**UNIVERSITY OF BALTIMORE FACULTY SENATE**

**CONSTITUTION AND BYLAWS**

***Approved by University Faculty Senate 8/23/23***

***Approved by Provost 7/15/24
Approved by President 7/22/24***

The University Faculty Senate (UFS) of the University of Baltimore (UBalt) shall serve as the official voice of the university faculty in matters of its general concern. The purposes of this organization shall be (1) to represent the faculty in the governance of the university; (2) to formulate and recommend policies and procedures which guarantee each faculty member procedural and substantive due process; and (3) to act as a liaison with the University System of Maryland (USM) Council of University System Faculty (CUSF). UFS shall be comprised of representatives from each of the constituent schools or colleges, the librarian faculty, the adjunct faculty of UBalt, and UBalt’s representatives to CUSF.

UFS shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies, specifically regarding the following matters:

The UFS shall have the responsibility, central role, and authority to make recommendations regarding all matters of academic concern which shall include, but are not limited to: (1) curriculum matters, (2) degree requirements, (3) academic standards, (4) academic freedom, (5) admission policies and standards, (6) student behavior, (7) academic programs, (8) promotion and tenure policies and standards, and (9) operation and administration of research, scholarship, and creative activity.

The UFS shall act as a consultative and advisory body on matters of faculty concern which shall include but are not limited to: (1) appointment of administrative officers with institution-wide responsibilities, (2) budget and planning matters, (3) university organizational structure, (4) periodic reviews of academic departments and programs, and (5) other matters affecting the educational quality of the university.

**Article I: Functions**

1. The functions of the University Faculty Senate (UFS) shall include the following:
2. to approve new and revised academic programs and curricula;
3. to approve new and revised academic rules and university-wide academic policies;
4. to provide faculty a means of participation in the university decision-making process;
5. to provide a forum for the expression of concerns regarding faculty welfare;
6. to make recommendations to constituent faculty senates on issues which require action by an individual school or college;
7. to make recommendations to the University President, the Provost, the Governance Steering Council (GSC), and the Deans of the respective schools with respect to:
	1. standards and procedures for appointment, reappointment, promotion, tenure, and termination of service of members of the constituent faculties;
	2. standards for admission and retention of students, grading procedures, and degree requirements;
	3. standards and facilities for faculty development, research, and scholarship;
	4. standards for awarding of honorary degrees and nomination of candidates for such degrees;
	5. faculty workload, logistical support of faculty, and general matters of faculty welfare, including issues of academic freedom;
	6. university planning and resource allocation;
	7. any matters relating to academic standards or academic policies; and,
	8. matters that affect the university community as a whole;
8. to work in concert with the Governance Steering Council (GSC);
9. to recommend resolution to academic conflict among the represented schools upon the request of one of the constituent senates.
10. The UFS may assume other functions so long as they are not inconsistent with the powers granted in the present document. The powers of the Senate shall be limited so that they do not contravene with powers of the Board of Regents as provided in the statues of The University System of Maryland and the powers delegated by the Board of Regents to the chancellor of the University System of Maryland and to the President of the University.

**Article II: Membership**

The UFS shall consist of the following voting members:

* The presidents of the faculty senates of the Merrick School of Business, the College of Public Affairs, and the Yale Gordon College of Arts and Sciences;
* three at-large members elected from the School of Law;
* two at-large members elected from the School of Business;
* two at-large members elected from the College of Public Affairs;
* two at-large members elected from the Yale Gordon College of Arts and Sciences;
* one at-large member elected from librarian faculty;
* one at-large member elected from the adjunct faculty,
* and the university’s CUSF representatives.

The University President and Provost are non-voting members of UFS. The at-large representatives from the academic units shall be elected to staggered three-year terms. The UFS must reapportion the membership if any schools are added to the University or if the faculty of one constituency consists of less than 15% of the full-time faculty.

Each senator shall be a faculty member in one of the represented units. Additional qualifications for senators may be determined by the faculty organization of each constituent faculty. Qualifications for the representatives to CUSF shall be determined by the UFS in accordance with CUSF requirements.

Representatives to CUSF, including an alternate, shall be selected by the UFS from a slate of nominees proposed by members of the USF and its constituent bodies. All persons with faculty status in the University are eligible to represent the university on CUSF. The number of representatives and the length of their terms are determined by CUSF.

