ABOUT US

Faculty Senate Charter and By-Laws

CHARTER

THE UNIVERSITY OF ROCHESTER FACULTY SENATE

I. ESTABLISHMENT OF A UNIVERSITY SENATE

There shall be established at the University of Rochester a University-wide Faculty Senate which shall have the following functions:

1. To consider the state of the University and to make recommendations for its academic development to the appropriate persons or bodies within the University;

2. To inquire into any matter of an educational or administrative nature that has implications for the academic function and welfare of the University, and to make recommendations concerning such matters to the appropriate persons or bodies within the University;

3. To be a channel of communication between and among the various faculties of the University and between the collective faculties and the President and the Provost of the University.

All proceedings or recommendations of the Senate shall be confidential within the University.

II. COMPOSITION OF THE SENATE

A. The Senate shall consist of forty-five (45) members to be elected by and from the faculties of the University. The President, Provost, and the University Dean of Graduate Studies shall serve as members ex officio, without vote. Faculty representatives to Board of Trustees committees who are not elected members of the Senate will serve as members of the Senate, ex officio, without vote.

B. Each college or school within the University shall be entitled to at least one representative in the membership of the Senate. No college or school within the University shall compose a majority of the membership of the Senate.

III. ELECTION PROCEDURES

A. The electorate shall consist of all full-time members of the faculties of any rank and of all part-time members of the faculties with the rank of professor or associate professor or equivalent rank.

B. Persons eligible for election to the Senate shall be full-time members of one of the faculties of the University and shall hold the rank of professor, associate professor, or assistant professor. Even if otherwise qualified, the President, the Provost, the deans, the associate deans, and others of comparable rank are ineligible for election to the Senate for the terms of their administrative appointments.

C. In January of each year, the Committee on Elections shall define the specific categories of faculty in each school and college eligible to vote for and serve in the Senate, following the rules provided in the preceding paragraphs of this Charter and in consultation with faculty from each school or college and the Senate Executive Committee.

D. Nomination and balloting for members of the Senate:

1. The Standing Committee on Elections shall receive nominations for and conduct the election of members of the Senate in the spring of each year.

2. Three qualified members of the Senate electorate shall submit a signed statement to the Committee on Elections requesting the name of an eligible faculty member be placed on the ballot. The number of people on the ballot shall exceed by at least five the number of vacancies to be filled. Faculty members may sign more than one nominating statement as described.

3. It shall be the duty of the Committee on Elections to ensure that at least one eligible candidate shall be nominated from the following schools or colleges: the College of Arts, Sciences, & Engineering, the Margaret Warner Graduate School of Education & Human Development, the William E. Simon Graduate School of Business Administration, the School of Medicine and Dentistry, the Eastman School of Music, and the School of Nursing. If additional nominations are to be made, the Committee on Elections shall notify the Executive Committee, thereby permitting members of the Executive Committee to nominate additional candidates for election.

4. Ballots conforming to the prescription in the attached By-Laws shall be distributed by mail or by a secure electronic form to the Senate electorate. Electronic ballots will be recorded in a manner that permits checking and verification of the election results. The Committee on Elections shall count the returned ballots according to the rules described in the attached By-Laws.

5. If, after the Committee on Elections has counted the ballots, it appears that a school or college does not have a member of its faculty among either the continuing members or the newly elected members of the Senate, the Committee shall eliminate the last member otherwise elected to the Senate in the last step of the counting process and shall replace that member with the candidate from the unrepresented college or school who has the highest number of votes. This process of elimination and replacement shall

be repeated, if necessary, until each college or school with eligible nominees has at least one member in the Senate. If there are ties for members elected at the last step for candidates from the unrepresented college or school, the Committee shall break the tie by lot.

6. If, after the Committee on Elections has counted the ballots, it appears that senators from a school or college would form a majority of the total of the continuing members and the newly elected members of the Senate, the Committee shall eliminate the last member from that school or college otherwise elected to the Senate and shall replace that member with the candidate from another college or school not yet elected who has the highest number of votes. This process of elimination and replacement shall be repeated, if necessary, until no college or school composes a majority of the membership of the Senate. If there are ties for members elected at the last step for candidates from other colleges or schools, the Committee shall break the tie by lot.

7. If a Senator withdraws or is unable to serve on the Senate, the Committee on Elections shall name as successor the person who received at the most recent election the highest number of votes without being elected, unless the election of that person would give a college or school a majority of the membership of the Senate, in which case the Committee on Elections shall name as successor the person not from that college or school who received at the most recent election the highest number of votes without being elected. The person so named shall serve the unexpired part of the term of the person being replaced.

