



FACULTY SENATE

Constitution and Bylaws

*Adopted, Spring 2003
5th Revision, Spring 2018*

FLORIDA INTERNATIONAL UNIVERSITY
FACULTY SENATE CONSTITUTION

PREAMBLE

The Mission of the Faculty Senate

The mission of the Faculty Senate at Florida International University is to provide a process, independent of collective bargaining, for faculty to play an active and responsible role in academic governance.

The Vision of the Faculty Senate

The Faculty Senate is an integral part of the academic governance of the University. As a representative of the faculty, the source of academic authority, the Senate is the guardian of policies that govern the Academy. The Senate is essential in steering the University by initiating, reviewing, evaluating and recommending policy.

The Senate shares with the University administration the duty to protect academic freedom.

The Senate places the welfare of the Academy above parochial interests and participates fully and responsibly in making collective decisions.

The Senate recognizes the importance of creating a sense of community within the University. The Senate is committed to promoting equal opportunity and access in all aspects of University life.

The Senate recognizes and supports the University's role in the global community. In addition, the Senate is responsive to the special mission of an urban, public University and seeks to strengthen ties with the local community.

The Senate shares with the university administration the following core values:

The primary value, and in effect the principal faculty mechanism to achieve all other values, is

1. Effective shared governance

From which these other values follow:

2. Degree credibility
3. Student intellectual development
4. Commitment to a humane and just community and society
5. Student competitiveness (local, national, global)
6. Maintaining a high quality faculty that is competitive on a national and global basis
7. Rigor, integrity, and civility
8. Administrative effectiveness and accountability

BILL OF COLLECTIVE RIGHTS AND PRINCIPLES OF GOVERNANCE

The Florida International University Faculty Senate holds that faculty have collective rights that are set forward here. Every academic unit in the University shall guarantee explicitly these rights in their governance documents and observe faithfully these rights in the future.

- A. Academic freedom is the freedom of faculty members to present and discuss all relevant matters in the classroom and in the public forum; to select instructional materials and determine grades; to pursue all avenues of scholarship, research, and creative expression; to speak freely on all matters of University governance; to speak out in matters of controversy; and to write and act as individuals, all without institutional reprisal or restraint and unhindered from internal or external groups.
- B. Through collegial self governance, university faculty members decide and develop the curriculum that will be offered to students within the limits established by state rules and regulations. Faculty members are the academic authorities of the University.
- C. Each free-standing school or college must have a democratically established collegial governance system. These governance systems and their governing documents may only be revised by democratic vote of the college or school faculty.
- D. The faculty of each unit of the University have the right to participate in the selection and appointment of their administrators. In particular, department chairpersons and school directors may only be appointed following a free, fair and secret vote by the faculty of the unit.
- E. The faculty of each unit of the University have the right to participate in the evaluation of their administrators. This right includes participation in the creation of evaluative criteria. Evaluations shall be conducted annually in a process that protects the anonymity of the evaluators. Those to be evaluated include department chairs and school directors, deans, the Provost and the President. Faculty have the right to see the results.
- F. The faculty of each academic unit, including departments, schools or colleges and the University as a whole, have the right and responsibility to conduct a vote of confidence in their leadership at any time they see fit.
- G. The Faculty Senate may censure individuals and any formal, organized units when it determines they have violated these rights and principles.

ARTICLE I. NAME

The organization shall be known as the Faculty Senate of Florida International University.

ARTICLE II. MEMBERSHIP

- A. The constituency of the Faculty Senate is defined as continuing full-time faculty members, to include all full-time faculty members (not on a visiting line), including those who serve as chairs and directors in academic units at Florida International University. It excludes all administrators other than those previously mentioned. Academic units are defined as free-standing schools, colleges and the library.

- B. The Faculty Senate shall consist of sixty two (62) members elected by its constituency as defined in Article II.A, in numbers proportional to the number of constituents in each of the free-standing schools, the colleges and the library, except that in no case can any one unit have more than thirty (30) Senators or fewer than two (2). The designation of units eligible to elect Senators and the number of Senators from each unit shall be determined by the lists of units and the number of filled constituency positions existing as of March 1 for each academic year. Faculty members with joint appointments in more than one unit shall be considered to be members of the unit in which their primary appointment resides. This information shall be supplied by the Office of Academic Affairs. The constituents from each unit shall elect their own Senators.

When a new academic unit is established after the annual reapportionment, it shall be permitted to elect two (2) voting members to serve temporary terms until the next reapportionment and election. For the period following such an event the total membership of the Senate will be increased by the number of temporary members.

- C. The qualifications for a Faculty Senator are: constituent with a minimum of two (2) years of full-time experience at FIU. If an academic unit does not have enough members who are qualified and willing to serve, these requirements shall be waived on an annual basis as needed.
- D. Each unit shall elect at least two (2) alternates to the Faculty Senate to serve and vote in the absence of any elected Senator. Alternates are encouraged to attend and participate in Senate deliberations; however, they shall not serve as Senate officers.