Representatives to the UFS from constituent faculties shall be determined by a faculty body as determined by the membership of each represented unit. These elections shall be held annually before April 30, and the terms of office of the representatives-elect shall begin at the close of the final meeting of the academic year. Elections may be held at other such times as may be necessary because of reapportionment or to fill vacancies. The terms of such representatives-elect shall begin immediately.

The representatives to UFS from the constituent faculty units shall include at least one alternate with faculty status in that unit. Alternates, when called, have full voting rights at the meeting they attend to ensure unit representation. Alternates will serve as one of their unit’s representatives for a complete meeting including meeting continuations and electronic votes. An alternate is expected to serve the remainder of a senator’s term should a senator, for any reason, vacate their UFS position for any portion of an academic year. CUSF representatives cannot send alternates to UFS meetings.

**Article III: Organization**

1. At a meeting held in May during each academic year the members of the UFS shall elect, by secret ballot, officers for the following year. The terms of the office for UFS officers shall end at the close of the final meeting of the academic year. Officers are elected to one-year terms and may be reelected. The nomination process for officers is as follows: by April 5th of each year, faculty from each college and the libraries may select one UFS representative to be on the Officer Nominating Committee. The committee is charged to ensure at least one person is nominated for each position. They will begin by allowing one week for self-nominations and then reaching out to other UFS representatives as necessary. The Nominating Committee will report the slate of nominees at least one week prior to the UFS vote.
2. The UFS Executive Committee shall consist of the UFS officers, the immediate past UFS President, the presidents of the college senates, and the senator of the law school’s choice from the Law school.
3. The duties of the UFS President shall include:
	* 1. calling and presiding over UFS meetings;
		2. serving on the UFS Executive Committee;
		3. representing UFS on campus and, as appropriate to USM and other parties;
		4. serving on Governance Steering Council and representing UFS in shared governance on campus; and
		5. forwarding to the Provost, the University President, and the Governance Steering Council (as appropriate), as well as other university governance and management entities reports the UFS receives, results of approved agenda items, and other appropriate communications.
4. The Vice President shall assume the President's function in the President's absence or in the event of the President's withdrawal from office. The duties of the Vice President shall include:
5. replacing the President when the President is unable to be present;
6. serving on Executive Committee;
7. serving on Governance Steering Council; and
8. providing logistical support and coordination for UFS meetings.
9. The duties of the UFS Secretary shall include:
10. preparing and circulating minutes and agendas of all meetings to UFS members and alternate UFS members before approval, and publishing minutes to the broader University community after approval;
11. maintaining and publishing lists of UFS members, including alternates, and lists of membership of standing and ad-hoc committees of UFS; and
12. recording and attesting to votes of UFS.
13. The representatives to CUSF shall report monthly to the UFS on agenda items discussed by CUSF and make agendas and minutes of CUSF meetings available to UFS. If the UFS decides to take a particular position on any CUSF issue, or would like the CUSF representatives to raise any particular issue at a CUSF meeting, it will so instruct the CUSF representatives. CUSF representatives represent the University of Baltimore at CUSF and are expected to take positions in the best interests of UFS.
14. The UFS Executive Committee shall act on behalf of UFS between meetings in response to any emergency situation where a decision must be made before such time as the UFS can be canvassed or gathered. The Executive Committee cannot modify any action taken by UFS and must report on its actions at the immediate subsequent regular UFS meeting. The duties of the Executive Committee shall include:
	1. development, with UFS President, of the agenda;
	2. working with the standing committees as necessary; and
	3. coordinating UFS activities and agendas with Provost and University President.

H. If the President, the Vice President, or the Secretary resigns, an election will be held during the next scheduled UFS meeting, with at least a one-week period for nominations prior to the meeting. The senator elected will finish the current term of the officer, with a new election after that term ends.

The UFS voting members may hold a vote of no-confidence to recall any UFS officer or voting member of the UFS. The vote is held in two tiers. First, the reasons for such recall must be given, in writing, to the UFS and the officer or representative being recalled at least twenty (20) days written prior to the no-confidence vote. At a regular or special meeting, the reasons for recall are delivered to the senate. A secret ballot vote on whether to hold the no-confidence vote will be held. This secret ballot constitutes the first tier and is also the written notice given to the UFS and the officer or member being recalled. This ballot requires a majority vote.

