

BY-LAWS OF THE FACULTY SENATE
OF
CASE WESTERN RESERVE UNIVERSITY

Contents

BY-LAW I.	DEFINITIONS	1
BY-LAW II.	PURPOSE AND FUNCTIONS.....	1
BY-LAW III.	MEETINGS	1
	Item a. Regular Meetings.....	1
	Item b. Special Meetings	1
	Item c. Emergency Meetings	1
	Item d. Notification and Agenda	2
	Item e. Presiding Officer and Rules of Order	2
	Item f. Order of Business - Regular Meetings	2
	Item g. Introduction of a Motion with Respect to New Business	2
	Item h. Order of Business - Special Meetings and Emergency Meetings	3
	Item i. Reports, Motions, and Amendments	3
	Item j. Procedure of Voting.....	3
	Item k. Minutes	3
	Item l. Quorum.....	3
BY-LAW IV.	MEMBERSHIP AND PRIVILEGE OF ATTENDANCE	3
	Item a. Voting Membership.....	3
	Item b. Date of Annual Designation of Elected Faculty Members	3
	Item c. Non-Attendance of Members at Meetings	3
	Item d. Student Membership.....	3
	Item e. Privilege of Attendance	4
BY-LAW V.	OFFICERS	4
	Item a. Chair, Chair-elect, Vice Chair and Past Chair	4
	Item b. Secretary.....	4
	Item c. Parliamentarian	5
BY-LAW VI.	PROCEDURE FOR ELECTION OF THE CHAIR-ELECT	5
BY-LAW VII.	COMMITTEES	5
	Item a. General Provisions with Respect to Committees of the Faculty Senate	5
	Item b. Executive Committee	5
	Item c. Nominating Committee	6
	Item d. Budget Committee	6
	Item e. Committee on Faculty Personnel	7
	Item f. Committee on Research	7
	Item g. Committee on Graduate Studies	8
	Item h. Committee on Faculty Compensation	8
	Item i. Committee on the University Libraries	8
	Item j. Committee on Information Resources	9
	Item k. Committee on Women Faculty	9

Item l.	University Committee on Minority Affairs	10
Item m.	Committee on By-laws.....	10
Item n.	Additional Committees	11
BY-LAW VIII.	MEMBERSHIP IN THE UNIVERSITY FACULTY BY VIRTUE OF OFFICE	11
BY-LAW IX.	PROCEDURE FOR REVIEW OF ORGANIZATIONAL AND PROGRAM CHANGES	11
BY-LAW X.	FACULTY SENATE POLICY WITH RESPECT TO APPROVAL OF BY-LAWS OF CONSTITUENT FACULTIES	11
BY-LAW XI.	AMENDMENT	12

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BY-LAWS OF THE FACULTY SENATE
OF
CASE WESTERN RESERVE UNIVERSITY

These By-laws, in conjunction with the Constitution of the University Faculty, shall constitute the rules and regulations governing the conduct and procedures of the Faculty Senate in the performance of its duties, as authorized and directed by the aforesaid Constitution.

BY-LAW I. DEFINITIONS

Selected terms appearing in these By-laws are employed with the following intent as to their definitions:

President. The President of the University.

Constitution. The Constitution of the University Faculty, as amended.

Chair. The Chair of the Faculty Senate.

Executive Committee. The Executive Committee of the Faculty Senate.

Secretary. The Secretary of the University Faculty and of the Faculty Senate.

Vice Chair. The Vice Chair of the Faculty Senate.

Nominating Committee. The Nominating Committee of the Faculty Senate.

Regular Members of the University Faculty. All persons holding full-time academic appointments at the ranks of Professor, Associate Professor, Assistant Professor, Senior Instructor, and Instructor in the constituent faculties of Case Western Reserve University as defined in the Constitution of the University Faculty, Article I, Section A.

BY-LAW II. PURPOSE AND FUNCTIONS

The purpose and functions of the Faculty Senate shall be as provided in the Constitution, Article V, Section A.

