duties of the vice president include assisting and supporting~~acting in the absence of~~ the president and the operations officer and acting in their absence; monitoring Commissions; chairing the Commission on Faculty Affairs; and performing other duties as defined in the bylaws.

Section 4. *Operations Officer*~~Secretary~~~~Treasurer: The duties of the ~~operations officer~~~~secretary~~~~treasurer~~ include organizing all senate operations; monitoring Standing Committees and Work Groups; organizing the election of faculty members to the senate; distributing the agenda prior to each meeting of the Faculty Senate; maintaining records, attendance, and minutes; distributing the Faculty Senate and cabinet minutes to senators; posting Faculty Senate minutes on and maintaining the Faculty Senate website; collecting dues and managing Faculty Senate accounts; and performing other duties defined in the bylaws.~~

Section 5. *Immediate Past President:* The duties of the immediate past president include assisting and supporting the president and acting in their absence; organizing

~~the election of as requested and chairing a subcommittee of cabinet members to seek nominations for~~ Faculty Senate officers and other senate elections; and performing other duties as defined in the bylaws.

Article V. *The Faculty Senate Cabinet, Standing Committees, and Work Groups*

Section 1. *The Faculty Senate Cabinet:* The members of the cabinet are the officers of the Faculty Senate, and one senator from each college and the library not represented by the officers. Faculty Senate cabinet members who are not senate officers are elected for a term of one year by caucus of the senators of the respective colleges and are eligible for re-election as prescribed in the bylaws. The functions and duties of the cabinet are to serve as the executive committee of the Faculty Senate to which it is responsible and to which it reports regularly on the disposition of matters submitted to it; to act on behalf of the Faculty Senate between senate meetings; to nominate or recommend faculty senate representatives to all entities, including councils, commissions, committees and working groups, as prescribed in the bylaws; and to discharge other duties in accordance with parliamentary procedure and the Faculty Senate constitution and bylaws.

Article VII. *Meetings and Procedures*

Section 6. *Standing Committee Meetings:* Each standing committee meets as frequently as required to fulfill its responsibilities. The presiding officer prepares the agenda and ~~the secretary~~ distributes it to all members prior to each meeting.

Appendix G
FS 2020-21G: Faculty Senate Cabinet Roles in Bylaws

Faculty Senate Resolution FS 2020-21G
Resolution to Amend the Faculty Senate Bylaws
regarding Faculty Senate cabinet roles

First consideration by Faculty Senate:	<i>(January 22, 2021)</i>
Second consideration by Faculty Senate:	<i>(February 19, 2021)</i>
Approved by Faculty Senate:	<i>(February 19, 2021)</i>
Effective:	Immediately upon approval By Faculty Senate

WHEREAS, the roles and responsibilities of the Faculty Senate in shared governance is increasing;
and

WHEREAS, the roles and responsibilities of the Faculty Senate officers and other cabinet members
need to be revised to meet these new roles and responsibilities; and

WHEREAS, assistance and support between the cabinet members and the commissions, standing
committees and work groups are critical in meeting these needs; and

WHEREAS, monitoring of the critical functions of the senate is required; and

WHEREAS, the role of secretary/treasurer has evolved so dramatically as to warrant a more
properly descriptive term: operations officer; and

WHEREAS, the detailed activities of all officers and cabinet positions are properly defined in the
Faculty Senate Bylaws and not in the Constitution;

NOW, THEREFORE, BE IT RESOLVED that Article VII of the Faculty Senate Bylaws be amended as
follows (with changes noted in red):

VII. Duties of Faculty Senate Officers and Cabinet

A. Duties of Faculty Senate Officers

In addition to the duties prescribed in Article IV of the Faculty Senate Constitution, the
duties of the officers are

1. President

- a) To outline the year's objectives at the opening session of the Faculty Senate in the fall.
- b) To prepare and distribute aAn annual report of the Faculty Senate's accomplishments during the year ~~shall be prepared and distributed by the president~~ to the senate, faculty, administration, and Board of Visitors.
- c) To prepare the agenda for cabinet and Faculty Senate meetings, in consultation with ~~officers~~ the cabinet as appropriate.
- ~~d) To select three senators from different departments to serve as tellers for Faculty Senate elections.~~

2. Vice President

- ~~a) To review the activities of the Committee on Reconciliation and Faculty Review Committee.~~
- ~~b) To recommend new membership for the Faculty Ethics Committee, Committee on Reconciliation, and Faculty Review Committee. To chair the Commission on Faculty Affairs unless an alternate is chosen according to the bylaws~~
- c) To assist the president by attending meetings, workshops, and other activities on behalf of the Faculty Senate president.

