

**University of Northern Iowa  
Faculty Senate Handbook  
2023-2024**

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## **Overview of Faculty Leadership**

*(from the Faculty Handbook)*

The Faculty at the University of Northern Iowa are represented by three governing agents: the Faculty Senate, the Faculty Chair, and United Faculty. All three represent the faculty as a whole and play a central role in the shared governance of the university. All three share responsibility for the protection of academic freedom, the fair and equitable application of policy, the advancement of the university's mission, and the promotion of faculty success.

### **University Faculty Senate**

The principal representative agency of the University faculty shall be the University Faculty Senate, which shall have the power to act for the faculty on all matters within its jurisdiction. The Senate is primarily responsible for issues of educational policy and curriculum.

### **Faculty Chair**

The Chair acts as spokesperson for the established policies and positions of the faculty to officers of the administration, to the press, to student leadership representatives, and consistent with Board policies and regulations to the Board of Regents.

### **United Faculty**

United Faculty is the certified, exclusive, and sole collective bargaining representative for the faculty pursuant to the relevant Public Employee Relations Board ("PERB") orders. It is primarily responsible for issues of salaries, working conditions, and other labor relations matters.

## University Faculty Senate Overview

The faculty of the University of Northern Iowa take seriously our responsibility for shared governance, as outlined in the AAUP Statement on Governance of Colleges and Universities. The Constitution of the Faculty of the University of Northern Iowa explains the role of the faculty in shared governance on our campus. Our constitution delegates its functions to the Faculty Senate, as the principal acting body for the faculty. The jurisdiction of matters pertaining to the faculty, and delegated to the Faculty Senate, are documented in Article 4, paragraph 2:

*The faculty has the right to be adequately informed about and to participate jointly with the related components of the University in the determination of policy touching all the phases of the University's operations. The faculty may formulate and recommend policies to the President of the University on all subjects of University concern. The faculty shall play a central role in all decisions regarding educational policy and curriculum.*

The faculty's jurisdiction is limited when curriculum and educational policy matters lie wholly within the jurisdiction of a single college, as authority regarding those matters is delegated to college faculty senates. Although Senators are elected from within each college, they are obligated by Article 3, paragraph 7 of the Faculty Constitution to consider and represent the interests of the University as a whole, not the interests of individual departments or colleges.

*It shall be the duty of the Senate to consider all matters that come before it from the point of view of the welfare of the entire University and the State it serves; although elected from various faculty constituencies, senators shall consider themselves representatives of the best in their profession rather than the representatives of fractions of their larger constituency.*

The Bylaws of the University Faculty Senate further explain its function and operating procedures. Specifically, section 5 of the Bylaws outline Senate functions as policy formation, integration, consultation, and adjudication of appeals. The Senate considers proposals for changes to educational policy (5.1), coordinates relationships among the faculty and other University functions (5.2), engages in consultation with university administration (5.3), and arbitrates appeals regarding disputed interpretation of the Faculty Constitution (5.4).

The Senate currently meets twice monthly to consider specific petitions in exercise of the above functions. One of the two monthly meetings is convened with the Senate as a whole, and the other monthly meeting is conducted individually by Senate Subcommittees. Senate petitions, including supporting documents, are publicly available on the Senate website. Senate meeting agendas specify petitions docketed for debate and disposal, as well as petitions on the calendar under consideration for docketing, as outlined in Section 7 of the Bylaws, explaining Senate procedures. These meetings are conducted according to Robert's Rules of Order.

The Senate is not principally a fact-finding body, so it routinely delegates work to standing and ad-hoc committees. Such committees are given a specific charter and are expected to provide reports and/or recommendations to the Senate regarding action pertaining to its charter. A schedule and template for committee reports is provided to committee chairs by the Senate Chair or a designee. A committee's recommendations for Senate action are included in a petition according to the senate bylaws. Like Senators, faculty delegates to university-level committees are obligated to pursue the interests of the whole University, not of individual colleges or departments, nor even only of the faculty.

Officers of the Faculty Senate work closely with leadership of United Faculty, the sole collective bargaining agent of the faculty to ensure cooperation, as outlined in our constitution's preamble, regarding matters related to overlapping jurisdiction. Where concerns overlap, leadership of both the Senate and United Faculty work in collaboration with university administration to seek arrangements that sustain the university community as a whole, including the faculty. These arrangements are consistent with AAUP's [1988 Statement on Academic Government for Institutions Engaged in Collective Bargaining](#).