BY-LAW III. MEETINGS

Item a. Regular Meetings.

Pursuant to the Constitution, Article V, Section B, during each academic year the Faculty Senate shall hold at least three regular meetings within the period from September to December, inclusive, and at least three within the period from January to May, inclusive. The period between any two successive regular meetings shall not normally be less than approximately one month. The dates of regular meetings shall be determined by the Executive Committee in consultation with the Secretary.

Item b. Special Meetings.

Special meetings of the Faculty Senate may be called by the President, by the Chair, by majority vote of the Executive Committee, or upon written petition, stating the purpose of the proposed meeting and signed by not less than twenty percent of the membership of the Faculty Senate. Such petition shall be delivered to the Secretary who shall certify it to the Chair, who, in turn, shall call the special meeting.

Item c. Emergency Meetings.

An emergency meeting of the Faculty Senate may be called by the President, by the Chair, or by the Executive Committee.

Item d. Notification and Agenda.

1) The Chair, or, on the Chair's designation, the Secretary shall notify each member of the Faculty Senate, and those non-members who have the privilege of attending, at least two weeks before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

2) At least seven days before each regular and special meeting, the agenda of the meeting shall be distributed to all members of the Faculty Senate, to a deputy appointed by the Provost and Deans, and, in addition, to those non-members of the Faculty Senate who have the privilege of attending and who, in response to the aforesaid notification, have communicated to the Secretary their intention of attending.

3) Notification of each emergency meeting shall be directed to each member of the Faculty Senate in advance of the meeting.

Item e. Presiding Officer and Rules of Order.

The Chair, or, in the absence of the Chair, the Vice Chair, or in the absence of both the Chair and the Vice Chair, a member of the Executive Committee designated by the President, shall preside at all meetings of the Faculty Senate. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised, excepting as otherwise specified in the Constitution or in these By-Laws.

Item f. Order of Business - Regular Meetings.

The order of business at all regular meetings of the Faculty Senate shall be as follows:

1) Reading, correction, if necessary, and adoption of the minutes of the previous regular meeting and special meetings, if any.

2) Resolutions in memoriam.

3) Introduction of new members of the Faculty Senate.

4) Announcements.

5) Report of the Executive Committee.

6) Reports of other standing committees.

7) Reports of special committees.

8) Consideration of unfinished business.

9) Consideration of new business.

Item g. Introduction of a Motion with Respect to New Business.

A member of the Faculty Senate may introduce a motion with respect to new business at any regular meeting by placing a copy of such motion with the Secretary at least ten days before the meeting for inclusion in the agenda. In accordance with the Constitution, Article VI, Section A, Paragraph 3, such inclusion shall not require approval by the Executive Committee.

At any regular meeting, a member of the Faculty Senate may introduce a motion with respect to new business which has not been included in the agenda, provided, however, that a vote of at least a two-thirds majority of the voting members present shall be required to validate such a motion as in order for consideration and possible action at that meeting.

Item h. Order of Business - Special Meetings and Emergency Meetings.

The order of business at any special meeting or any emergency meeting shall be only the consideration of the matter or matters for which the meeting shall have been called.

Item i. Reports, Motions, and Amendments to be Reduced to Writing.

All committee reports at all meetings shall be submitted to the Faculty Senate in writing. All motions introduced at all meetings, in addition to amendments thereto, shall be reduced to writing before a vote is taken.

Item j. Procedure of Voting.

Voting at all meetings of the Faculty Senate shall be only by voice, by a show of hands, by division of the assembly, or by secret ballot excepting, however, that upon demand by not less than eight of the voting members present, a roll-call vote shall be required, and, with respect to such roll-call vote, an entry shall be made in the minutes of the names of all voting in the affirmative, of the names of all voting in the negative, and of the names of all present but abstaining.

Item k. Minutes.