After at least twenty (20) days have passed, the second tier takes place. Here, a vote for recall by at least sixty (60) percent of the membership will be sufficient to recall that officer or representative and prompt election of a replacement, for officers, in the same manner as described for resignation of officers, for college/school representatives and CUSF representatives by the appointment of the alternate to finish out the term.

1. The Senate shall by a 2/3 majority vote to adopt or amend such bylaws as necessary to carry out its functions.

**Article IV: Meetings**

1. The UFS shall meet monthly during the academic year. Additional meetings may be called during the year. All meetings of the UFS are open to any member of the university community.
2. A meeting of the UFS shall be called when it is deemed necessary by the UFS President, or when a meeting is requested by three members of the UFS, or by any of the constituent faculty senates. A meeting must be held within ten working days of receipt of written request for a meeting by either of the two groups mentioned above.
3. The agenda shall be prepared by the UFS President and circulated to all members five calendar days before the scheduled meeting. Any item of business must be put on the agenda if requested by any of the constituent faculty senates or by at least three members of the UFS. Individuals who wish to make a statement concerning issues on the agenda must notify the UFS President at least 24 hours in advance of the meeting. This advance notice provision may be waived at the discretion of the UFS President or by majority vote of the UFS.
4. For the UFS to conduct business at a designated meeting, a majority of the voting UFS members must be present. If the UFS fails to assemble such a quorum, the UFS President may circulate another notice of a meeting to all senators for a second meeting. At this second meeting the UFS may conduct business without the necessary quorum if the written notice was delivered to all members by campus mail or email at least 10 calendar days before the scheduled meeting.
	1. Voting on resolutions at meetings will be conducted by a show of hands or voice vote; voting by alternate methods (including, but not limited to, mail, campus mail, hand-carried mail, email, and web-based methods) may be authorized on recommendation of the UFS Executive Committee and approved by a majority of attendees or by a majority of the membership by electronic voting. There will be no proxy voting unless approved for a particular vote as described for alternate methods.
	2. By a majority vote at a meeting, at the request of the UFS President, the UFS may hold an electronic vote on an issue it has discussed at a meeting. The electronic vote will be distributed by email within three (3) days of the conclusion of the meeting and be required to be cast by one week after the meeting ends. Electronic votes must be sent to the officers of the senate. If the UFS calls for a “private” electronic vote, the votes are to be sent to the Vice President and the Secretary of the UFS who will announce an outcome. Once an electronic vote is completed it will become part of the official minutes of the meeting where it was authorized.

**Article V: Committees**

The UFS shall have the authority to create UFS committees and to delegate functions to these committees.

1. UFS shall elect representatives to university-wide committees as required by existing and modified university governance documents agreed to and endorsed by UFS.
2. Standing committees shall report their activities to the UFS at least twice per year according to a schedule determined by the UFS President, and at the request of the UFS.
3. A short-term or ad-hoc committee may be created with a majority vote of the UFS.

**Article VI: Amending the Constitution**

An amendment to this constitution shall be made only in the following manner:

1. The proposed amendment must either be approved by a 2/3 majority of the UFS membership or be contained in a petition from any of the constituent faculty senates. The UFS resolution containing the proposed amendment or the petition, as the case may be, must fully describe the proposed amendment and its purpose.
2. Within three (3) weeks after the UFS’s approval of the proposed amendment or the receipt of the petition, as the case may be, the secretary shall deliver by mail or e-mail a ballot containing the proposed amendment to all faculty of the University who have been designated as members of their constituent faculty senates.
3. The proposed amendment shall be accepted as an amendment to this constitution if approved by a majority of the voting faculty, provided at least fifty (50) percent of eligible faculty members participate in the voting.

**Article VII: Ratification**

1. This document shall be ratified through the following procedures:
2. Ratification by the faculty through a mail or email vote. This document shall be considered ratified if it is accepted by a majority of those responding within ten working days to the mailing from each of the constituent schools or colleges, provided that at least 50% of the faculty of each constituent school or college responds to the mailing;

2. Acceptance by the president and provost of the university;

3. Following ratification, the Senate will initiate the election of the first UFS members. Thereafter, the above procedures will be followed.