## Senate Resources

[UNI Faculty Senate web page](#)

[UNI Faculty Constitution](#)

[UNI Faculty Senate Bylaws](#)

[UNI Faculty Senate Handbook](#)

### 2023-2024 Senate Meeting Dates

<i>Month</i>	<i>Committee Meetings</i>	<i>Senate Meetings<sup>1</sup></i>
August		28-AUG
September	11-SEP	25-SEP
October	9-OCT	23-OCT
November	13-NOV	27-NOV
December	FINAL EXAMS <sup>2</sup>	HOLIDAY BREAK
January	HOLIDAY BREAK	22-JAN
February	12-FEB	26-FEB
March	SPRING BREAK <sup>3</sup>	25-MAR
April	8-APR	22-APR

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<sup>1</sup>The Senate Leadership Council Steering Committee will meet one-week prior to senate meetings to determine and publish an agenda for the following week's meeting of the full senate.

<sup>2</sup>Because their next scheduled meetings will be in February, Senate committees may wish to schedule their meeting for the first Monday in December.

<sup>3</sup> Committees may wish to hold a meeting on the first Monday in March to avoid having only 2 meetings in the Spring, especially if they chose not to hold a special meeting in December and have a busy Spring agenda.

## **University Faculty Senate Roles and Responsibilities**

### **University Faculty Senators**

The role of a Faculty Senator is a privilege that bears great opportunity and great responsibility. Senators are encouraged to use their role thoughtfully to the benefit of the whole university. We encourage a culture of active and engaged participation in service characterized by mutual respect for one another's viewpoints. Senators are expected to:

- Prepare for Senate meeting by reading materials related to submitted petitions, committee reports, and any additional information and materials
- Actively participate in Senate meetings through thoughtful debate, questions, and comments
- Actively participate in standing or ad hoc Senate committees
- Secure an alternate to attend meetings in the Senator's absence.
- Communicate with constituents regarding Senate business

### **Chair of the University Faculty Senate**

The primary activity of the Senate Chair's role is to convene meetings of the University Faculty Senate and of the Senate Leadership Council, and to determine the agenda and distribute minutes for those meetings. The Senate Chair may also serve as a leadership liaison to a Senate subcommittee (normally the Policy Committee). The Senate Chair also serves as the Vice Chair of the faculty and is the primary representative of the Faculty Senate on campus. The Senate Chair generally serves as an ex officio member on a number of university committees and supports the Chair of the Faculty as needed.

### **Vice Chair of the University Faculty Senate**

The purpose of the Senate Vice Chair is to foster continuity in the succession of Senate leadership in preparation for the role of Senate Chair. The Vice Chair may be called upon to convene meetings of the University Faculty Senate in the absence of the Senate Chair or as the Chair's designee in ex officio committee roles. The Vice Chair will also serve on the Senate Leadership Council and may serve as leadership liaison to the Senate Student Affairs Council and to the Senate Nominating Committee.

### **Past Chair of the University Faculty Senate**

The purpose of the Senate Past Chair is to foster continuity in the succession of Senate leadership in an advisory role. The Past Chair may be called upon to convene meetings of the University Faculty Senate in the absence of the Senate Chair or as the Chair's designee in ex officio committee roles. The Past Chair will also serve on the Senate Leadership Council and may serve as leadership liaison to the Senate Academic Affairs Council and to the Senate Governance Committee.

### **University Faculty Senate Parliamentarian**

The purpose of the Parliamentarian is to provide a basis for institutional memory across cohorts of University Faculty Senate officers. In addition, coordinates technology during meetings, coordinates access to Faculty Senate shared Google Drive, and provides other administrative support as agreed, on a voluntary basis.

## Senate Councils and Committees

### Senate Council Steering Committees

<i>Committee</i>	<i>Mission</i>
Senate Leadership Council Steering Committee	The Faculty Senate Leadership Council is constituted of senate committees related to senate leadership activities. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.
Senate Academic Affairs Council Steering Committee	The Faculty Senate Student Affairs Council is constituted of senate committees related to curriculum and pedagogy. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.
Senate Student Affairs Council Steering Committee	The Faculty Senate Student Affairs Council is constituted of senate committees related to the faculty's role in student success. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.