The Secretary shall prepare and keep the minutes of each meeting, submit a draft of the minutes to the Chair for review, and, prior to the next meeting, distribute a copy, with such comment as the Chair may append, to each member of the Faculty Senate and to such non-members who have the privilege of attending as may so request.

Item l. Quorum.

At any meeting of the Faculty Senate, fifty percent of the voting membership shall constitute a quorum.

BY-LAW IV. MEMBERSHIP AND PRIVILEGE OF ATTENDANCE

Item a. Voting Membership.

The voting membership of the Faculty Senate shall be as provided in the Constitution, Article V, Sections C and F.

Item b. Date of Annual Designation of Elected Faculty Members.

Pursuant to the Constitution, Article V, Section F, Paragraph 2, the closing date each year for receipt by the Secretary of the names of the members of each constituent faculty newly elected to voting membership in the Faculty Senate shall be March 1.

Item c. Non-Attendance of Members at Meetings.

The Secretary shall keep a cumulative record of attendance at meetings of the Faculty Senate and, in March each year, shall submit to the Executive Committee the names of those elected faculty members of the Faculty Senate who have been absent from more than one half of all regular and special meetings within the current academic year. Upon receipt of such report, the Chair shall designate a member of the Executive Committee to inquire of each member so listed as to the member's desire to continue membership in the Faculty Senate for the remainder of the term.

Item d. Student Membership.

- 1) Pursuant to the Constitution, Article V, Section C, student senators elected for one year terms shall begin the day following their election. A student senator may serve on the Faculty Senate for no longer than three consecutive years.
- 2) Procedures for the election of student senators shall be as follows:
 - a. Undergraduate. Each year, the Secretary shall request the Vice President of Student Affairs to solicit letters of undergraduate student candidacy for membership for the following year by media available to all undergraduate students in the University, to administer a

referendum for the election of one of the candidates so identified, to conduct a runoff election in the event of a tie vote, and to report to the Secretary the name of the undergraduate student so elected not later than May 1.

- b. Graduate. Each year the Secretary shall request the Dean of the School of Graduate Studies to initiate and administer the selection by the Graduate Student Senate of a graduate student to serve as a member of the Faculty Senate for the following year, and to report to the Secretary the name of the graduate student so selected not later than May 1.
- c. Professional School. Student representation on the Faculty Senate from the professional schools shall be by rotation among the respective schools, such rotation to be in the order of the respective dates of founding of the individual schools. Each year, the Secretary shall request the Dean or Provost of the professional school to be so represented the following year to initiate and administer an election by the student body of that school and to report to the Secretary the name of the professional school student so elected not later than May 1.
- d. In the event that a student chosen for membership in the Faculty Senate in any of the above three categories should not return to school in the autumn semester or, in any other respect be unable or unavailable to serve, the Secretary shall request the appropriate administrative officer of those named previously in this item to initiate and administer a second selection by the procedure specified.

Item e. Privilege of Attendance.

The privilege of attendance by non-members at meetings of the Faculty Senate shall be as provided in the Constitution, Article V, Section D, excepting, however, that, in addition to those therein specified, each of the following persons may designate an alternate to attend without vote and participate in the discussion:

- 1) the deputy designated by the President for membership in the Faculty Senate as provided in the Constitution, Article V, Section C.
- 2) the Secretary of the University Faculty and of the Faculty Senate.
- 3) any Provost or Dean.

BY-LAW V. OFFICERS

Item a. Chair, Chair-elect, Vice Chair and Past-Chair

- 1) The Faculty Senate shall elect annually from among the associate professors and professors of the University Faculty a Chair-elect, who shall serve as Vice Chair during his or her first year of office and shall become Chair of the Faculty Senate during his or her second year in office and Past Chair in the third year. If not already an elected member of the Faculty Senate, the Vice Chair, the Chair and the Past Chair shall be voting members of the Faculty Senate by virtue of office.
- 2) In the event of a vacancy in the Chair prior to the expiration of an incumbent's one year term, the Vice Chair shall become the Chair for the remainder of the year.