ARTICLE III. JURISDICTION

- A. The Faculty Senate is the basic legislative body of Florida International University.
- B. The Faculty Senate shall address academic matters and general educational policies.
- C. As the elected body of the faculty, the Faculty Senate may formulate its opinion upon any subject of interest to the University and adopt appropriate resolutions. Resolutions addressing matters legally reserved to the President and Board of Trustees are advisory in nature only.
- D. Actions adopted by the Faculty Senate regarding academic policy shall be transmitted by the Secretary of the Faculty Senate to the Provost who shall act upon the recommendation within thirty (30) calendar days of receipt. The Provost may approve, veto or choose not to act on matters referred by the Faculty Senate. Lack of action by the Provost within thirty (30) calendar days will be considered as approval of the referred measure.
- E. The Provost retains veto power over actions regarding academic policy approved by the Senate. A veto by the Provost with the rationale for such action shall be communicated in writing to the Secretary and the Chair of the Faculty Senate by the Provost within thirty (30) calendar days of referral by the Senate.
- F. The Senate, by a two-thirds majority vote, may appeal a veto by the Provost to the President of the University. The President may overturn the Provost's veto and approve the Faculty Senate action, or sustain the Provost's veto. The President's decision on the appeal will be communicated in writing to the Secretary and the Chair of the Faculty Senate within thirty (30) calendar days of the appeal. If the President fails to act or communicate a decision to the Faculty Senate within thirty (30) calendar days, the Provost's veto will be considered overruled.

- G. The Senate, by a three-fourths majority vote, may appeal the President's decision to uphold the Provost's veto to the Board of Trustees of the University. The Chair of the Senate, acting as a member of the Board of Trustees, will present the Senate's position to the Board in the form of a motion. The Board of Trustees may sustain the President's decision or overturn the President's decision to uphold the Provost's veto. If the Board of Trustees fails to act or communicate a decision to the Faculty Senate following two regularly scheduled meetings of the Board, the President's decision on the appeal will be considered overruled by the Board of Trustees.

ARTICLE IV. OFFICERS

- A. The Faculty Senate shall elect from among its members a Chair, Vice-Chair, and Secretary. The Chair of the Senate will nominate and the Senate will confirm members by a majority vote to serve as Parliamentarian/Sergeant-at-Arms and as Governmental Liaison.
- B. Chair. The Chair must be a member of the Senate, and is elected by the Senate for a term of two years. The duties and functions of the Chair are:
1. To be the Administrative Officer of the Faculty Senate and to preside at Faculty Senate meetings;
 2. To serve as Chair of the Senate Steering Committee;
 3. To represent the Faculty Senate on any matter within the Senate's jurisdiction or as requested by the Board of Trustees, President or Provost;
 4. To appoint, when necessary, a Recording Secretary;
 5. To nominate the Senate Parliamentarian/Sergeant-at-Arms;
 6. To make appointments to university committees, to ad hoc committees and task forces established by the Senate, and to make any other appointments where Senate representation is requested;
 7. To serve as liaison between the Senate, and the President and Provost;
 8. To serve as a member of the University Board of Trustees;
 9. To receive messages from the administration;
 10. To represent the Faculty Senate at the Council of University Faculty Senates or its equivalent;
 11. To supervise staff assigned to the Faculty Senate;
 12. And to perform such other duties as may be directed by the Senate.
- C. Vice-Chair. The Vice-Chair must be a member of the Senate and is elected by the Senate for a term of two years. The duties and functions of the Vice-Chair are:
1. To act as Chair in the event the Chair is absent or otherwise unable to act;
 2. To serve on the Senate Steering Committee;
 3. To present Steering Committee motions to the Faculty Senate for their consideration;
 4. To communicate with the Board of Trustees on matters of importance to the Senate;
 5. To serve as liaison between the Senate and the FIU Foundation;
 6. To represent the Faculty Senate at the Advisory Council of Faculty Senates or its equivalent; Motion #05/06:07
 7. And to perform other duties as may be directed by the Senate or Senate Chair.
- D. Secretary. The secretary must be a member of the Senate and is elected by the Senate for a term of two years. The duties and functions of the Secretary are:
1. To ensure that the minutes of the previous meeting of the Faculty Senate are available in the Senate office for at least three (3) working days before the succeeding meeting;
 2. To coordinate the work of a Recording Secretary, when appointed by the Chair, and to correct, edit, and verify the accuracy of the minutes of Senate meetings in advance of their publication when prepared by a Recording Secretary;
 3. To assume the duties of the Recording Secretary if one is not appointed by the Chair;
 4. To transmit any and all notices required under this Constitution and the By-Laws of the Senate including the apportionment of seats by unit;