8. If a Senator who is the sole representative of a school or college withdraws, the Committee on Elections shall choose as successor the nominee from that school or college who received at the most recent election the highest number of votes without being elected, and this person shall serve the unexpired part of the term of the person being replaced; but should there have been no other nominee from that school or college, the Executive Committee shall appoint a Senator from that school or college who shall serve until the next annual election.

IV. TERMS OF MEMBERSHIP

A. Members of the Senate shall normally serve three-year terms, and they shall not be eligible for election to more than two consecutive terms. Terms shall begin and end the day of the Arts, Sciences and Engineering undergraduate commencement ceremony in May.

B. In the first election, the fifteen members declared earliest in the counting shall serve three- year terms; the fifteen members declared elected next shall serve two-year terms; and the fifteen members declared elected last shall serve one-year terms. Ties shall be broken by lot by the members of the Committee on Elections.

V. ORGANIZATION OF THE SENATE

A. The Chair of the Executive Committee of the Senate shall be the Chair of the Senate and shall preside at meetings of the Senate; in the absence of the Chair, another member of that Committee selected by the Chair shall preside.

B. The Secretary of the Executive Committee shall be the Secretary of the Senate.

C. The Senate shall elect from its membership an Executive Committee and shall establish other standing committees as it deems necessary. These shall include, at the least, an Academic Affairs Committee, a Budget Committee, and a Committee on Elections. Where practical, a majority of the standing committees shall be composed of faculty members serving on the Senate or former Senate members but membership shall not be restricted to those persons. Each member of the Senate shall have the opportunity to serve on at least one standing committee. The Senate shall also conduct the elections for the University Committee on Tenure and Privileges. In addition to the standing committees, the Senate may from time to time authorize the establishment of ad hoc committees. With the exception of membership on the Executive Committee and the University Committee on Tenure and Privileges, both of which are discussed elsewhere in this Charter, terms of membership on committees shall be for three years and may be renewed. A faculty member who is appointed, as a member of a Senate committee, to serve on a Board of Trustees committee shall continue to serve ex officio, without vote, on that Senate committee for the duration of their appointed service on the Board of Trustees committee.

VI. THE EXECUTIVE COMMITTEE

A. The Executive Committee shall serve as an agenda committee for the deliberations of the Senate and may make recommendations to the Senate.

B. The Executive Committee shall consist of eight members of the Senate as voting members; the President, the Provost, and the immediate past Chair of the Faculty Senate as nonvoting members ex officio; the chairs of the elected faculty governance bodies of each school (where such bodies exist) as nonvoting members ex officio; faculty Senate representatives to Board of Trustees committees who were appointed as members of the Executive Committee, as nonvoting members ex officio.

C. Nominations for the Executive Committee may be made by any Senator, who may nominate any willing Senator, including themself. The Committee on Elections shall insure the nomination of at least two more persons than the number of vacancies on the Executive Committee and shall conduct an election among the members of the Senate by mailed ballots or by a secure electronic ballot. Electronic ballots will be recorded in a manner that permits checking and verification of the election results.

D. The Executive Committee shall elect a Chair and a Secretary. These officers shall serve one- year terms and shall not be eligible for election to more than two consecutive terms.

E. If and when the Senate or the Executive Committee establishes an ad hoc committee, the Executive Committee shall appoint the committee. Members of the ad hoc committees may be chosen either from within or outside the membership of the Senate.

F. Terms of membership for the Executive Committee:

1. Members of the Executive Committee shall serve two-year terms; except that membership on the Executive Committee shall terminate concurrently with the termination of membership in the Senate. Terms shall begin and end the day of the Arts, Sciences and Engineering undergraduate commencement ceremony in May.

2. Initially, seven members of the Senate shall be elected to the Executive Committee, four of whom shall serve two-year terms and three of whom shall serve one-year terms. The length of terms in the initial election shall be determined by lot.

3. The Senate shall elect sufficient members each year and from time to time to maintain the membership (elected) of the Executive Committee at eight.

4. The Chair of the Faculty Senate Executive Committee shall serve as an ex officio member of both the Senate and its Executive Committee during the year following the expiration of their term.

VII. COMMITTEE ON TENURE AND PRIVILEGES

A. The University Committee on Tenure and Privileges shall review all regulations concerning faculty tenure and privileges and advise the President of the University on such regulations. It shall establish, with the consent of the Board of Trustees, standing procedures governing the manner of revocation of a faculty member's tenure or privileges for cause. It shall inform the Senate of all regulations and practices respecting tenure and privileges, in all parts of the University, as they become established or changed.