### Committees of the Leadership Council (Senate subcommittees)

<i>Committee</i>	<i>Mission</i>
Senate Nominating Committee	The Senate Nominating Committee shall assure continuous improvement in effectiveness of committees in the Faculty Senate's purview, proposing necessary adjustments to committee and council charters, including all aspects of their mission, responsibilities, and organization.
Senate Policy Committee	The Faculty Senate Policy Committee shall assure continuous improvement of the educational policies pertaining to matters in the Faculty Senate's purview. The committee will propose necessary adjustments to specific policies.
Senate Governance Committee	The Senate Governance Committee shall ensure



	continuous improvement in Faculty Senate effectiveness by establishing, monitoring, and adjusting associated measurement instruments and by proposing to the Senate Leadership Council necessary adjustments to the Senate Handbook, Senate Bylaws, and Faculty Constitution.
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**Committees of the Academic Affairs Council**

<i>Committee</i>	<i>Mission</i>
University Committee on Curricula	Review academic departments' proposals for changes to the undergraduate curriculum, consistent with <a href="#">Policy 2.04</a> and the Curriculum Review Process Information Handbook. The UCC will provide liaison with the Graduate Council, as necessary, and will provide an annual report of approved curriculum changes to the University Faculty Senate.
Program Vitality Committee (joint w/ Academic Affairs)	
UNI Foundational Inquiry (UNIFI) Committee	In overseeing the university's general education program, the UNIFI Committee's mission is to maintain a culture of collaboration, to initiate and review changes related to UNIFI structure and curriculum, to provide necessary adjustments to the UNIFI program prompted by ongoing program review, to promote the UNIFI program on and off campus, to cultivate engaged pedagogy in UNIFI courses, to assess Student Learning Outcomes (SLOs), and to uphold UNIFI as an innovative, common experience for all students that enables them to develop skills and knowledge across a breadth of disciplines.
Honorary Degrees Committee	Facilitate solicitation of suggestions and nominations from the university community and make recommendations for awarding Honorary Degrees to the President of the University, according to <a href="#">Policy 2.05</a> .
CETL Advisory Committee	Oversee and provide direction for activities of the Center for Excellence in Teaching and Learning (CETL) through active engagement in the Center's activities and planning.

### Committees of the Student Affairs Council

<i>Committee</i>	<i>Mission</i>
Student Academic Appeals Board	Hears student academic grievances through execution and review of <a href="#">Policy 12.01</a> and also provides maintenance of <a href="#">Policy 3.01</a> , which is often the subject of student grievances.
Committee on Admission, Readmission, and Retention	Considers the admission, readmission, and retention of undergraduate students, through execution and review of the <a href="#">undergraduate academic standing policy</a> ; considers readmission of undergraduate students according to the <i>principles</i> adopted by the University faculty and <i>procedures</i> developed by the Committee.

### Committees of the Graduate Council (chartered by the Graduate Faculty)

<i>Committee</i>	<i>Description</i>
Graduate Council	Acts on behalf of the Graduate Faculty on graduate policy and curricular matters.
Graduate Curriculum Committee	Responds to Graduate Council and submits annual curriculum proposal to the Faculty Senate.
Professional Development Assignment Committee	Recommends recipients of professional development assignments.
University Research Committee	Examines applications for summer fellowships.

## Appendix A: Essentials of Robert's Rules

**Robert's Rules of Order – the Basics** (This sheet should not be a substitute for *Robert's Rules of Order, Newly Revised*, 11th Edition, but is meant to supplement the full set of rules.)

**Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.**

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- The ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

### Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

### Basic Definitions

**Motion** – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

**Second** – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

**Amendment** – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

**Quorum** - the minimum number of members who must be present in order for the Senate to conduct business. The quorum can be found in the Senate’s bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members.

### **Role of the Chair**

- To remain impartial during debate
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

### **General procedure for Handling a Main Motion**

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate is closed when discussion has ended or a 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The chair announces the result

### **General rules of Debate**

- No member may speak until recognized by the chair

- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

**Example of Handling a Main Motion:**

Member addresses the chair:

*Madam (Mister) President.*

Chair recognizes member (by title or name).

Member makes the motion.

*I move that...*

Another member seconds the motion (without recognition).

*Second [or] I second the motion.*

The chair states the motion and opens debate.

*It is moved and seconded that...*

*Is there any debate? Or Are you ready for the question?*

Chair recognizes members wishing to speak.

After debate concludes. Chair restates the motion and puts the question to a vote.

*The question is on the motion to...*

*Those in favor of the motion say “aye.” Those opposed say “no.”*

Chair announces the result of the vote and what action will be taken.

*The “ayes” have it, and the motion is adopted. We will [stating action to be taken].*

The chair continues with the next business in order.