5. To oversee the maintenance of the Senate archives to include the minutes of Senate meetings, all actions of Senate standing and ad hoc committees and task forces, and official correspondence from the university administration;
 6. To determine the eligibility of those elected to the Senate as members and alternates under Article II of this Constitution, and to maintain an accurate list of members and alternates;
 7. To receive all official messages addressed to the Senate, to include electoral results by units, and veto messages and appellate decisions under Article III from the Provost, President and Board of Trustees;
 8. To prepare materials and ballots for elections;
 9. To serve on the Steering Committee and to record actions of the Steering Committee;
 10. And to perform other duties as may be directed by the Senate or the Senate Chair.
- E. **Parliamentarian/Sergeant-at-Arms.** The Parliamentarian/Sergeant-at-Arms must be a member of the Senate, and is nominated by the Chair and confirmed by a majority vote of the Senate for a term of one year. The duties of the Parliamentarian/Sergeant-at-Arms are:
1. To advise the Chair on parliamentary procedures and points of order when necessary;
 2. To determine issues of quorum and the voting privileges of alternates at Senate meetings;
 3. To count votes whenever a roll call is held or written ballots are submitted;
 4. To maintain order during Senate meetings;
 5. To serve as a member of the Steering Committee;
 6. And to perform other duties as may directed by the Senate or the Senate Chair.
- F. **Governmental Liaison.** The Governmental Liaison must be a member of the Senate, and is nominated by the Chair and confirmed by a majority vote of the Senate for a term of one year. The duties of the Governmental Liaison are:
1. To serve as the contact between the Faculty Senate and the FIU Governmental Relations Office.
 2. To participate as a faculty representative in the annual FIU Day in the State Legislature in Tallahassee.
 3. To inform the Faculty Senate of legislation that affects the university community.
 4. To coordinate efforts of faculty to support initiatives that improve the well-being of the university community in matters related to legislative actions.
 5. To serve as a member of the Steering Committee.
 6. And to perform other duties as directed by the Senate or the Senate Chair.

ARTICLE V. COMMITTEES

- A. The Faculty Senate shall have the following standing committees, whose members shall be continuing members of the units as defined in Article II(A):
1. **Steering Committee**
 - a. **Membership**
 - i. The committee shall consist of the Faculty Senate Chair, Vice Chair, Secretary, Parliamentarian/Sergeant-at-Arms, Governmental Liaison, one representative from each unit, and the immediate past-Chair of the Senate.
 - ii. Faculty Senators from each unit shall elect a Steering Committee member at a caucus following the first Senate meeting of the academic year.
 - iii. Membership is limited to Faculty Senators.
 - iv. The immediate past-Chair of the Faculty Senate shall be a member of the Steering Committee for no more than one year. In those instances where the immediate past Chair is unwilling or unable to serve, this position will remain vacant.

- b. Duties and Responsibilities
 - i. To monitor Senate elections;
 - ii. To develop faculty Senate agendas;
 - iii. To consult regularly with the Provost on any matter which either the Committee or the Provost wishes to address;
 - iv. To notify alternates and certify voting members of their respective units at each Faculty Senate meeting;
 - v. To request information from any member of the faculty or administration and invite any such person to meet with the committee for consultation on matters within its jurisdiction;
 - vi. To establish special committees as necessary;
 - vii. To discuss any matter concerning the well being of the faculty and/or the university, and when appropriate, to bring such matters to the floor of the Senate;
 - viii. And to perform other related duties as directed by the Senate or the Senate Chair.

2. Nominating Committee

a. Membership

- i. This committee shall consist of the Faculty Senate Chair and one Senator from each unit elected by caucus following the first Senate meeting of the academic year in which elections are to be held.
- ii. The Senators of a unit may, at their discretion, elect to the Nominating Committee the same individual who represents the unit on the Steering Committee, or they may elect different persons to each of these committees.
- iii. In the event that any member of the Nominating Committee is under consideration for any Senate office, that member shall not participate or be present at the deliberations of the Committee.

b. Duties and Responsibilities

- i. To nominate candidates for Chair, Vice-Chair and Secretary;
- ii. To nominate senators to committee assignments for approval by the Steering Committee under Article V(F);
- iii. And to perform other related duties as directed by the Senate or the Senate Chair.

3. Academic Policies and Personnel Committee

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.

b. Duties and Responsibilities

- i. To recommend and evaluate academic policies and procedures;
- ii. To study and recommend academic personnel policy and standards including university-wide promotion and tenure policies, and standards of professional conduct;
- iii. To monitor and review procedures to evaluate administrators, department chairs and directors;
- iv. To consider matters related to academic freedom;
- v. To consider the proposed Academic Calendar;
- vi. To work with representatives of student government, as appropriate;
- vii. And to perform other related duties as directed by the Senate or the Senate Chair.

4. University Curriculum Committee

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.
- iii. The chair of the Faculty Senate shall be an ex officio non-voting member of the committee.

b. Duties and Responsibilities

- i. To recommend and evaluate curricular policies and procedures;
- ii. To recommend and evaluate curricular proposals and catalog copy;
- iii. To maintain at the Senate office written Policies and Procedures;
- iv. And to perform other related duties as directed by the Senate or the Senate Chair.

5. Graduate Council

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be a member of the Graduate Faculty and who shall be elected by the members of their respective unit and a Librarian elected by the Library Assembly who need not be a member of the Graduate Faculty.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.
- iii. The Dean of the University Graduate School shall be an ex-officio **non-voting** member.
- iv. A student representative, designated by the graduate student governing body, shall be an ex-officio non-voting member.

b. Duties and Responsibilities

- i. To recommend and evaluate policies and procedures concerning graduate education at the University including, but not limited to admissions, academic progress, degree requirements, financial support, and graduate faculty appointments;
- ii. To evaluate proposals for new graduate programs, new tracks in existing programs and to review existing graduate programs;
- iii. To evaluate proposals for the termination of existing graduate programs;
- iv. To consider all requests from graduate program directors for exceptions to established policies and procedures;
- v. To maintain at the Senate office written Policies and Procedures;
- vi. And to perform other related duties as directed by the Senate or the Senate Chair.

