

**SANTA CLARA UNIVERSITY
FACULTY HANDBOOK
APPENDIX A**

FACULTY SENATE BYLAWS

PREAMBLE

The Faculty Senate of Santa Clara University (hereinafter, the "Senate") is established in order to develop and express the opinion of the faculty on academic and professional matters, to make the collective experience and knowledge of the faculty available to the University President, and to facilitate the participation of the faculty in forming the policies of the University. It shall be governed by these Bylaws.

In these Bylaws, the "college" shall include "school" where appropriate.

THE FACULTY SENATE

- I. **MEMBERSHIP.** [faculty ballot: May 1995] The Faculty Senate shall consist of:
- A. All active regular faculty (cf. Faculty Handbook 3.1.1.) except for administrators at or above the level of dean of a college.
 - B. All active senior lecturers.
 - C. All other faculty on greater than half-time appointments who receive an academic year contract, except visiting faculty.
- II. **OFFICERS AND THEIR DUTIES.** The officers of the Faculty Senate shall consist of the President, President-Elect, and Past President.
- A. **PRESIDENT.** The President shall take office after service as President-Elect for one year. The President shall hold office for one year. He or she shall preside at all meetings of the Senate and of its Council. He or she may invite any person to meetings of the Senate. The President also serves ex officio as a member of the University Coordinating Committee and the University Budget Council. The Faculty Senate President receives appropriate compensation for his or her service according to recent practice.¹ The duties of the President and the President-Elect include regular consultation with the University Provost in accordance with recent established practice.²

¹ Recent practice is one course remission per academic year.

² In recent practice the President and President-Elect meet with the Provost two weeks before each meeting of the Faculty Senate Council. The President of the Faculty Senate meets with the President of the University once in the Fall quarter.

- B. **PRESIDENT-ELECT.** The President-Elect shall be elected by the Senate from among the members of the Senate. The President-Elect shall succeed to the presidency following one year of service as President-Elect. The President-Elect performs the duties specified in III.B. of the Election Rules and Procedures, and is responsible for preparation of the annual budget for the Senate, with the help of the administrative assistant.
- C. **PAST-PRESIDENT.** The Past-President shall act as President in the absence of the President. The Past-President shall function also in an advisory capacity to the President and President-Elect.
- III. **ADMINISTRATIVE ASSISTANT.** The administrative assistant shall maintain lists of Senate members eligible for various elections and offices, and the President-Elect oversees the distribution and counting of ballots for all Senate votes. The administrative assistant takes minutes of each Faculty Senate Council meeting and distributes a report of each meeting to all members of the Senate and to the President of the University. Approved minutes of Council meetings will be circulated by the administrative assistant. The administrative assistant also receives and posts summaries of meetings and reports from the University Policy Committees. The administrative assistant shall maintain the official complete text of the Senate Bylaws, including such amendments as may be adopted.
- IV. **FACULTY SENATE COUNCIL.** The Council shall consist of the President, the President-Elect, the Past-President, and representatives of the College of Arts and Sciences, the Leavey School of Business, the School of Engineering, the School of Law, and the School of Education, Counseling Psychology, and Pastoral Ministries.
- A. **REPRESENTATIVES.** Each academic department shall send a representative, with the following exceptions:³
- i. Engineering: Applied Mathematics, Civil Engineering, and Engineering Management combine to send one representative;
 - ii. The School of Law has three representatives;
 - iii. The School of Education, Counseling Psychology, and Pastoral Ministries combines to send two representatives.

³ The operative norm is that 10 members of the Faculty Senate are reflected in one Faculty Senate Council member. Generally, each department with five or more full-time faculty members has one representative, but to ensure that smaller departments have adequate representation, combinations of departments, with the approval of the Faculty Senate officers, may determine an ad hoc formula, and the School of Law and the School of Education, Counseling Psychology, and Pastoral Ministries may elect the appropriate number of at-large representatives in proper proportion to their total faculty.

- B. TERMS. Terms on the Council shall normally be for two years, but the representatives may serve as long as their constituency so chooses.
 - C. ALTERNATIVE REPRESENTATIVE. Any representative who must be absent from Council meetings should send an alternative representative from his or her constituency.
 - D. DUTIES: Representatives are to familiarize their departments with the work of the Council, and to bring to the Council such issues as referred to them by their constituents.
- V. RULES OF PROCEDURE. In all questions of procedure, the latest edition of Roberts Rules of Order shall govern except as otherwise set forth in these Bylaws.
- A. PARLIAMENTARIAN. The President may appoint a parliamentarian, who shall hold office at the discretion of the President and who shall advise the President, at the President's request, on matters of parliamentary procedure.
 - B. SPECIAL RULES. To regulate its activities in any matter not prescribed in these Bylaws, the full Senate membership shall enact special rules.
- VI. COUNCIL MEETINGS.
- A. QUORUM. Two thirds of the Council membership, including the Presidents, shall constitute a quorum.
 - B. FREQUENCY. The Council shall meet monthly during the academic year at fixed dates and times, and at such place as it shall determine. Council members shall arrange their schedules as necessary to attend. The Senate President or one third of the Council may call a special meeting of the Council on whatever other occasion may be necessary. The Senate President or one third of the faculty may call a meeting of the Senate.
 - C. AGENDA. The President, President-Elect, and immediate Past President shall form a committee to prepare the agenda for Council meetings. Any member of the Senate may propose items for the Council agenda.
 - D. OPEN MEETINGS. All members of the Senate shall be informed in advance of the time and place of Council meetings, and the Council's agenda. Meetings of the Council are open to all members of the Senate who may speak to matters on the agenda, or introduce new business, when recognized by the President. If the President chooses not to recognize such member, the President may be overruled by a majority of the Council members present.
 - E. PRESIDING OFFICER. The President of the Senate shall preside at the meetings of the Council and may vote only in the case of a tie. In the absence