Item b. Secretary.

As provided in the Constitution, Article II, Section C, the Secretary of the University Faculty shall serve *ex officio* as Secretary of the Faculty Senate.

Item c. Parliamentarian.

Upon assuming office, the Chair shall appoint a Parliamentarian to serve at the pleasure of the Chair. The parliamentarian shall advise the Chair as to rules of order.

BY-LAW VI. PROCEDURE FOR ELECTION OF THE CHAIR-ELECT.

- 1) Each year the Nominating Committee shall nominate two candidates for Chair-elect for the coming year and shall report these nominations to the Secretary not later than March 1. The Secretary shall thereupon notify all members of the Faculty Senate of these nominations by mail.

Within three weeks thereafter, an additional nominee, or nominees, for the office may be entered in candidacy by written petition signed by not less than ten percent of the members of the Faculty Senate with respect to each such nominee, and submitted to the Secretary, providing, however, that each such nominee by petition shall have stated in writing to the Secretary acceptance of the nomination.

- 2) Following the close of the period for nominations by petition, the Secretary shall submit by mail, to each voting member of the Faculty Senate, a ballot listing the names of the nominees, to be marked and returned within two weeks.

The nominee receiving the majority of votes cast shall be declared elected. In the event no one nominee receives a majority of the votes cast, a second ballot bearing the names of the two nominees who have received the largest numbers of votes shall be distributed for run-off election. In the event of a tie vote of such character as to foreclose the second ballot procedure, or of a tie vote on the second ballot, such tie shall be resolved by the Executive Committee.

BY-LAW VII. COMMITTEES

Item a. General Provisions with Respect to Committees of the Faculty Senate.

- 1) The chair of each standing and ad hoc committee of the Faculty Senate, if a member of the University Faculty and not otherwise a member of the Faculty Senate, shall be a voting member of the Faculty Senate for the duration of the term of office, as provided in the Constitution, Article V, Section C.
- 2) The term of membership of all newly elected members of standing committees shall begin on the day following Commencement Day each year.
- 3) Any standing committee of the Faculty Senate may establish subcommittees and appoint members of such subcommittees, provided, however, that the establishment of any standing subcommittee shall be subject to approval by the Faculty Senate. The membership of any subcommittee need not be confined to members of the parent committee.
- 4) With respect to standing committees with overlapping terms of membership, the respective terms of individual members comprising the initial membership of such committees shall be determined by lot.

Item b. Executive Committee.

The membership and functions of the Executive Committee shall be as provided in the Constitution, Article VI, Section A, excepting that, in addition to the functions therein specified, the Executive Committee shall also assume the following responsibilities:

- 1) Each year the Executive Committee, in consultation with the Secretary, shall determine the dates of regular meetings of the Faculty Senate as specified in By-law III, Item a.

- 2) The Executive Committee shall select the chair of each standing and ad hoc committee from among the faculty members of each respective committee.
- 3) Upon request by the chair of any standing committee, the Executive Committee shall submit to that standing committee a written statement clarifying the responsibilities of the standing committee, subject to the provisions of the Constitution and of these By-laws, and the Executive Committee may submit such a statement to any standing committee on its own initiative.
- 4) The Executive Committee shall be responsible for identifying existing or emerging issues affecting the nature and scholarly effectiveness of the University, including all proposed changes in the organizational structure of the University falling within the scope of Article III, Section B, and Article V, Section A, Paragraph 2, of the Constitution of the University Faculty. The Executive Committee shall take suitable and timely action with respect to all such issues, including, as appropriate, their placement on the agenda of the Faculty Senate.

The Executive Committee shall take the initiative in periodically exploring with the President plans and projects affecting the Faculty and the University and shall assume full responsibility for bringing to the attention of the Faculty Senate all issues which, in the Committee's judgment, affect the vital interests of the Faculty and involve the nature and direction of the University.

Item c. Nominating Committee.