***By-Law I: Awarding of Honorary Degrees***

* 1. The University shall award to deserving candidates as honorary degrees the degrees of Doctor of Laws and Doctor of Humane Letters and such other degrees as may be appropriate.
	2. The Degree of Doctor of Laws, Doctor of Humane Letters and other like degrees shall be regarded as of equal dignity. The choice of which degree is to be awarded will be governed by the nature of the candidate's meritorious service, their prior academic achievements and personal preferences. Aside from these considerations, the Degree of Doctor of Laws will normally be awarded in recognition of outstanding public service, particularly that which is beneficial to the university, whereas the Degree of Doctor of Humane Letters will normally be awarded in recognition of outstanding achievements in Education, the Arts, the Humanities, and other disciplines of significant value to the university and the public. Similar standards and considerations will apply to the awarding of other honorary degrees.
	3. The names of candidates proposed for nomination as recipients of honorary degrees shall be submitted to the UFS as early as practicable prior to the scheduled date for the awarding of the degree. To ensure that the appropriate university administrative officials will have sufficient lead time to obtain necessary approval of the nominations, to communicate with prospective candidates, and to arrange for the printing of degrees and programs, the UFS will give the highest priority to the nomination of candidates for honorary degrees and will, if need be, schedule a special meeting for that purpose. The recommendations of the UFS concerning nominations for honorary degrees shall be communicated to the University President as soon as practicable prior to the scheduled date for the awarding of the degree.
	4. All UFS deliberations and actions on the nominations of candidates for honorary degrees will be held in the strictest of confidence. The names of nominees, including prospective nominees whose nominations were not approved and of those who were nominated but who declined to accept the degree, shall not be divulged without the approval of the University President and the prospective nominee concerned.
	5. The preparation of the citations for honorary degrees, arrangements for their presentation and other matters pertaining to the degree ceremony shall be the responsibility of the appropriate administrative offices of the University.
	6. An honorary degree may be conferred within 5 years of the Regents' approval. Within a calendar year of when the president plans to confer the degree, the UFS shall have the right to re-review the credentials of the candidate and vote, confidentially, for the final time on the candidate. If the initial vote of approval is known to be within a calendar year of when the degree is to be conferred, a second vote shall not be necessary

***By-Law II: The Election of Representatives to the Council of University System Faculty (CUSF)***

1. Representatives to CUSF (the statewide USM senate) shall be selected by the UFS from a panel of names proposed by members of the UFS and by the constituent faculty senates. Terms shall be staggered.
2. Every effort should be made to ensure that the two representatives to CUSF are from different academic units.
3. At least one month prior to selecting a representative to CUSF, the president of the UFS will notify the presidents of the constituent faculty senates of the pending selection and request nominations.
4. No person may serve as both an elected representative from their school to the UFS and a CUSF representative unless no other faculty member has been proposed or is willing to serve.
5. The new representatives will be certified by the Senate, and the name of the new representatives, including alternates, will be transmitted by the president of the Senate to the president and secretary of CUSF.

***By-Law III:*** ­­***University Faculty Senate Committees & Charges***

Each year at its August meeting the University Faculty Senate (UFS) will discuss its broad goals for the coming year. These goals will generate specific committee charges for the year. After that meeting the UFS Executive Committee, along with the committee chairs and conveners, will meet to allocate that agenda to the various committees as action items. This will assure that matters of concern are addressed from the beginning of the year, that they are assigned to the correct committees for action, and it will help coordinate the activities of the committees themselves. It is possible that more than one committee will be working on different aspects of the same issue. The committee chairs and conveners are expected to remain in close contact with the UFS Executive Committee, and particularly the UFS Vice-President, providing updates and issues related to their activities. The UFS may choose to issue charges to its committees at any time.

*General Committee Expectations*:

The chairs of the UFS committees are to be currently serving the University as faculty and are to be elected by the faculty voting members of each committee. Elections are expected prior to the beginning of each academic year with the UFS notified of the election results as soon as is feasible.

A member from every UFS committee must attend every UFS meeting. This person’s role is to communicate both the committee’s business to the senate and the senate’s business to the committee. Committees are responsible for assisting in the agenda setting for the monthly UFS meetings performed by the UFS Executive Committee.