### **Common methods of taking a vote:**

#### **General consent:**

*“If there is no objection, we will...” (Pause) “Since there is no objection, we will...”*

**Voice vote:** *“As many as are in favor, say “aye.” As many opposed, say “no.” The “ayes/noes” have it and the motion is adopted/lost.”*

**Rising vote (not counted):** *“Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted.” Or “There is less than a majority (or 2/3) in the affirmative and the motion is lost.”*

### **Methods of Amending**

**By striking out:** *“I move to amend the motion by striking out the word “Denver.”*

**By inserting:** *“I move to amend the motion by inserting the word ‘Las Vegas’ after the word ‘Portland’ and before the period.”*

**By striking out and inserting:** *“I move to amend the motion by striking out the word ‘\$35’ and inserting the word ‘\$50.’”*

### **Helpful terminology**

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer’s statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as **“adopted” or “lost.”**

## APPENDIX B: Senate Council & Committee Charters

Committees are listed in the order that their charters appear in the following pages:

[Charter of the Senate Leadership Council](#)

[Charter of the Senate Academic Affairs Council](#)

[Charter of the Senate Student Affairs Council](#)

[Charter of the Senate Nominating Committee](#)

[Charter of the Senate Policy Committee](#)

[Charter of the Senate Governance Committee](#)

[Charter of the University Committee on Curricula](#)

[Charter of the Program Vitality Committee](#) \*

[Charter of the UNI Foundational Inquiry \(UNIFI\) Committee](#)

[Charter of the Honorary Degrees Committee](#)

[Charter of the CETL Advisory Committee](#)

[Charter of the Student Academic Appeals Board](#)

[Charter of the Committee on Admission, Readmission, and Retention](#)

## Charter of the Faculty Senate Leadership Council

### ***Mission***

The Faculty Senate Leadership Council is constituted of senate committees related to senate leadership activities. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.

### ***Responsibilities***

Senate agenda. Determine and distribute an agenda for meetings of the Faculty Senate, normally one week prior to those meetings. Included will be determination of a consent agenda, consisting of items judged to be non-controversial, in order to allocate greater time in senate meetings to matters that will require significant deliberation.

Delegation of senate tasks. Handle routine matters delegated to it by the Faculty Senate, in order to allocate time in senate meetings for deliberation of less routine matters.

Oversight. Oversee operation and effectiveness of councils and committees under the Faculty Senate's purview, including receipt of annual reports and recommendations from councils and committees.

Review. Review annual reports of senate subcommittees. Such a review will take place during the first meeting of the Fall semester of the academic year following the reporting period, since committee reports are due at the end of the academic year.

Consultation. Provide consultation with other components of shared governance on campus or direct to a senate subcommittee or the committee of the whole (the full senate), as appropriate.

### ***Organization***

Charter. Review this charter regularly and propose adjustments, as needed.

Composition. The Senate Leadership Council will consist of elected senate officers, elected chairs of the 3 senate committees, and the Chair of the Faculty. The Chair of the Faculty Senate will chair the Senate Leadership Council. There will be no quorum requirement, as the Chair of the Faculty Senate has primary responsibility for determining and distributing an agenda for senate meetings. The Senate Chair must distribute a senate agenda without regard to the availability of council members to meet.

Meetings. The Council will meet on the second Monday of each month of the academic calendar, not including weeks designated for final exams, and other times as needed. A schedule of regular meetings of the Faculty Senate and senate committees will be published by the Chair of the Faculty Senate by the first day of each academic year. Special meetings may be called with a motion and simple majority of council membership.

Agenda and minutes. The chair will distribute meeting agendas normally the week prior to each meeting. Minutes for each meeting will be prepared by the council chair and distributed to council members within one week following each meeting.

Annual report. Councils have no annual reporting requirement, but must file recommendations that result from the council's activities in the form of a senate petition, as needed.



## Charter of the Faculty Senate Academic Affairs Council

### ***Mission***

The Faculty Senate Student Affairs Council is constituted of senate committees related to curriculum and pedagogy. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.

### ***Responsibilities***

Review. Review annual reports of constituent committees. Such a review will likely take place during the Fall semester of the academic year following the reporting period, since committee reports are due by the end of the academic year.

Consultation. Consult with constituent committees, the Senate Leadership Council, and other stakeholders liberally, as needed.

Recommendations. Recommend adjustments to policies, procedures, replacement of faculty delegates on constituent committees, and to this charter, as necessary. Recommended changes to policies, practices, and charter may be made in the form of a senate petition. Recommended replacement of faculty delegates on constituent committees should be made by communication (e.g. email) to the Chair of the Faculty Senate. Names of replaced faculty delegates will not be disclosed in meeting minutes, nor any other public forum.

### ***Organization***

Charter. Review this charter regularly and propose adjustments, as needed.

Composition. The Faculty Senate Academic Affairs Council will consist of elected chairs and other leaders of constituent committees and the Associate Provost for Academic Affairs.