6. Undergraduate Council

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.
- iii. The Dean of Undergraduate Education shall be an ex-officio non-voting member.
- iv. A student representative, designated by the undergraduate student governing body, shall be an ex-officio non-voting member.

b. Duties and Responsibilities

- i. To recommend and evaluate policies and procedures concerning undergraduate education at the University, including but not limited to admissions, academic progress, degree requirements, and financial support;

- ii. To evaluate proposals for new undergraduate programs, new tracks in existing programs and to review existing undergraduate programs;
- iii. To evaluate proposals for the termination of existing undergraduate programs;
- iv. To maintain at the Senate office established written Policies and Procedures;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

7. University Core Curriculum Oversight Committee

a. Membership

- i. This committee shall consist of at least five faculty members who will be appointed by the Chair of the Senate and approved by the Steering Committee.
- ii. Members of this committee must teach or have taught courses in the University Core Curriculum at least once during the four years prior to their appointment.

b. Duties and Responsibilities

- i. To consider and recommend new courses for inclusion in the University Core Curriculum (UCC);
- ii. To review existing courses for compliance with the FIU Faculty Senate policies and the State of Florida on the UCC;
- iii. To consider and recommend courses for deletion from the UCC;
- iv. And to perform other related duties as directed by the Senate or the Senate Chair.

8. Research, Scholarship, Creative Activities, and Engagement Committee

a. Membership

- i. This committee shall consist of at least five faculty members with at least one from each of the four areas who will be appointed by the Chair of the Senate and approved by the Steering Committee.
- ii. Members shall be senior faculty, associate or full professors, with demonstrable achievements in and recent commitment to research, scholarship or creative activity reflective of the broad diversity of research, scholarship, creative activities, and engagement at F.I.U.

b. Duties and Responsibilities

- i. To identify research, scholarship, creative activity, and engagement issues of importance to the university community;
- ii. To recommend policies and procedures that impact, encourage and facilitate the implementation of research, scholarship, creative, and engagement activities at FIU;
- iii. To review current and proposed policies and procedures as they affect the conduct of research, scholarship, creative activities or engagement at FIU;
- iv. To advise and coordinate with the administration committees that deal with research, scholarship, creative activities, and engagement and their funding and operations;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

9. Honorary Degree and Awards Committee

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.

b. Duties and Responsibilities

- i. To develop policies and procedures concerning honorary degrees and awards;
- ii. To evaluate and recommend to the Senate and Provost applicants for awards in Teaching, Research, Service and Advising and for Outstanding Faculty Member of the Year;

- iii. To evaluate nominations of candidates for honorary degrees and submit recommendations to the Senate;
- iv. To maintain at the Senate office established written policies and procedures;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

10. Biscayne Bay Campus Committee

a. Membership

This committee will consist of all Senators whose contract assignment is at the Biscayne Bay Campus and other Senators appointed by the Chair.

b. Duties and Responsibilities

- i. To recommend policies and procedures of particular concern to the Biscayne Bay Campus;
- ii. To bring to the attention of the Senate and the Provost significant concerns relevant to the Biscayne Bay Campus;
- iii. And to perform other related duties as directed by the Senate or the Senate Chair.

11. Library Committee

a. Membership

- i. The Library Committee of each academic unit will appoint a faculty representative to the Faculty Senate Library Committee.
- ii. Each unit will have at least one member on the committee. Units with academic programs at both campuses may appoint two members to the Committee provided that both campuses are represented.
- iii. One library representative from Modesto A. Maidique Campus and one from Biscayne Bay shall serve on the Committee.

b. Duties and Responsibilities

- i. To recommend policies and procedures concerning the University library system including acquisitions of books, serials and electronic resources;
- ii. To advocate for the Library;
- iii. To act as liaison with the University Librarian and staff;
- iv. And to perform other related duties as directed by the Senate or the Senate Chair.

12. Technology Committee

a. Membership

- i. This committee shall consist of at least one faculty representative from each unit who shall be elected by the members of their respective unit.
- ii. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F), provided that a majority of the committee's membership is elected directly by the units.
- iii. The Chief Information Officer or his/her designee shall be an ex-officio non-voting member.

b. Duties and Responsibilities

- i. To recommend policies and procedures that promote the needs and interests of the faculty with respect to technology;
- ii. To advise the administration on faculty interests in developing information technology to enhance the campus environment for teaching, learning, research, other scholarly activities and service;
- iii. To encourage the use of information technology resources to enhance teaching and research, and to recommend appropriate methods for the professional development of faculty and staff such as seminars and workshops;
- iv. To act as liaison between the Senate and the Chief Information Officer and staff;

- v. And to perform other related duties as directed by the Senate or the Senate Chair.