UFS committees shall make an annual report to be presented at the May meeting of the Senate to assist in setting goals for the next year

The committee shall respond within one week to requests for information from the UFS vice president

*Removal of Committee Members*:

* 1. Voting members of a committee may hold a vote of no-confidence in order to refer any member to the UFS for removal from the committee.
	2. In a referral the reasons for such removal must be given, in writing, to the UFS and the representative being recalled at least two weeks (14 days) prior to the UFS vote of removal.
	3. A secret ballot vote on whether to hold the no-confidence vote will be held by the UFS. This ballot requires a majority vote.
	4. After at least two weeks (14 days), the second vote takes place. Here, a vote for recall by at least sixty (60) percent of the UFS membership will be sufficient to recall that representative and prompt election of a replacement for the remainder of the term

***General Education Council***

The General Education Council shall oversee general education at the University of Baltimore within the context of a set of overarching principles and a curricular framework developed by the University Faculty Senate and approved by the President. The Council shall be responsible to the Faculty Senate to ensure that general education at UBalt complements the university’s mission, serves UBalt students, reflects the diversity of the university, conforms to Maryland's statutory requirements, and complies with UBalt’s approved general education student learning outcomes. The Council will assure that the needs and interests of students from all colleges are appropriately considered in general education curriculum, policy, and programs. The Council will also take into consideration the budgetary implications of the general education curriculum with respect to its impact on the resources (faculty, staff, space, library, etc.) of the University as a whole.

The curricula framework approved by the University Faculty Senate includes recommending to the undergraduate schools and colleges and bringing to the UFS with approval of the undergraduate schools and colleges curriculum based and other organizational and structural components common to all general requirements for the baccalaureate degrees. The UFS shall consider such recommendations as part of its normal functioning.

The General Education Council shall review general education curriculum and general education course proposals from a university-wide perspective and maintain appropriate inter-college relationships regarding general education matters. The Council shall advise the University Faculty Senate, the Provost, and the deans on current and future general education programs at the University and provide continuous assessment of general education. The Council shall report twice annually or upon request of the University Faculty senate on the state of general education.

**Functions:**

1. To establish a collegial process that encourages the widest possible faculty participation in the development and delivery of general education courses and curricula. To work collaboratively with the faculty senates of undergraduate schools and colleges, academic departments and divisions, administrators, and other campus units to maintain a general education program for the university that is academically distinctive and well suited to its mission and learning goals;
2. To make recommendations to UFS concerning all general requirements for baccalaureate degrees. These recommendations will be approved by all undergraduate schools and colleges
3. To assure that the general education curriculum is established, coordinated, monitored, reviewed, and assessed on an ongoing basis, taking into consideration:
	1. The academic integrity of the curriculum with respect to general educational standards and best practices, the learning outcomes of the university, existing and new degree programs, COMAR/MHEC requirements, and the standards of accrediting agencies when appropriate
	2. The impact of the curriculum on the resources of the university (faculty, staff, space, library, and the like)
	3. The relation of the general education curriculum to the current strategic plan of the university and to the strategic plans of its schools and colleges
4. To establish and interpret general education policy, to respond to actions by academic or administrative units of the university that influence general education policy, and to propose policy changes for adoption by the university; to develop the goals and intended learning outcomes for general education and to review the general education goals periodically for conformity with MHEC/COMAR general education goals and standards;
5. To undertake periodic assessment of students' attainment of intended student outcomes in general education and to evaluate the program's effectiveness with respect to the university’s general education goals;
6. To advise and collaborate with administrative units of the university on issues such as admission and retention policies, advising policy, transfer policy, waiver policy, faculty workload and compensation policies, faculty development, course review processes, and assessment goals and all processes that affect general education;
7. To disseminate information about the general education program—its policies, procedures, and curriculum--throughout all the academic units of the university, and to make broadly accessible all procedures to be followed with respect to its development, implementation, documentation, and assessment. To maintain the general education archives for the university;
8. To advocate within the university on behalf of general education, and to ensure that general education has adequate support and visibility within and beyond the University;
9. To establish and maintain a significant, ongoing research program for the general education program to include both institutional research and research in the scholarship and teaching of general education.

 **Membership:**

The chair of the General Education Council is to be currently serving the University as a member of the faculty and is to be elected by the voting members of the committee. Elections are expected prior to the beginning of each academic year with the UFS notified of the election results as soon as is feasible.