Meetings. A senate liaison, normally the Senate Past Chair, will convene council meetings at least once each semester, and other times as needed. Special meetings may be called with a motion and simple majority of council members.

Agenda and minutes. A senate liaison will distribute meeting agendas normally the week prior to each meeting, and will prepare and distribute minutes to council members normally within one week following each meeting.

Annual report. Councils have no annual reporting requirement, but must file recommendations that result from the council's activities in the form of a senate petition, as needed.

## Charter of the Faculty Senate Student Affairs Council

### ***Mission***

The Faculty Senate Student Affairs Council is constituted of senate committees related to the faculty's role in student success. Leaders and stakeholders of the committees meet periodically to assure coherence among the activities of constituent committees and to recommend changes pertaining to their policies, practices, and people to the Faculty Senate.

### ***Responsibilities***

Review. Review annual reports of constituent committees. Such a review will likely take place during the Fall semester of the academic year following the reporting period, since committee reports are due by the end of the academic year.

Consultation. Consult with constituent committees, the Faculty Senate Leadership Council, and other stakeholders liberally, as needed. Northern Iowa Student Government (NISG), the Dean of Students, and the Faculty Athletics Representative will be key stakeholders in this regard.

Recommendations. Recommend adjustments to policies, procedures, replacement of faculty delegates on constituent committees, and to this charter, as necessary. Recommended changes to policies, practices, and charter may be made in the form of a senate petition. Recommended replacement of faculty delegates on constituent committees should be made by communication (e.g. email) to the Chair of the Faculty Senate. Names of replaced faculty delegates will not be disclosed in meeting minutes, nor any other public forum.

### ***Organization***

Charter. Review this charter regularly and propose adjustments, as needed.

Composition. The Faculty Senate Student Affairs Council will consist of elected chairs of constituent committees, the Dean of Students, an officer of NISG, and the Faculty Athletics Representative.

Meetings. A senate liaison, usually the Senate Vice Chair, will convene council meetings at least once each semester, and other times as needed. Special meetings may be called with a motion and simple majority of council membership.

Agenda and minutes. A senate liaison will distribute meeting agendas normally the week prior to each meeting, and will prepare and distribute minutes to council members normally within one week following each meeting.

Annual report. Councils have no annual reporting requirement, but must file recommendations that result from the council's activities in the form of a senate petition, as needed.

## Charter of the Senate Nominating Committee

### ***Mission***

The Senate Nominating Committee shall assure continuous improvement in effectiveness of committees in the Faculty Senate's purview, proposing necessary adjustments to committee and council charters, including all aspects of their mission, responsibilities, and organization.

### ***Responsibilities***

Elections. Support college senate chairs with college elections to university faculty committees. Provide college senate chairs early each academic year with seats to be included in spring elections for the current academic year.

Database. Maintain a database of faculty appointments to university faculty committees and senate committees chartered by the Faculty Senate, as well as certain faculty committees not chartered by the Faculty Senate. After spring faculty elections, post a listing of seat occupants on all university faculty committees and senate committees to the senate website in the space provided for committees.

Mid-term appointments. Inform and support college senate chairs in filling midterm vacancies on university faculty committees.

Reports. Receive and monitor annual committee reports. Provide guidance to improve the quality of annual reports and their recommendations when appropriate.

Charters. Review committee and council charters and recommend necessary changes to the faculty senate.

Senators. Appoint senators to the 3 senate subcommittees upon completion of spring elections.

### ***Organization***

Committee charter. Review annually and propose adjustments to the Senate Nominating Committee charter, as needed.

Composition. The committee will consist of approximately 4-6 senators, including at least one from each academic college and the library. A chair will be elected by committee members. A quorum will be established with 50% of committee members present, but will not be established with less than 3 members.

Liaison. An elected officer of the Faculty Senate will act as liaison to the committee, providing necessary support. The senate officer liaison will have privileges of motion and debate, but would vote only in case of a tie.

Meetings. The committee will meet on the Monday preceding the full senate meeting for each month of the academic calendar, not including weeks designated for final exams. Special meetings of the committee may be called with a motion and simple majority of those present.

Agenda and minutes. The chair, in collaboration with the senate officer liaison, will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair within one week following each meeting.

Annual report. An annual report will be completed by the committee chair and filed by senate petition by May 1 each year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report.

## Charter of the Senate Policy Committee

### ***Mission***

The Faculty Senate Policy Committee shall assure continuous improvement of the educational policies pertaining to matters in the Faculty Senate's purview. The committee will propose necessary adjustments to specific policies.

### ***Responsibilities***

Database. Maintain a database of policies owned by the Faculty Senate.