13. Budget Committee

a. Membership

- i. This committee will consist of at least six members appointed by the Chair of the Faculty Senate with the approval of the Steering Committee.
- ii. Members should have technical expertise in budgeting, accounting, cost-benefit analysis, economics, statistics, and allied crafts and disciplines.

b. Duties and Responsibilities

- i. To evaluate and recommend policies and procedures concerning the university budget with special emphasis on the academic budget;
- ii. To meet regularly with university budget officials;
- iii. To report regularly to the Senate on the university budget process;
- iv. To represent the Senate during economic crises;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

14. Environment and Planning Committee

a. Membership

- i. This committee shall consist of at least *five* members appointed by the Chair of the Faculty Senate with the approval of the Steering Committee.
- ii. Membership shall include at least one faculty member from the Department of Civil and Environmental Engineering, one from the Department of Architecture, one from the Department of Landscape Architecture, one from the Department of Earth and Environment and a non-voting ex-officio member from Facilities Management.

b. Duties and Responsibilities

- i. To meet regularly with the appropriate members of the university staff and administration and recommend directions, motions, policies, and decisions that enable the university's built environment and master plan to support its academic priorities in full compliance with applicable legislation and national environmental protection and sustainable energy policies;
- ii. To guide the development and implementation of environmentally-sound policies that minimize pollution, waste generation and resource consumption and are sensitive to the protection of campus flora, fauna, ponds, and other natural areas on and around the FIU campuses;
- iii. To preserve, protect and restore the ecological value of the Nature Preserve as a resource for teaching, research and community access;
- iv. To report regularly to the Senate on issues related to the physical environment and its planning;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

15. Program Review Committee

a. Membership

This committee shall consist of the Faculty Senate Chair, the Vice-Chair, and one Senate member nominated by the Chair and approved by the Steering Committee.

b. Duties and Responsibilities

- i. To appoint senators to individual program review subcommittees;
- ii. To coordinate with the Office of Institutional Planning and Effectiveness;
- iii. To develop and maintain written guidelines for subcommittee reports;
- iv. And to perform other related duties as directed by the Senate or the Senate Chair.

16. Health, Safety and Welfare Committee

a. Membership

- i. This committee shall consist of at least three Senators who will be appointed by the Chair of the Senate and approved by the Steering Committee.
- ii. The Chief of Public Safety and the Director of Safety, Environmental Health and Risk shall be ex-officio non-voting members .

b. Duties and Responsibilities

- i. To identify health, safety and welfare concerns that affect the faculty and impact the academic environment;
- ii. To recommend policies and procedures that impact the health, safety and welfare of the academic environment;
- iii. To review proposed policies and procedures by the Department of Public Safety for impacts on the academic environment;
- iv. To advise and coordinate with the Public Safety Department and the Office of Safety, Environmental Health and Risk on behalf of the Faculty Senate;
- v. And to perform other related duties as directed by the Senate or the Senate Chair.

17. On-Line Review Committee

a. Membership:

The Committee will be composed of at least five members, appointed by the Chair of the Faculty Senate with the approval of the Steering Committee. At least three of the five must have had experience teaching an on-line course.

b. Duties and Responsibilities:

- i. To collaborate with the Vice Provost of Online Learning, FIU Online, and the Student Government Association to develop a strategic plan for the university's online learning programs;
- ii. To integrate online instruction into the existing faculty and administrative governance system;
- iii. To ensure the content, quality, and evaluation of online courses are equivalent to standards established for face-to-face courses;
- iv. To review and recommend university-wide policies regarding online instruction including fee structure and student access;
- v. To keep faculty abreast of recognized national standards of online instruction methods and modes of evaluation;
- vi. To assist academic units (colleges, schools, and departments) develop online learning instruction committees for the purpose of developing unit-specific online learning practices.

18. Global Learning Curriculum Oversight Committee

a. Membership

- i. This committee shall consist of at least five faculty members who will be appointed by the Chair of the Senate and approved by the Steering Committee.
- ii. Members of this committee must attend at least two global learning workshops
- iii. The Director of the Office of Global Learning Initiatives shall be an ex-officio non-voting member

b. Duties and Responsibilities

- i. To consider and recommend new courses for inclusion in the University Global Learning Curriculum;
- ii. To review existing courses for compliance with University policies on the Global Learning Curriculum;

- iii. To consider and recommend courses for deletion from the Global Learning Curriculum;
- iv. And to perform other related duties as directed by the Senate or the Senate Chair.