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| --- | --- | --- | --- | --- |
| **Number** | **Area of Representation** | **Selection Method** | **Status** | **Term** |
| 1 | Yale Gordon College of Arts and Sciences faculty | Elected by CAS faculty | voting | 2 years  |
| 1 | College of Public Affairs faculty | Elected by CPA faculty | voting | 2 years |
| 1 | MSB faculty | Elected by MSB faculty | voting | 2 years |
| 1 | Librarian faculty | Elected by library faculty | voting | 2 years |
| 1 | STEM discipline faculty (CAS, MSB, or CPA) | Elected by UFS | voting | 2 years |
| 1 | Writing Program (Director) | Standing | voting | standing |
| 1 | Honors Program (Director)  | Standing  | voting | standing |
| 1  | Student | Selected by Student Affairs | voting | 1 year |
| 1-2 | Advising (1 program advisor or assistant dean/1 first-year advisor) | Nominated by deans/first-year program staff | non-voting | standing |
| 1 | Registrar’s Office | Nominated by registrar | non-voting | standing |
| 1 | CELTT | Nominated by CELTT | Non-voting | standing |
| 1-2 | Provost’s Office  | Nominated by provost | non-voting | standing  |

***Council on Research, Scholarship, and Creative Activity***

The mission of the Council on Research, Scholarship, and Creative Activity is to support and enhance UBalt’s institutional capacity to undertake research, scholarly, and creative activity. The committee will do this by making recommendations, via the University Faculty Senate, to UBalt administration on all matters pertaining to research, scholarly, and creative activity to support UBalt’s mission. These recommendations should foster a more productive research environment on campus.

The chair of the Council on Research, Scholarship, and Creative Activity is to be currently serving the University as a member of the faculty and is to be elected by the voting members of the committee. Elections are expected prior to the beginning of each academic year with the UFS notified of the election results as soon as is feasible.

**Functions:**

1. Review and recommend policies with respect to the operation of research, scholarship, and creative activity at UBalt;
2. Review and recommend policies with regard to administration of sponsored research at UBalt;
3. Promote policies and programs that promote a quality research climate and environment.
4. Serve as a forum for discussion of research issues or systematic problems in need of amelioration;
5. Provide voice to the campus administration on matters involving administrative or academic affairs affecting the quality of research;
6. Participate in periodic reviews of UBalt Centers and Institutes to ensure the academic quality and value to the University;
7. Receive reports from UBalt administration and research committees including issues of University compliance with Federal and State regulations;
8. Serve as a forum to discuss administrative charges or mechanisms in areas associated with research, scholarship, and creative activity on campus;
9. Provide a venue to address unforeseen issues that may have an impact on research, scholarship and creative activity on campus;
10. Serve as a campus-wide arena to explore future issues, priorities, and directions in research, scholarship, and creative activity;
11. Administer the Turner Research and Travel Award grant program including solicitation and review of application and determining grant awards;
12. Provide recommendations for ways to recognize grant writing (including unsuccessful attempts) in P&T policies.

**Membership:**

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| --- | --- | --- | --- | --- |
| **Number** | **Area of Representation** | **Method of Selection** | **Status** | **Term** |
|  |  |  |  |  |
| 2 | Yale Gordon College of Arts & Sciences faculty | Elected by CAS Senate | voting | 2 years (staggered) |
| 2 | College of Public Affairs faculty  | Elected by CPA Senate | voting | 2 years (staggered) |
| 2 | Merrick School of Business faculty | Elected by MSB Senate | voting | 2 years (staggered) |
| 2 | School of Law faculty | Elected by SOL Senate | voting | 2 years (staggered) |
| 1 | Librarian faculty | Elected by Library Senate | voting | 2 years |
| 2 | Student (one graduate, one undergraduate) | Selected by Student Affairs | voting | 2 years (staggered) |
| 1 | Director, Schaefer Center | Ex-officio | voting |  |
| 1 | Director, Jacob France Institute | Ex-officio | voting |  |
| 1 | Director, CDPP | Ex-officio | voting |  |
| 1 | Provost Office representative  | Appointed | non-voting |  |
| 1 | VP for Administration and Finance(or designee) | Appointed | non-voting |  |
| 1 | Director of SponsoredResearch (or designee) | Appointed | non-voting |  |
| 1 | Dean | Selected by Deans | non-voting |  |
| 1 | Chief Information Officer (or designee) | Appointed | non-voting |  |
| 1 | Director of the RLB Library (or designee) | Appointed | non-voting |  |

 ***Faculty Work-Life Committee***

The mission of the Faculty Work-Life Committee is to recommend to the University Faculty Senate and university administration policies, procedures, and other ways in which the daily lives of faculty can be improved, both in the workplace and at the intersection of work and life.