Review. Regularly review educational policies and propose adjustments, as needed. Such reviews should consider, for example, clarity, conformity to standards established in Policy 0.00, and diversity-related bias, among other matters.

Consult. Consult liberally with interested and affected parties when fact-finding, and when identifying problematic areas of policies for deliberation. However, then the committee must deliberate and vote independently from non-members, to assure compliance with Faculty Constitution provisions prohibiting delegation to any parties outside the Faculty Senate.

### ***Organization***

Committee charter. Review annually and propose adjustments to the Senate Policy Committee charter, as needed.

Composition. The committee will consist of approximately 4-6 senators, without regard to college affiliation. A chair will be elected by committee members. A quorum will be established with 50% of committee members present, but will not be established with less than 3 members.

Liaison. An elected officer of the Faculty Senate will act as liaison to the committee, providing necessary support. The senate officer liaison will have privileges of motion and debate, but would vote only in case of a tie.

Meetings. The committee will meet on the Monday preceding the full senate meeting for each month of the academic calendar, not including weeks designated for final exams. Special meetings of the committee may be called with a motion and simple majority of those present.

Agenda and minutes. The chair, in collaboration with the senate officer liaison, will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair within one week following each meeting.

Annual report. An annual report will be completed by the committee chair, a draft of which should be discussed by the committee during its last meeting of the year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report. The report should be filed by senate petition by May 1 each year.

## Charter of the Senate Governance Committee

### ***Mission***

The Senate Governance Committee shall ensure continuous improvement in Faculty Senate effectiveness by establishing, monitoring, and adjusting associated measurement instruments and by proposing to the Senate Leadership Council necessary adjustments to the Senate Handbook, Senate Bylaws, and Faculty Constitution.

### ***Responsibilities***

Measurement. Establish and maintain a database of indicators for Faculty Senate and committee effectiveness. The committee shall also establish and maintain a database of indicators regarding the generalized culture of shared governance on campus.

Structures. Review and propose adjustments to overarching committee and council structures within the Faculty Senate's purview.

Senate documents. Review and propose adjustments to the Senate Handbook and Senate Bylaws, as necessary.

Faculty constitution. Review and propose adjustments to the Faculty Constitution, as needed.

### ***Organization***

Committee charter. Review annually and propose adjustments to the Senate Governance Committee charter, as needed.

Composition. The committee will consist of approximately 4-6 senators, without regard to college affiliation. A chair will be elected by committee members. A quorum will be established with 50% of committee members present, but will not be established with less than 3 members.

Liaison. An elected officer of the Faculty Senate will act as liaison to the committee, providing necessary support. The senate officer liaison will have privileges of motion and debate, but would vote only in case of a tie.

Meetings. The committee will meet on the Monday preceding the full senate meeting for each month of the academic calendar, not including weeks designated for final exams. A schedule of regular meetings of the Faculty Senate and senate committees will be published by the Chair of the Faculty Senate by the first day of each academic year. Special meetings of the committee may be called with a motion and simple majority of those present.

Agenda and minutes. The chair, in collaboration with the senate officer liaison, will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair within one week following each meeting.

Annual report. An annual report will be completed by the committee chair, a draft of which should be discussed by the committee during its last meeting of the year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report. The report should be filed by senate petition by May 1 each year.

## Charter of the University Committee on Curricula

### ***Mission***

Review academic departments' proposals for changes to the undergraduate curriculum, consistent with [Policy 2.04](#) and the Curriculum Review Process Information Handbook. The UCC will provide liaison with the Graduate Council, as necessary, and will provide an annual report of approved curriculum changes to the University Faculty Senate.

### ***Responsibilities***

Review Curricular Changes. Review curricular changes proposed by academic departments for compliance with Policy 2.04, using methods specified in the curriculum handbook.

Policy. Regularly review Policy 2.04 and propose necessary revisions to the University Faculty Senate.

Handbook. Regularly review the curriculum handbook and propose necessary revisions to the University Faculty Senate.

Liaison. Reconcile concerns regarding impacts of undergraduate curricular changes on graduate programs with the Graduate Council. Further, it will refer unresolved issues regarding these impacts and unresolved consultations among academic departments to the University Faculty Senate for adjudication.

### ***Organization***

Committee charter. Review this charter regularly and propose adjustments, as needed.

Composition. The committee will consist of a delegate from each college, two from CHAS, and at least 2-3 senate appointees. The committee chair will be elected by committee members. A quorum will be established with 50% of committee members present.