19. Academic Integrity Committee

a. Membership

- i. This committee shall consist of at least three faculty members appointed by the Chair of the Faculty Senate with the approval of the Steering Committee.
- ii. An undergraduate student and a graduate student chosen by the Student Government Association may be voting members of the committee. The Dean of Undergraduate Education or his/her designee, and the Dean of the Graduate School or his/her designee shall be ex-officio non-voting members.

b. Duties and Responsibilities

- i. Review all current policies and procedures regarding Academic Integrity at FIU;
- ii. Identify problems and current practices that might affect Academic Integrity;
- iii. Determine known best practices to address academic misconduct;
- iv. Promote communication with students, faculty and administration about Academic Integrity;
- v. Develop effective policies, procedures and guidelines to address academic misconduct;
- vi. Create a strategic plan that will stimulate, promote and sustain a culture of Academic Integrity at FIU

20. Student Learning and Success

a. Article I. Membership

- i. This committee shall consist of at least ten faculty representatives from various disciplines and a representative from the Center for the Advancement of Teaching.
- ii. Members will be appointed by the Chair of the Faculty Senate and approved by the Steering Committee.
- iii. The term of membership shall be two years and can be renewed.
- iv. All committee members shall begin their term of office effective Fall semester of each academic year.
- v. The committee shall elect a Chair at its first meeting in the Fall term and determine the calendar of meetings for the year.

b. Article II. Duties and Responsibilities

- i. The committee will identify evidence-based strategies (pedagogic and practical) for promoting student learning and academic success and report to the Faculty Senate
- ii. In collaboration with the Center for the Advancement of Teaching, the committee will recommend platforms to make the strategies and relevant resources available to faculty and will coordinate events to showcase best practices.
- iii. In collaboration with the Center for the Advancement of Teaching, the committee will foster a culture of engagement and ownership among faculty of academic student success.

21. Gordon Rule Oversight & Writing Across the Curriculum Committee

a. Membership

- i. This committee shall consist of at least five faculty members who will be appointed by the Chair of the Senate and approved by the Steering Committee.
- ii. Members of this committee must attend at least two Gordon Rule Writing or Writing Across Curriculum workshops.

b. Duties and Responsibilities

- i. To consider and recommend new courses for inclusion in the University Gordon Rule with Writing Curriculum;
 - ii. To review existing courses for compliance with University policies on the Gordon Rule with Writing Curriculum;
 - iii. To periodically review and revise as needed the Gordon Rule course proposal form and Gordon Rule Writing Assignment Checklist;
 - iv. To consider and recommend courses for deletion from the Gordon Rule with Writing Curriculum;
 - v. To promote Writing Across the Curriculum at the University;
 - vi. And to perform other related duties as directed by the Senate or the Senate Chair.
- B. The Senate may further define the tasks of its committees and charge each with additional responsibilities as it deems necessary.
- C. The term of membership for all standing committees except the Steering and Nominating committees shall be two years with terms of membership staggered so that one-half of the membership is renewed each year.
- D. Each committee shall keep a written record of its meetings on file in the Faculty Senate office.
- E. Each standing committee shall submit by-laws to the Faculty Senate for approval.
- F. All members of the Senate will be members of either a Standing or an *ad hoc* committee of the Senate for at least one year of each elected two-year term. Members not elected or appointed to a committee by their respective units by the beginning of the second year of their two-year term will be appointed (by October 1 of their second year) to either a standing or an *ad hoc* committee by the Faculty Senate Chair with the guidance of the Steering Committee and the Senator's preferences. Priority in the placement of members will be to committees lacking Senate representation. Tenure track faculty members may be excused from service at their request; others may be excused by the Steering Committee for exceptional circumstances.
- G. All policies recommended by the standing committees shall be submitted to the Faculty Senate for approval.
- H. Each standing committee shall elect a Chair.
- I. The Faculty Senate and Faculty Senate Steering Committee may establish ad hoc committees and task forces.
- J. Each committee shall set attendance requirements for its members and may, if it sees fit, remove from the committee any person who is delinquent in attendance. If a person elected by an academic unit is removed from a committee, that seat shall remain vacant until it is filled by an election of that unit.
- K. The Faculty Senate Chair may, with the guidance of the Steering Committee and the approval of the Senate, add faculty members who are not Senators to Standing Committees or *ad hoc* committees as appropriate.
- L.

ARTICLE VI. BY-LAWS

The Faculty Senate shall develop By-Laws.

ARTICLE VII. AMENDMENTS AND REVISIONS

- A. The Constitution and By-Laws may be amended by a two-thirds vote of the Faculty Senate at any regular or special meeting.
- B. An ad hoc Constitution Revision Committee will be appointed by the Chair with the advice of the Steering Committee for the purpose of reviewing this Constitution and the By-Laws, crafting any appropriate revisions to the Constitution and By-Laws, and presenting recommended revisions in the form of motions to the Faculty Senate for its consideration and adoption. The first Constitution Revision Committee shall be appointed at the first Senate meeting in Fall 2010, and shall be assembled every ten years thereafter. The Constitutional Revision Committee is expected to complete its work within the academic year in which it is appointed.
- C. Written notice of intent to offer amendments and/or revisions to this Constitution and By-Laws, and the text of any proposed amendments and/or revisions must be distributed to all Senators and alternates at least two weeks prior to the initial consideration of any such motion by the full Senate.
- D. A two-thirds vote of the Faculty Senate at two consecutive meetings of the Senate is required for the adoption of any amendment or revision to this Constitution and By-Laws.