The chair of the Faculty Work-Life Committee is to be currently serving the University as a member of the faculty and is to be elected by the voting members of the committee. Elections are expected prior to the beginning of each academic year with the UFS notified of the election results as soon as is feasible. The members of the committee will serve staggered two-year terms.

**Functions:**

1. Review and recommend policies with respect to faculty work-life including such matters as are deemed faculty affairs and issues pertaining to the interface of
work-life;
2. Act as a liaison to university and governance leadership on matters involving the intersection of faculty work and life.

**Membership:**

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| --- | --- | --- | --- | --- |
| **Number** | **Area of Representation** | **Method of Selection** | **Status** | **Term** |
| 1 | Yale Gordon College of Arts & Sciences faculty | Elected by CAS Faculty Senate | voting | 2 years |
| 1 | College of Public Affairs faculty | Elected by CPA Faculty Senate | voting | 2 years |
| 1 | Merrick School of Business faculty | Elected by MSB Faculty Senate | voting | 2 years |
| 1 | School of Law faculty | Elected by SOL Faculty Senate | voting | 2 years |
| 1 | Librarian faculty | Elected by Library Faculty Senate | voting | 2 years |
| 1 | Provost’s Office representative | Appointed | Non-voting |  |

***Academic Support Committee***

The Academic Support Committee shall act in an advisory capacity to the University Faculty Senate for issues related to the academic support of students and faculty in the teaching & learning process. *Teaching & learning process* here includes pedagogy, modality, and technology.

**Functions:**

* 1. Address issues involving academic support and ongoing directly related policy matters. Act as a sounding board on relevant initiatives to generate new ideas, provide feedback on new issues, and relay communication in both directions between governance;
	2. Advise and partner with stakeholders in ways that enhance academic support for faculty, staff, and students. Stakeholders include UFS, SGA, administrators, schools, libraries, and programs;
	3. Identify, evaluate, and recommend effective academic resources or alternative pedagogies for faculty. This may include advocating for and identifying the potential utility of professional development opportunities;
	4. Support faculty and students in governance, and act as a liaison to administration on matters involving academic resources and support.

**Membership:**

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| --- | --- | --- | --- | --- |
|   | **Area of Representation**  | **Method of Selection**  | **Status**  | **Term**  |
| 2  | Yale Gordon College of Arts & Sciences faculty  | Elected by CAS Senate  | voting  | 2 years  |
| 2  | College of Public Affairs faculty  | Elected by CPA Senate  | voting  | 2 years  |
| 2  | Merrick School of Business faculty  | Elected by MSB Senate  | voting  | 2 years  |
| 2  | School of Law faculty  | Elected by SOL Senate  | voting  | 2 years  |
| 1  | Librarian faculty  | Elected by Library Senate  | voting  | 2 years  |
| 1  | Student Government Association  |   | non-voting  | 1 year  |
| 1  | RLB Library/CELTT  |   | non-voting  | running  |
| 1  | Director of Online Learning  |   | non-voting  | running  |
| 1  | Dean of Students  |   | non-voting  | running  |
| 1  | Disability Support Services  |   | non-voting  | running  |
| 1  | Office of Technology Services  |   | non-voting  | running  |

***Academic Policy Committee***

The Academic Policy Committee is a standing committee of the University of Baltimore Faculty Senate. Under direction from, and in conversation with the senate, the committee shall review and advise on any university policy necessary or desirable for implementing the educational philosophy of the university and enhancing the academic success of its students.

**Functions:**

The committee will take guidance from the provost through the University Faculty Senate. Areas of interest to the committee may include:

1. curriculum and program review;
2. admissions and graduation requirements;
3. grading policy and academic standards;
4. policy with implications for the administration of coursework by faculty.

When requested to do so by the UFS, the committee may also conduct periodic reviews of existing policy and/or recommend new policy. The committee may also recommend procedures for the implementation of academic policies.

**Membership:**

The chair of the Academic Policy Committee is to be currently serving the University as a member of the faculty and is to be elected by the voting members of the committee. Elections are expected prior to the beginning of each academic year with the UFS notified of the election results as soon as is feasible. The members of the committee will serve staggered two-year terms.