The membership and functions of the Nominating Committee shall be as provided in the Constitution, Article VI, Section B, subject, however, to the following provisions:

- 1) Pursuant to the Constitution, Article VI, Section B, the annual designation of members of the Nominating Committee for the following year shall be made not later than May 1, and the term of membership on the Nominating Committee shall begin on the day following Commencement Day.
- 2) Each year, the Nominating Committee shall submit to the Faculty Senate nominations for membership in standing committees for the following year not later than April 1; and the term of membership of all elected members of standing committees shall begin on the day following Commencement Day.
- 3) In the selection of nominees for membership on each standing committee of the Faculty Senate, the Nominating Committee shall consult with the incumbent Chair of the committee for which nominees are being selected.

Item d. Budget Committee.

- 1) The membership and functions of the Senate Budget Committee shall be as provided in the Constitution, Article VI, Section C.
- 2) The Chair of the Senate Budget Committee shall request the President to designate a deputy to sit with the Committee regularly and participate in its deliberations. In fulfillment of the functions of the Senate Budget Committee specified in the Constitution, Article VI, Section C, Paragraph 3, the Senate Budget Committee may request the President, or such deputy as the President may designate, to report directly to the Faculty Senate with respect to budgetary matters.
- 3) An elected faculty member of the Budget Committee may serve for a maximum of two immediately successive three-year terms and thereafter shall be eligible for re-election to the Committee only after the lapse of at least one year following the expiration of a continuous six-year period of service.

Item e. Committee on Faculty Personnel.

- 1) The Committee on Faculty Personnel shall consist of a deputy designated by the President, a member of the Committee on Faculty Compensation elected by that committee to serve *ex officio* and nine regular members of the University Faculty elected by the Faculty Senate. The term of membership on the Committee on Faculty Personnel shall be three years; three members shall be elected each year. Each elected member shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership.
- 2) The Committee on Faculty Personnel shall review faculty personnel policies and procedures, including those having to do with appointment, reappointment, promotion, tenure and retirement, and shall recommend to the Faculty Senate as to desirable changes in these policies and procedures.
- 3) At least once during each academic year, the Committee on Faculty Personnel, or one of its subcommittees, shall discuss with the Provost or Dean of each constituent faculty the personnel policies and procedures of that faculty. Each year the Committee shall request of the chief academic officer of the University a report on personnel actions in the categories designated in Paragraph (2) of this item.

Item f. Committee on Research.

- 1) The Committee on Research shall consist of the Dean of the School of Graduate Studies, *ex officio*, the Vice President for Research and Technology Management, *ex officio*, nine regular members of the University Faculty elected by the Faculty Senate, three student members elected by the Graduate Student Senate, and one post-doctoral researcher elected by the Post Doctoral Researchers Association. The term of membership on the Committee on Research shall be three years for faculty members and one year for student and post-doctoral researcher members. Each elected faculty member shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three year terms of membership. The terms of student and post-doctoral researcher members shall begin immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and post-doctoral researcher members shall be eligible for re-election annually.
- 2) No more than two of the nine faculty members of the Committee on Research shall be chosen from any one constituent faculty.
- 3) The Committee on Research shall participate in the initiation and formulation of University policies bearing directly on academic research encompassing all disciplines and shall direct such participation towards facilitation of the performance of high quality research. The Committee shall devote special attention to the policies and regulations deriving from sponsoring agencies providing funding from sources outside the University and shall direct its attention to the maintenance of a proper balance between the recognition and fulfillment of obligations assumed in the acceptance of outside funding and the retention of academic freedom in the pursuit of appropriate research initiatives.
- 4) The Committee on Research shall monitor the implementation of existing research policy to determine status and adequacy. Categories of interest to the Committee shall include, but not be limited to, research involving human subjects, animal experimentation, inventions and patents, copyrights, computer resources, and biohazards. The Committee shall request regular annual reports from such administrative committees as specifically deal with these and other categories within the Committee's purview and shall maintain accurate and timely information with respect to these categories. The Committee shall participate in an advisory capacity in the selection of qualified members to serve on either faculty or administrative committees dealing with the research-related categories within its purview.