B. The University Committee on Tenure and Privileges shall consist of sixteen full-time members of the faculty, nine of whom hold appointments of unlimited tenure and seven of whom hold full-time contract-based (non-tenure eligible) appointments. Of the nine tenured members, there shall be two members elected from the School of Medicine and Dentistry and one member elected from each of the other six schools of the University (i.e. the School of Arts and Sciences, the Hajim School of Engineering and Applied Sciences, the Eastman School of Music, the School of Nursing, the Simon Business School, and the Warner School of Education and Human Development). There shall also be one member-at-large. In matters that exclusively involve a tenured faculty

member(s), only the nine tenured members would vote on these matters. The seven contract-based faculty members shall include one member from each of the seven schools. Full-time contract-based faculty will be eligible for election after at least one reappointment and a minimum of six years of full-time employment at the University. Administrative officers with rank at or above assistant dean are ineligible to serve on the University Committee on Tenure and Privileges whatever their faculty status at the time of the election.

C. Members, except for the one Member-at-Large, shall be elected from a constituency consisting of those members of the school or college in question who are also members of the electorate of the Senate. Elections for these Members shall be, when needed, held concurrently with elections for the Senate. Nominations, elections, and the filling of vacancies shall follow the same procedures used for nominations, elections, and the filling of vacancies on the Senate. If fewer than two nominees are received for a vacancy, the Committee on Elections shall itself nominate one or two more eligible candidates to bring the number of nominees to two. The Member-at-Large shall be elected by the Executive Committee, by simple majority vote of those present and voting at its first regularly scheduled meeting of the academic year in which the vacancy occurs.

D. The University Committee on Tenure and Privileges shall elect a Chair and a Secretary from its membership, each for a two-year term, except that the initial term of the Secretary shall be for one year.

E. Tenured members of the University Committee on Tenure and Privileges shall serve three-year terms, except that initially three members shall serve for two years, three members for three years, and three members for four years, assignment of these terms to be determined by lot. Terms shall begin and end the day of the Arts, Sciences and Engineering undergraduate commencement ceremony in May. Contract-based members of the University Committee on Tenure and Privileges shall serve three-year terms, except that initially two members shall serve for two years, three members for three years, and two members for four years, assignment of these terms to be determined by lot. Terms shall begin and end the day of the University commencement ceremony in May.

VIII. MEETINGS OF THE SENATE

A. The Senate shall schedule at least eight meetings during the period September through May inclusive.

B. The Senate may hold special meetings: at the call of the President; at the call of the Executive Committee; or, on written petition of a majority of the members of the Senate, the petition clearly setting forth the purpose for which the meeting is to be called.

C. A majority of the elected membership of the Senate shall constitute a quorum.

IX. PROVISION FOR BY-LAWS

A. The Senate shall have the right to establish and revise By-Laws that govern the functioning of the Senate, its elections, and its committees, provided that such By-Laws do not contradict any provision of the Charter.

B. Amendments to the By-Laws shall be voted on at the meeting next following the one at which they were proposed.

X. METHOD OF AMENDMENT

Amendments to the Charter of the Senate shall be made by the passage, by a majority of the whole Senate, of a motion to amend the Charter, in two regular meetings of the same Senate, between which two meetings the constituent faculties shall have had a reasonable opportunity to discuss the amendment and report thereon. Any such amendments shall require the approval of the Board of Trustees.

As amended and approved by the Trustees, April 3, 1963

As amended and approved by the Trustees, February 3, 1967

As amended and approved by the Trustees, May 31, 1968 7

As amended and approved by the Trustees, June 18, 1969

As amended and approved by the Trustees, June 5, 1970

As amended and approved by the Trustees, January 26, 1972

As amended and approved by the Trustees, June 28, 1972

As amended and approved by the Trustees, May 25, 1977

As amended and approved by the Trustees, July 1, 1978

As amended and approved by the Trustees, October 14, 1982

As amended and approved by the Trustees, February 16, 1987

As amended and approved by the Trustees, May 14, 1987

As amended and approved by the Trustees, May 10, 1990

As amended and approved by the Trustees, September 17, 1992

As amended and approved by the Trustees, December 15, 1994

As amended and approved by the Trustees, June 14, 2001

As amended and approved by the Trustees, January 17, 2002

As amended and approved by the Trustees, June 22, 2004

As amended and approved by the Trustees, September 15, 2005

As amended and approved by the Trustees, October 13, 2017

As amended and approved by the Trustees, May 18, 2018

As amended and approved by the Trustees, July 1, 2026

BY-LAWS

THE UNIVERSITY OF ROCHESTER FACULTY SENATE

BY-LAW I - MEETINGS OF THE SENATE

A. Schedule of meetings. The meeting dates of the Senate shall be recommended by the Executive Committee of the Senate no later than the end of July for the subsequent year. The meetings shall be from 4:00 p.m. to 6:00 p.m., although (1) the Executive Committee may, with two weeks' notice, call meetings for an hour other than 4:00 p.m., and (2) a majority of those present may extend the meeting beyond 6:00 p.m.