of the President, the Past-President shall act as President; in the absence of both, the President-Elect shall act as President; in the absence of all three, a majority of the Council shall elect a President pro tempore to act as President for the meeting.

- F. REFERRAL TO THE FULL SENATE. Any matter before the Council for a vote must be submitted to a vote of the full Senate membership at the request of one third of the Council members.
- VII. POWERS OF THE COUNCIL. The Council shall discuss and express its opinion on any matter of interest to it. The Council may, at its discretion and through its officers, express itself directly to the University President or to other persons or bodies. The powers of the Council shall also include
- A. Considering for the faculty any proposal submitted to it by the University administration and determining whether to approve or disapprove such proposal, or to refer it to the Senate, with or without recommendation, for a vote of the full Senate membership in formal meeting or by mail ballot. Any such proposal failing to win the approval of two thirds of the Council members present must be referred to the Senate. Any act, decision, or recommendation of the Council must be submitted to a vote of the Senate if so requested by one fifth of the full Senate membership.
 - B. Planning the agenda of plenary meetings of the Senate.
 - C. Making recommendations to the Senate.
 - D. Interpreting membership criteria.
- VIII. COMMITTEES. The Senate, the Council, and the President may establish ad hoc committees. The President with the approval of the Council shall appoint the members of such committees. All such committees shall report periodically to the Senate.
- IX. POWERS OF THE SENATE
- A. The Senate shall discuss and express its opinion on any matter of interest to it. The Senate is the general deliberative body of the faculty. The Senate may, at its discretion and through its officers, express itself directly to the University President or to other persons or bodies. Faculty collaborate with others in developing and recommending university policy through the University Policy Committees.
 - B. Official faculty opinion on any issue consists of conclusions, recommendations, or other statements that have been approved by a vote of the full Senate membership at a meeting for which there is a quorum under Article X. or by a mail ballot. The officers of the Senate and faculty members of standing and ad hoc committees will

provide advice and counsel to other members of the university community about matters of critical concern, but such counsel does not constitute official faculty opinion unless voted on by the Senate.

X. MEETINGS OF THE SENATE AND QUORUM.

- A. The Senate shall meet at least once each academic year. Special meetings may be called by the President, by a majority of the Council, or by petition of one fifth of the full Senate membership.
- B. For the purpose of these Bylaws, the term “majority of the Senate” shall mean “majority of the quorum.”
- C. At any meeting of the Senate for which notice and an agenda have been distributed to the faculty at least 10 days in advance of the date of the meeting, those members present shall constitute a quorum.
- D. For action on subjects that are not on the agenda or reasonably to be implied therefrom, and at any meeting of the Senate for which notice and an agenda have not been distributed to the faculty at least ten days in advance of the meeting, one third of the full Senate shall constitute a quorum.

XI. ELECTIONS

- A. **GENERAL.** The Council shall adopt, and from time to time revise as necessary, Election Rules and Procedures that are consistent with these Bylaws and with the other provisions of the Faculty Handbook and which shall govern the conduct of all faculty elections. Adoption and revision of such Election Rules and Procedures shall be with the advice and consent of the Senate.
- B. **UNIVERSITY ELECTIONS.** Elections are governed by a supplement to these Bylaws: Election Rules and Procedures. Elections shall be held by secret ballot. Elections of the President-Elect and representatives on the Council shall be held before the end of the spring term in each academic year. Officers shall assume office on July 1.⁴
 - 1. Special elections to fill offices vacated during a term shall be held as soon as practicable following the occurrence of vacancies.
 - 2. Absentee ballots may be cast in all university elections provided that such ballots are delivered to the secretary prior to the deadline for the subject election. The burden for obtaining and delivering an absentee ballot is upon the voter.
 - 3. Only those who are tenured or eligible for tenure shall be eligible to vote on any ballot dealing with tenure or promotion.

⁴By unanimous vote of the Council at its April 14, 2005 meeting.

XII. AMENDMENTS. These Bylaws may be amended by two-thirds majority vote of the Senate. A motion to amend must appear in specific form on the agenda of, and be introduced at, either a meeting of the Senate or a meeting of the Council preceding a balloting or meeting in which it is voted upon.

XIII. WEB SITE. These Bylaws are found at
<http://www.scu.edu/provost/policies/facultyhandbook06.cfm>

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