Meetings. Regular meetings will proceed according to a schedule determined by the committee members, with work to be completed according to the schedule provided in the curriculum handbook. When curricular work is completed, the committee shall meet to review Policy 2.04 and the curriculum handbook, as needed. Special meetings of the committee may be called with a motion and simple majority of committee membership.

Agenda and minutes. The chair will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair normally within one week following each meeting.

Annual report. The committee's report will be completed by the committee chair or designee. The report should include the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report. The committee's report should be submitted to the Chair of the Faculty Senate when the committee's work is completed for the academic year.

**Charter of the Department Vitality Committee [placeholder]**

## Charter of the UNI Foundational Inquiry (UNIFI) Committee

### ***Mission***

In overseeing the university's general education program, the UNIFI Committee's mission is to maintain a culture of collaboration, to initiate and review changes related to UNIFI structure and curriculum, to provide necessary adjustments to the UNIFI program prompted by ongoing program review, to promote the UNIFI program on and off campus, to cultivate engaged pedagogy in UNIFI courses, to assess Student Learning Outcomes (SLOs), and to uphold UNIFI as an innovative, common experience for all students that enables them to develop skills and knowledge across a breadth of disciplines.

### ***Responsibilities***

Assessment. Monitor and measure the UNIFI program's SLOs through direct and indirect assessment, documenting plans for continuous improvement.

Program-level review. Provide adjustments to the UNIFI program on the basis of feedback from student learning outcomes and ongoing program review.

SLO review. Monitor Learning Area SLOs to ensure UNIFI courses are appropriately aligned, providing feedback to instructors regarding student learning. Publish criteria for maintaining course-level inclusion and maintenance in the UNIFI program.

Curriculum changes. Collaborate with relevant faculty, programs, and departments to initiate curriculum changes, including revisions to courses, certificates, and overall UNIFI program structure, as outlined in [Policy 2.04](#).

### ***Organization***

Committee charter. Review this charter regularly and propose adjustments, as needed.

Composition. The committee will consist of six faculty members (one from COE, one from CBiz, two from CHAS and two from CSBS) recommended by college senates in conversation with UNIFI co-chairs and approved by senate leadership. Other voting members will include two Co-Coordinators, one Department Head, one representative from the Library, and one representative from the Office of Academic Advising. Voting members will serve staggered three-year terms and can serve two consecutive terms. Non-voting members will include liaisons from Continuing & Distance Education, Undergraduate Studies, CETL, and Faculty Senate. The committee will be chaired by the two UNIFI Co-Coordinators, who will be selected after a public search.

Meetings. The committee chairs will schedule regular committee meetings throughout the academic year. Special meetings of the committee may be called with a motion and simple majority of committee membership. Agenda and minutes. The chairs will prepare and distribute meeting agendas prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chairs following each meeting.

Annual report. An annual report will be completed by the committee chairs, a draft of which should be discussed by the committee during its last meeting of the year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report along with the most recent SOA report. The committee's annual report should be submitted to the Chair of the Faculty Senate by May 1 each year. The committee chairs will be invited to at least one annual meeting of the Faculty Senate to present an update on the program and to answer questions from senators.



## Charter of the Honorary Degrees Committee

### ***Mission***

Facilitate solicitation of suggestions and nominations from the university community and make recommendations for awarding Honorary Degrees to the President of the University, according to [Policy 2.05](#).

### ***Responsibilities***

Policy review. Review Policy 2.05 regularly and make recommendations for revision to the Chair of the Faculty Senate.

Solicitation. As ex officio committee chair, the Provost will publicly solicit nominations from the University community, providing such nominations to committee members. Complete nominations must include components specified in Policy 2.05.

Review of nominees. The selection committee shall review nominations and forward its recommendations to the President of the University.

Confidentiality. All nomination materials and discussions shall be kept in complete confidence at all times. Names of only those individuals who will be awarded an Honorary Degree shall be made public upon final approval by the State of Iowa Board of Regents.

### ***Organization***

Committee charter. Review this charter regularly and propose adjustments to the Faculty Senate, as needed.

Composition. The committee shall be composed of seven members, including 5 members of the faculty, one from each academic college and a second from CHAS. The two voting faculty members from CHAS will be delegates from Humanities and Arts and the Natural Sciences. Two ex-officio members will be the Chief of Staff, Board and Governmental Relations and the Dean of the Graduate College, or their designees. In addition, the Provost will serve as the ex-officio chair of the committee. Members from academic colleges shall serve terms of 3 years, with at least one member selected each year.

Meetings. Selection meetings will be scheduled by the committee chair.

Agenda and minutes. The committee shall have no requirements for meeting agendas or minutes, due to the confidential nature of its proceedings.