Item g. Committee on Graduate Studies.

- 1) Membership and terms of service of the Committee on Graduate Studies shall be as provided in the Constitution, Article VI, Section D, providing, however, that each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The terms of graduate student members shall begin immediately upon their election to committee membership at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Graduate student members shall be eligible for re-election annually.
- 2) No more than two of the nine faculty members of the Committee on Graduate Studies shall be chosen from any one constituent faculty.

Item h. Committee on Faculty Compensation.

- 1) The Committee on Faculty Compensation shall consist of the Senior Vice President for Finance and Administration or a designated deputy, the Provost or a designated deputy and nine regular members of the University Faculty elected by the Faculty Senate. The term of membership on the Committee on Faculty Compensation shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The chair of the Committee on Faculty Compensation shall serve *ex officio* as a member of the Budget Committee and one faculty member from the Committee on Faculty Compensation shall be elected by the Committee to serve *ex officio* on the Committee on Faculty Personnel. These two members of the Committee on Faculty Compensation shall bring to the attention of the Budget Committee and the Committee on Faculty Personnel developments concerning faculty salaries and fringe benefits.
- 2) The Committee on Faculty Compensation shall consult with and advise the university administration and Board of Trustees on the formation and review of university policies and procedures concerning faculty salaries and fringe benefits. The responsibilities of the committee shall include: consultation with the university administration regarding fringe benefits and the annual allocation of funds available for faculty salaries and raises; an annual review of the guidelines and policies for faculty compensation for each school and college considering issues of comparability in policies across units; review of the implementation of those guidelines and policies at each school and college; competitive analyses of faculty salaries and fringe benefits in peer universities nationwide; the effect of current salaries and fringe benefits on the ability of the university to attract and retain top faculty; and other matters of policy and equity brought to its attention by the faculty or administration. The faculty members of the Committee on Faculty Compensation shall serve as the faculty representatives on any university committee on faculty fringe benefits or compensation.
- 3) The faculty members of the Committee on Faculty Compensation shall report to the Faculty Senate on its activities at least once during each semester of the academic year.

Item i. Committee on the University Libraries.

- 1) The Committee on the University Libraries shall consist of the Vice President for Information Services, the Director of the University Library, the Director of the Cleveland Health Sciences Library, the Director of the Library of the School of Law, and Director of the Library of the Mandel School for Applied Social Sciences *ex officio*; three members from the faculty of the College of Arts and Sciences; one member each from the faculties of the Mandel School of Applied Social Sciences, the Case School of Engineering, the School of Law and the Weatherhead School of Management; one from either the faculty of the School of Dentistry, of Medicine or of Nursing;

and one additional member of the University Undergraduate Faculty; one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Senate, and one post-doctoral researcher elected by the Post Doctoral Researchers Association. The nine faculty members shall be elected by the Faculty Senate. The term of membership for faculty on the Committee on the University Libraries shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and post-doctoral members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and post-doctoral members shall be eligible for re-election annually. The Chair or the designee of the Committee on Information Resources shall sit *ex officio* on the Committee on University Libraries and the Chair or the designee of the Committee on University Libraries shall sit *ex officio* on the Committee on Information Resources.

- 2) The Committee on the University Libraries shall advise the Director and the University administration on policies and procedures relating to the operations, facilities and budget of the University Libraries. The Committee shall report regularly to the Senate, with recommendations as appropriate.

Item j. Committee on Information Resources.