Adopted spring, 2003
Revised fall, 2008
Revised spring, 2011
Revised fall, 2013
Revised spring, 2014
Revised spring, 2016
Revised spring, 2018

FLORIDA INTERNATIONAL UNIVERSITY
FACULTY SENATE BY-LAWS

ARTICLE I. VOTING

- A. Each Senator or voting alternate shall have one vote in the proceedings of the Faculty Senate. Only duly elected Senators and voting alternates shall be eligible to vote.
- B. A simple majority of the membership shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. During the summer term, the number required for a quorum shall be based on the number of Senators who have summer university appointments. At no time, however, shall a quorum fall below one third of the total membership including unfilled vacancies. The Parliamentarian/Sergeant-at-Arms shall be responsible for keeping records necessary for such determinations. Duly elected senators who do not hold summer term appointments are eligible to participate in summer meetings by registering their presence with the Parliamentarian/Sergeant-at-Arms.
- C. The Chair may require voting alternates to identify the Senators who are being represented in advance of voting.
- D. One-fifth of the members present shall be required to order a roll call vote if there is an objection to a request for such a vote.

ARTICLE II. MEETINGS

- A. An annual calendar of meetings shall be approved at the annual election meeting held during the Spring semester. The Faculty Senate shall meet in regular session at least once each month during both fall and spring semesters, and at least once during the summer term.
- B. An agenda shall be distributed at least three working days in advance of any regular meeting.
- C. Special meetings of the Senate may be called by the Steering Committee of the Senate with 24 hours notice.
- D. Meetings shall be conducted according to the current edition of Robert's Rules Of Order.
- E. Persons who are not Senators or alternates may attend meetings. They may be recognized to speak only for purposes of discussion by and at the discretion of the Chair, or upon the proper motion of any Senator supported by a majority vote of those Senators present.
- F. The Secretary shall compile a list of all Senators and voting alternates present at each meeting and classify them by unit and publish this list at the beginning of the minutes of the meeting.
- G. Minutes shall be available to each member of the faculty.
- H. All members of the Senate are expected to attend in their entirety, all regularly-scheduled meetings of the Senate. Any member of the Senate who fails to attend three consecutive regularly-scheduled meetings of the Senate, or more than 2 regularly-scheduled meetings of the Senate in a single semester, shall be considered to have resigned unless excused for extenuating circumstances by the Chair of the Faculty Senate and approved by the Steering Committee. To ensure representation, it is the responsibility

of each Senator to specifically notify the alternate of the unit of any anticipated absence. Upon resignation of a Senator, the Chair of the Faculty Senate shall advise the Steering Committee member of the appropriate unit.

ARTICLE III. ELECTIONS

- A. All officers of the Faculty Senate shall begin their term of office effective August 1st of the year in which they were elected to office.
- B. Members of each unit shall elect their Senators for terms of two (2) years. Alternates shall be elected for terms of one (1) year. Alternates who fill vacated senate seats shall serve for the unexpired term of the position which was vacated.
- C. Where appropriate, each unit shall elect one-half of its Senate membership each year. Each unit, when electing Senators, shall elect Senators proportionate to the number of faculty members assigned to each campus at the time of the election. The Senate Secretary shall notify each unit of the number of Senators to be elected from each campus by March 1st of each academic year. When determining this number, fractional numbers shall be rounded to the nearest whole number.
- D. Unless the Senate expressly votes that members of ad hoc committees be elected, the Chair of the Senate shall appoint committee members.
- E. Elected officers of the Senate shall be elected to a two-year term that will commence in Fall of even-numbered years annually. Such officers may be elected to no more than two consecutive two-year terms in the same office. No person may hold more than one office described under the Faculty Senate Constitution, Article IV, simultaneously.
- F. The Nominating Committee shall nominate persons as candidates for each of the elected offices described under Article IV of the Faculty Senate Constitution, and shall solicit names of potential nominees before making its nominations. The Nominating Committee may, at its option, nominate either one or two persons for any of the offices. The Nominating Committee shall make its nominations by a vote taken during a Committee meeting called for this purpose, and shall announce its nominations no later than the second Senate meeting before the meeting at which the election shall take place. Nominations from the floor will be accepted at the meeting held prior to the election meeting.

Each candidate for elected office may submit a written statement to the Secretary at least two weeks prior to the election. All statements received by the Secretary will be distributed simultaneously to all Senators not later than five working days prior to the election. At the election meeting, all candidates will be permitted to address the Senate for no more than five minutes prior to balloting.

Elections shall be conducted by secret ballot during the last regular meeting of the Spring term. Ballots will be counted by the Parliamentarian/Sergeant-at-Arms and the most senior member of the Steering Committee who is not running for office. If no candidate receives a majority of votes, a run-off election shall be held at the same Senate meeting between the two candidates receiving the most votes.

- G. If a Faculty Senate Chair is unable to continue, the Vice Chair shall serve as acting Chair until the Chair shall be filled. Nominations shall be received at the meeting following the meeting at which the vacancy is announced. If a position of Vice Chair, Secretary, or a Committee Chair becomes vacant, the Steering Committee shall nominate a replacement, to be confirmed by the Senate by a majority vote. Elections will be held at the subsequent meeting.