3. ~~Operations Officer~~ Secretary/Treasurer

- a) To ~~organize the election of faculty members to the senate pursuant to Articles I, II and III of the Faculty Senate Bylaws~~ inform each department (or college faculty association or dean) of the number of senators to be elected, as prescribed in the ~~constitution and bylaws~~.
- b) To obtain a current list of faculty members eligible for membership in the Faculty Senate pursuant to Article I, Section E
- c) To maintain a current list of senators and their membership as senate representatives to all entities, including councils, commissions, committees and working groups.
- d) To ensure that the following operations are completed in an appropriate manner: distributing the agenda prior to each meeting of the Faculty Senate; maintaining records, attendance, and minutes; distributing the Faculty Senate and cabinet minutes to senators; posting Faculty Senate minutes on and maintaining the Faculty Senate website; collecting dues and managing Faculty Senate accounts.

e) To recommend new membership for the Faculty Senate Committees and Work Groups to the Faculty Senate president and cabinet pursuant to Article V, Section 2 of the Faculty Senate Constitution.

4. Immediate Past President

~~a) To assist the president as requested.~~

~~a) To form and chair a sub-committee of cabinet members who have chosen not to be considered for an officer position; to convene and chair this~~ To chair a sub-committee of cabinet members to seek nominations for Faculty Senate officers and other senate elections; prepare a slate of officer nominees for consideration by the cabinet; and to convene and chair a meeting of the cabinet to prepare a slate of officer nominees for consideration by the senate pursuant to Article IV, Section 6 of the Faculty Senate Constitution.

b) To chair ~~a sub-committee of cabinet members~~ meetings of the cabinet to seek nominations ~~for Faculty Senate officers and other senate elections~~ or recommendations of faculty senate representatives to all entities under Article VII, Section B of the Faculty Senate Bylaws.

B. Duties of the Faculty Senate Cabinet

In addition to the duties prescribed in Article V of the Faculty Senate Constitution, the duties of the cabinet are

1. To review the resolutions forwarded to the University Council by the various commissions and to advise the faculty senators on University Council of any resolutions that should be deferred for Faculty Senate consideration.
2. To monitor oversee and coordinate the activities of all officers and assist and support the Operations Officer
3. To monitor or chair each of the Standing Committees and Work Groups in support of the Operations Officer and standing committees of the Faculty Senate in order that their duties may be discharged expeditiously; to assist and support the chairs of the Commissions, Standing Committees and Work Groups; and to act in the absence of the chairs on the advice of the Faculty Senate officers.
43. To set the time and place and, together with the president, prepare the agenda for meetings of the Faculty Senate. (A senator may move additions to the agenda at the time of adoption by the Faculty Senate.)
4. ~~To serve as the Nominations Committee.~~

5. To call special meetings of the Faculty Senate as provided in article VII, section 2 of the Constitution.
6. To nominate members of all standing committees for election by the Faculty Senate as required by the Faculty Handbook and Faculty Senate Bylaws.
7. To nominate Faculty Senate representatives to the University Council for election by the senate.
8. To seek nominations from department faculties and the Faculty Senate for senate-elected representatives on university commissions and to submit a list of nominees for election by the Faculty Senate.
9. To recommend Faculty Senate nominees for membership on university committees when requested by the president of the university. The Faculty Senate must confirm such nominations.
10. To make nominations, insofar as possible, to ensure rotation of assignments and utilization of the talents of all faculty.
11. To nominate a slate of officers as provided in article Article IV, section 6 of the constitution and article VII, section A of the bylaws
12. To nominate the chair of the Commission on Faculty Affairs. The Faculty Senate must confirm the recommendation as an alternate to the Faculty Senate Vice President.