- 1) The Committee on Information Resources shall consist of the Provost or designated deputy, the Vice President for Information Services, the Director of the University Library and the Chair of the University Undergraduate Faculty Committee on Academic Computing and Information Resources, *ex officio*; nine regular members of the University Faculty elected by the Faculty Senate, no more than two from each constituent faculty; one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Senate, and one post-doctoral researcher elected by the Post Doctoral Researcher Association. The term of membership for faculty on the Committee on Information Resources shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and post-doctoral researcher members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and post-doctoral researcher members shall be eligible for re-election annually. The Chair or the designee of the Committee on University Libraries shall sit *ex officio* on the Committee on Information Resources and the Chair or the designee of the Committee on Information Resources shall sit *ex officio* on the Committee on University Libraries.
- 2) The Committee on Information Resources shall advise the Vice President for Information Services and the University Administration on policies and procedures relating to the development, operation and budget of the University Information Services. These services include central information storage and processing facilities, the University communication network and instructional media.
- 3) The Committee shall report to the Faculty Senate at least once each year.

Item k. Committee on Women Faculty.

- 1) The committee shall consist of nine faculty members elected by the Faculty Senate. No more than two members shall be from any one constituent faculty. Each member shall be eligible for election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The committee shall have as *ex officio* members the provost or a designee, the director of the Center for Women, the chairs of the Minority Affairs Committee,

Women Faculty of the School of Medicine, and the University Advisory Council on Women or their designees, and others as shall be determined by the elected members of the committee.

- 2) The Faculty Senate Executive Committee shall appoint a chair of the Committee on Women Faculty.
- 3) The committee shall: participate in the initiation and formulation of university policies and procedures bearing on recruitment, retention, promotion, compensation, and quality of life of women faculty; monitor issues bearing on these matters; and make recommendations to the Faculty Senate as to desirable changes in these policies and procedures.
- 4) The committee shall report to the Faculty Senate at least once during each academic year.

Item l. University Committee on Minority Affairs.

- 1) The University Committee on Minority Affairs shall consist of three regular members of the University Faculty elected by the Faculty Senate for three year terms; one representative from the following three organizations: the African-American Faculty and Staff Organization (AAFSO), the Office of Undergraduate Admission, and the Staff Advisory Council; the Director of Multicultural Affairs; the Assistant to the President for Minority Affairs; a deputy appointed by the Vice President for Student Affairs; the Chair of the University Committee on the Status of Women Faculty; the Director of the Office of Equal Opportunity and Diversity; and the Faculty Diversity Officer. Representatives shall be chosen by the respective organizations and shall serve overlapping three-year terms. In addition, there shall be *ad hoc* members appointed annually by the Chair with the advice of the Committee, two undergraduate student members appointed by the Undergraduate Student Government, two graduate student members appointed by the Graduate Student Senate, and one post-doctoral researcher appointed by the Post Doctoral Researchers Association. The term of membership for student and post-doctoral researcher members shall be one year, beginning immediately upon their appointment to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and post-doctoral researcher members shall be eligible for re-appointment annually.
- 2) The Executive Committee shall appoint the Chair of the Committee on Minority Affairs from among the faculty members of that Committee.
- 3) The Committee shall act in an oversight and advisory capacity and shall monitor matters concerning minority affairs.
- 4) The Committee shall report to the Faculty Senate at least once during each academic year.

Item m. Committee on By-Laws.

- 1) The Committee on By-Laws shall consist of six regular members of the University Faculty, elected by the Faculty Senate, with no more than two from a constituent faculty. The term of membership on the Committee on By-Laws shall be three years. Members of the committee are eligible for re-election immediately upon completion of their term.
- 2) The Committee on By-Laws shall review and advise the Faculty Senate with respect to:
 - a) the rules and regulations governing the conduct and procedures of the Faculty Senate in the performance of its duties, as authorized and directed by the Constitution;
 - b) all proposed amendments to the Constitution of the University Faculty;
 - c) all proposed amendments to the By-Laws of the University Faculty

- d) all proposed amendments to the By-Laws of a constituent faculty, as mandated by Article VII, Sec. A., Par. 2 of the Constitution; and
 - e) all proposed amendments to the By-Laws of the University Undergraduate Faculty, as mandated by Article VII., Sec. D., Par. 2 of the Constitution. The Committee on By-Laws shall take into account in its review the internal consistency of each set of By-Laws, as well as the consistency of the By-Laws with other sets of By-Laws and the Faculty Handbook. The committee shall also ensure that By-Laws provide for decision-making processes which are essentially democratic, as specified in Article VI., Sec. A., Par. 4 and Sec. D., Par. 6.
- 3) At least once every five years, the Committee on By-Laws shall carry out a review of the Constitution of the University Faculty, as mandated by Article IX., Par. 2 of the Constitution. The Committee shall also review the By-Laws of the Faculty Senate at that time.