B. Agenda. The agenda for each regular meeting of the Senate shall be prepared by the Executive Committee and distributed to all Senators in advance of each meeting. The order of business at regular meetings shall be: report of the Chair(s) of the Executive Committee, report(s) from the Senate committee(s), consideration of business stated in the report of the Executive Committee, consideration of business from the floor, announcements, and adjournment. The order of business at special meetings shall be specified in the call or petition which occasions them.

C. Rules. On all matters of procedure not provided for in the Charter and By-Laws, the Senate shall follow Robert's Rules as set forth in *American Institute of Parliamentarians Standard Code of Parliamentary Procedure (AIPSC)*.

D. Minutes. After each meeting of the Senate, the Secretary shall arrange for draft verbatim minutes to be circulated to everyone who spoke at the meeting, to enable them to correct errors in the transcription. Minutes shall be labeled "confidential." When completed, corrected on-line copy shall be made available to the full Senate membership. Senators may submit "Letters to the Senate" stating their views or those of a member of the electorate on any question that may properly come before the Senate. Subject to review by the Executive Committee for appropriateness of length and subject matter, these letters will be posted with the minutes. Minutes will be posted so that they may be viewed by all faculty eligible to vote in the election for Faculty Senators.

E. Attendance. The attendance shall be taken and recorded in the minutes. Members of the Faculty Senate may request to attend by synchronous electronic means. Members so attending will be marked as present for the purposes of the roll of attendance and for the count required to establish a quorum of the Senate.

F. Voting. Any motion (except the motion to vote immediately, to suspend the rules, or to amend the Charter) shall be declared adopted if it receives the affirmative votes of a simple majority of those voting. Voting members connected by synchronous electronic means are entitled to vote on motions before the Senate. In the event of a tie, a vote by written ballot shall be taken. If the tie persists, the measure shall be deferred to the next meeting of the Senate, when it shall again be considered. If the tie remains unbroken, the measure shall be declared defeated. Votes by proxy shall not be permitted. If a member requests that the vote be taken by secret ballot, the presiding officer shall so order.

G. Procedure. Action shall not normally be taken on any substantive matter considered at one meeting until the next meeting.

H. Election of Senate Committees, other than the SEC and the UCTP. The SEC shall determine the number of members on each Senate Committee to be elected by the Senate. The Committee on Elections will solicit nominations for membership on each committee from the members of the Senate. Nominees must be eligible to serve on the Faculty Senate as voting members. Eligible voters are voting members of the Faculty Senate. The Committee on Elections will hold elections for Senate committees off cycle from the Senate and SEC elections and timed so that new committee terms may begin January 1 of each year.

BY-LAW II - MEETINGS OF THE EXECUTIVE COMMITTEE

A. Schedule of meetings. A regular meeting of the Executive Committee shall be held prior to each meeting of the Senate. Other regular meetings may be held in accordance with a schedule established by the Executive Committee. Special meetings of the Executive Committee may be called by the Chair or the President.

B. Quorum. A quorum of the Executive Committee shall be five members, of whom at least four are elected members.

C. Rules. On all matters of procedure not provided for the Charter and By-Laws the Executive Committee shall follow Robert's Rules as set forth in *Sturgis's Standard Code of Parliamentary Procedure*.

D. Minutes. Prior to each regular meeting, the Secretary shall distribute minutes of the last regular meeting and of any special meetings which may have been held subsequent to the last regular meeting. Minutes will be sent to the voting members of the Executive Committee, to the past chair(s) of the Senate, and to representatives from faculty governance bodies. The minutes shall be labeled 'confidential.'

E. Voting. The rule of voting set forth for the whole Senate shall apply to the Executive Committee.

F. Reports. The agenda for each regular meeting of the Senate shall be in the form of a report of the Executive Committee setting forth proposed action.

BY-LAW III - ELECTION PROCEDURES

A. The Elections Committee is charged with proposing rules for voting and for the counting of ballots to determine the winners in each election. These rules must be consistent with the rules described in the Faculty Senate charter. Changes in rules since the previous election must be approved by the Faculty Senate.

B. Voting instructions distributed to the faculty will include these rules.

C. The Elections Committee will report the winners of the elections to the Senate Executive Committee.

1. The Elections Committee will also form an ordered list of alternates for each elected position based on the results of the elections, with any ties to be settled randomly. If a vacancy occurs mid-term, new senators or committee members shall be selected from this list.

Adopted by the Senate, November 4, 1963

Amended by the Senate, April 5, 1965

Amended by action of the Board of Trustees, June 5, 1970

Amended by the Senate, April 7, 1975

Amended by the Senate, April 5, 1976

Amended by the Senate, November 1, 1976

Amended by the Senate, May 11, 2004

By-Law II.D. amended by the Senate Executive Committee, August 16, 2016

By-Law I amended by the Senate, September 20, 2016

By-Law III amended by the Senate, March 21, 2017