- H. Elections for Senators and Standing Committees will be held each academic year, and those elected shall take office at the beginning of the Fall semester. Vacancies shall be filled within thirty (30) days of appropriate written notification. Each unit shall annually submit to the Faculty Senate Chair its procedure for electing Senators, alternates and members of the Faculty Senate standing committees. Elections must be conducted during the Spring Semester following the March 15 notification of voting eligibility. The Secretary of the Senate will convey the official list of faculty eligible to vote and hold office to each unit through its Steering Committee member not later than March 15 each year. Results of elections must be submitted to the Secretary of the Faculty Senate not later than June 15 of each year. Units which fail to meet this schedule will be unrepresented until they complete their elections and notify the Secretary of the Senate.
- I. The Secretary of the Senate shall certify the results of all unit elections to the Senate and standing committees to insure conformity with the Constitution and By-Laws of the Faculty Senate.

ARTICLE IV. COMMITTEES

- A. The Senate Steering Committee will act on behalf of the Senate on matters declared by the Chair to be of an emergency nature. Any action taken in this respect by the Steering Committee shall be reported in writing by the Chair to the members of the Faculty Senate at or before the next regular meeting. The Chair will give the members of the Senate advance notice of any emergency meeting of the Steering Committee if feasible. In compliance with Robert's Rules of Order, any action taken under this provision may be retracted by a two-thirds majority of the Senate at a subsequent regular meeting.
- B. Senate committees may meet to conduct business using audio or video conferencing technology.
- C. The Chairs of all Senate standing committees shall submit a written annual report to the Chair of the Senate.
- D. All proposed action items from Senate standing committees should be referred to the Chair for placement on the Senate meeting agenda.
- E. Where appropriate, a meeting schedule shall be developed by each standing committee of the Senate at its initial meeting during each Semester. This schedule shall be provided to the Secretary of the Senate. Special meetings of standing committees may be called provided all members are notified at least 48 hours in advance and notice of such meeting is provided to the Chair and Secretary of the Senate.

ARTICLE V: GOVERNANCE PRACTICES AND PROCEDURES

- A. The faculty of each college and free-standing school enjoys the right to self-governance under the Bill of Collective Rights and Principles of Governance. The right to self-governance includes, but is not limited to, the opportunity to democratically adopt and be governed by a constitution and by-laws.
- B. The Faculty Senate reserves to itself the authority to investigate alleged violations of either the Senate's or Unit's right to self-governance. Violations may include the absence of a democratically-adopted constitution and by-laws, the failure to follow constitutional principles and by-laws, violations of the Bill of Collective Rights and Principles, or any practice or policy that interferes with the right to self-governance.
- C. The Steering Committee of the Faculty Senate shall establish policies and procedures for investigating violations of the right to self-governance.

- D. In the event that the Steering Committee of the Faculty Senate determines there to be a violation, it may submit for Senate consideration and adoption of a Findings of Fact and Recommendations for Remedy.

ARTICLE VI - CENSURE

- A. Individuals who believe that the rights and/or principles specified in the Faculty Senate's Constitution have been violated must submit to the Chair of the Faculty Senate a signed written protest. Individuals should carefully consider filing such a protest since it may constitute a "resort to other procedures" which has the effect of surrendering their right to protection under the terms of the Collective Bargaining Agreement.
- B. Upon receipt of a written and signed protest, the Chair may investigate the issue before placing it on the agenda for a meeting of the Steering Committee. The Steering Committee will consider the written protest and determine whether it merits review. If the Steering Committee determines that the protest merits review, it will authorize the Chair to appoint an ad hoc committee consisting of three Senators to investigate the issue.
- C. The Committee shall report on its progress at least once a month to the Steering Committee and, if the inquiry takes more than one semester, the Chair must report to the Senate that an inquiry is in progress. When the Committee has made a determination on the protest, it shall report its findings to the Steering Committee.
- D. The Steering Committee shall receive the Committee's report. It may conclude that no further action is called for, or it may propose a motion of censure to the Senate.
- E. At every stage of the investigation the individual or unit against whom protest has been filed shall be given due notice and allowed a reasonable opportunity to present whatever information the individual or unit deems relevant to the discussion and investigation.
- F. The Steering Committee shall appoint a panel annually from whom investigating committees shall be drawn and the first such panel shall begin by preparing rules and procedures for investigating.

ARTICLE VII - MISCELLANEOUS

- A. The Chair of the Faculty Senate, with the advice of the Secretary, may appoint a Recording Secretary. The Recording Secretary may or may not be an elected member of the Senate. The Recording Secretary serves at the pleasure of the Chair. In the event that the Recording Secretary is not a member of the Senate, the duties of this officer shall be expressly limited to those outlined herein. The duties of the Recording Secretary are:
 - 1. to record the minutes of Senate meetings and to prepare the minutes for publication in a style directed by the Secretary;
 - 2. to submit a draft of the minutes to the Secretary not later than five (5) working days after the meeting;
 - 3. to make changes to the minutes as directed by the Secretary as soon as practical;
 - 4. and to submit to the Secretary a final version of Senate minutes with all revisions as approved by the Senate, not later than five (5) working days after adoption.

- B. Items may be added to the agenda of any meeting of the Senate under new business by majority vote. Final action on resolutions that were not on the agenda cannot be taken prior to the next Senate meeting without a two-thirds vote.

Adopted Spring, 2003.
Revised Spring, 2011