Item n. Additional Committees.

The Faculty Senate may create additional standing committees, *ad hoc* committees, and multipartite committees and commissions.

BY-LAW VIII. MEMBERSHIP IN THE UNIVERSITY FACULTY BY VIRTUE OF OFFICE

Pursuant to Article I, Section B, of the Constitution, in addition to the officers therein specified (the President, the Provost or a deputy designated by the President, and the Secretary of the University Faculty), all vice presidents, a deputy appointed by the Provost, Deans, the Director of the University Library and the Director of the Cleveland Health Sciences Library shall be voting members of the University Faculty by virtue of office.

BY-LAW IX. PROCEDURE FOR REVIEW OF ORGANIZATIONAL AND PROGRAM CHANGES

Pursuant to the Constitution, Article III, Section B, and Article V, Section A, proposals to the Faculty Senate from sources other than the Executive Committee, falling within the categories specified in these sections of the Constitution, shall be received by the Secretary and transmitted to the Chair. The Chair, in turn, shall place each proposal so received with the Executive Committee at the next meeting of that committee for recommendation as to appropriate action.

As provided in By-law VII, Item b, (4), the identification on its own initiative of issues arising under the foregoing provisions of the Constitution shall be the responsibility of the Executive Committee.

BY-LAW X. FACULTY SENATE POLICY ON APPROVAL OF BY-LAWS OF CONSTITUENT FACULTIES

Pursuant to the Constitution, Article VII, Section A, Paragraph 4, specifying that the By-laws of each constituent faculty shall provide that the decision-making processes of its government be essentially democratic, approval by the Faculty Senate of the Charters and By-laws of constituent faculties will normally be contingent on the inclusion in such documents of provisions to the following effects:

- 1) That a majority of the members of the Executive Committee (or corresponding agency) of a constituent faculty shall be regular members of the faculty elected by the faculty, and further, that the committee shall report to the faculty as the author of its responsibility.
- 2) That the majority of the members of each standing committee of a constituent faculty concerned with matters of faculty responsibility shall be regular members of the faculty elected by the faculty, and further, that the committee shall report to the faculty as the author of its responsibility. The matters of faculty responsibility to which this requirement shall apply include the following:
 - (a) research and scholarship

- (b) degree requirements
- (c) curriculum
- (d) standards of admission
- (e) student standing and promotion

- 3) That the majority of the members of the agency of the constituent faculty charged with making recommendations of appointments and promotions shall be regular members of the faculty chosen by either (a) an elective process, (b) a process in which an elected agency has had a decisive voice, or (c) a process which specifies as members all those members of the constituent faculty of stated rank or ranks.

BY-LAW XI. AMENDMENT

A proposal for amendment of these By-laws may be initiated by any member of the Faculty Senate in the form of a motion at any regular meeting, subject to the provisions of By-law III, Item d, such motion to be for referral of the proposed amendment to an *ad hoc* committee, as provided in the Constitution, Article VI, Section F, the membership of such *ad hoc* committee to be chosen by the Executive Committee, provided however, that the Chair and the Secretary shall be members, *ex officio*.

Should the Faculty Senate adopt such motion for referral, the *ad hoc* committee shall report to the Faculty Senate at the next regular meeting, subject to the provisions as to notification and agenda of By-law III, Item d. Action of the Faculty Senate as to adoption of such proposed amendment shall be by majority vote of the voting members present.