Reporting. The President will request review by the University Faculty Senate after the committee has made a determination.

## Charter of the Advisory Committee for the Center for Excellence in Teaching and Learning

### ***Mission***

Oversee and provide direction for activities of the Center for Excellence in Teaching and Learning (CETL) through active engagement in the Center's activities and planning.

### ***Responsibilities***

Advocacy. Serve as advocates for the CETL in departments/schools and colleges.

Engagement. Foster a vibrant culture of teaching and learning at UNI through active CETL engagement.

Planning. Identify and prioritize immediate and long-term activities of the CETL.

### ***Organization***

Committee charter. Review this charter regularly and propose adjustments, as needed.

Composition. The committee will consist of elected members of each college, and two from CHAS, along with one ex officio Faculty Senate appointee. The Associate Provost for Faculty will also serve on the committee in an ex officio capacity. The Center Director will be the committee's chair.

Meetings. The committee chair will provide a meeting schedule to committee members.

Agenda and minutes. The chair will prepare and distribute meeting agendas normally one week prior to each meeting. Minutes for each meeting will be prepared and distributed to committee members by the committee chair normally within one week following each meeting.

Annual report. An annual report will be completed by the committee chair, a draft of which should be discussed by the committee during its last meeting of the year. The annual report should include a listing of committee members, a listing of the dates of regular and special meetings, and any recommendations proposed by the committee regarding the matters under its purview. Included in those recommendations should be a consideration of whether any changes should be made to the committee's charter. Minutes of each meeting should be appended to the annual report. The committee's annual report should be submitted to the Chair of the Faculty Senate by May 1 each year.

## Charter of the Student Academic Appeals Board

### ***Mission***

Hears student academic grievances through execution and review of [Policy 12.01](#) and also provides maintenance of [Policy 3.01](#), which is often the subject of student grievances.

### ***Responsibilities***

Student grievances. Execute policy 12.01 to hear student grievances.

Maintain Policy 12.01. Review Policy 12.01 at least annually and propose adjustments, as needed.

### ***Organization***

Committee charter. Review this charter at least annually and propose adjustments, as needed.

Composition. The Student Academic Appeals Board is composed of a pool of 8 elected and 2 senate-appointed faculty members and appointed student members. The Faculty Senate will provide an appointed chair to the committee each year, which will be provided to the Associate Provost for Academic Affairs by the first day each Fall semester.

Meetings. The committee will meet when needed, as specified in Policy 12.01. It will also meet at least once annually to review Policy 12.01 and this charter in order to recommend revisions, as needed. Minutes of policy and charter review meetings, but not grievance meetings, should be completed by the Chair and provided to Board members within one week after such meetings, and included in the annual report.

Annual meeting. The committee Chair will convene an annual meeting early in the Fall semester to review applicable policies and this charter.

Annual report. An annual report of the Board's activities will include summary information regarding the number of student grievances heard and the general nature of grievances, but shall not disclose names of any parties or other specific details of grievances. The annual report should also include any recommended revisions to Policy 12.01, Policy 3.01, and this charter. The annual report should be provided to the Chair of the Faculty Senate by May 1 each year.

## Charter of the Committee on Admission, Re-admission, and Retention

### ***Mission***

Considers the admission, readmission, and retention of undergraduate students, through execution and review of the [undergraduate academic standing policy](#); considers readmission of undergraduate students according to the *principles* adopted by the University faculty and *procedures* developed by the Committee.

### ***Responsibilities***

Execute policy, principles, and procedures. Execute the undergraduate academic standing policy according to the committee's principles and procedures.

Review policy, principles and procedures. Review the undergraduate academic standing policy and the committee's principles and procedures at least annually and propose adjustments, as needed.

### ***Organization***

Committee charter. Review this charter at least annually and propose adjustments, as needed.

Composition. The committee will consist of a faculty member from each academic college. The committee chair will be elected by committee members. Additional representation includes: a representative from the Office of Academic Advising, the Dean of Students, the Office of Admissions, the Office of the Provost, and the TRIO/PACE program. The Executive Secretary comes from the Office of the Registrar.

Meetings. The committee meets prior to the beginning of each semester.

Agenda and minutes. Minutes are prepared by the Executive Secretary and provided after the conclusion of each meeting.

Annual report. An annual report of the committee's activities will include summary information regarding the number of cases heard and the general nature of cases, but shall not disclose names of any parties or other specific details of cases. The annual report should also include any recommended revisions to the undergraduate academic standing policy and this charter. The annual report should be provided to the Chair of the Faculty Senate by February 1 each year.