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| --- | --- | --- | --- | --- |
| **Number** | **Area of Representation** | **Method of Selection** | **Status** | **Term** |
|  |  |  |  |  |
| 1 | Yale Gordon College of Arts & Sciences faculty  | Elected by CAS Faculty Senate | voting | 2 years |
| 1 | College of Public Affairs faculty | Elected by CPA Faculty Senate | voting | 2 years |
| 1 | Merrick School of Business faculty | Elected by MSB Faculty Senate | voting | 2 years |
| 1 | School of Law faculty | Elected by SOL Faculty Senate | voting | 2 years |
| 1 | Librarian Faculty | Elected by Library Faculty Senate | voting | 2 years |
| 1 | Provost’s Office representative | Appointed | non-voting |  |
| 1 | Academic Advising representative | Selected by advising staff | voting | 2 years |
| 1 | Registrar (or designee) | *Ex-officio* | non-voting |  |
| 1 | Student representative | Selected by Student Senate | voting | 2 years |

***Faculty Appeals Committee***

The Faculty Appeals Committee is a standing committee of the University of Baltimore Faculty Senate, responsible for hearing appeals related to terms and conditions of employment as described in University policy.

**Functions:**

The Faculty Appeals Committee shall hear grievances not resolved in Steps 1, 2, or 3 of the University of Baltimore Grievance Procedure (UBalt VI-9.1-III A.) when the grievant requests the president to convene it for this purpose and shall similarly hear appeals related to the Promotion and Tenure Process.

**Membership:**

The committee shall be composed of four full-time tenured faculty members with the rank of associate or full professor (one from each school) and a representative of the library (RLB or Law Library) faculty with permanent status. The faculty of each academic unit shall also elect alternates, all of whom must be full-time tenured faculty members with the rank of associate or full professor or a librarian with permanent status. A regular member of the committee will be replaced by an alternate in the event the member should disqualify themselves because of some element of participation in the decision-making process relating to the case under consideration by the committee. Each member of the university Faculty Appeals Committee shall serve a two-year term, and terms shall be staggered. If a representative is not appointed from a represented body, that bodies’ faculty senate president or senior representative shall serve.

Upon receipt of a request from the University President, the president of the Senate shall convene the Faculty Appeals Committee and forward to the committee a copy of the request and all materials relevant to the appeal. When convened the assembled committee members shall elect a committee chair from the group.

After the committee closes deliberations, the chair of the committee shall submit to the University president a written report of the committee's findings and conclusions signed by a majority of the committee members as described in the relevant policy governing the appeal. Consistent with USM Policy and University governing documents this report is advisory to the president. A copy of the report shall be sent to the appellant.

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| **Faculty Appeals Committee** | **Method of Selection** | **Status** | **Term** |
| One CAS faculty representatives plus alternate | Elected by CASFS | Voting | 2 years |
| One CPA faculty representatives plus alternate | Elected by CPAFS | Voting | 2 years |
| One MSB faculty representatives plus alternate | Elected by MSBFS | Voting | 2 years |
| One SOL faculty representatives plus alternate | Elected by SOLFS | Voting | 2 years |
| One Librarian faculty representative plus alternate | Elected by LFS | Voting | 2 years |

***Honors Council***The purpose of the Honors Council is to represent the views of the University Faculty Senate in advising about issues related to the Helen P. Denit Honors Program.

**Functions:**The Honors Council has oversight of such issues as:

1. Admissions standards for entry into Helen P. Denit honors programs;
2. Honors curricula and assessment;
3. Allocation of funds from the University of Baltimore Foundation (UBF) account, especially as they relate to honors-related initiatives stemming from individual colleges or programs;
4. Student outreach and recruitment.

**Membership:**

The Director of the Helen P. Denit Honors Program (or designee) will serve as chair of this committee.

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| --- | --- | --- | --- | --- |
| **Number** | **Area of Representation** | **Method of Selection** | **Status** | **Term** |
| 1 | Yale Gordon College of Arts & Sciences faculty  | Elected by CAS Faculty Senate | voting | 2 years |
| 1 | Yale Gordon College of Arts & Sciences faculty  | Appointed by CAS Dean | voting | 2 years |
| 1 | Merrick School of Business faculty | Elected by MSB Faculty Senate | voting | 2 years |
| 1 | Merrick School of Business faculty | Appointed by MSB Dean | voting | 2 years |
| 1 | College of Public Affairs faculty | Elected by CPA Faculty Senate | voting | 2 years |
| 1 | College of Public Affairs faculty  | Appointed by CPA Dean | voting | 2 years |
| 1 | Librarian Faculty  |  Elected by Library Senate | voting |  2 years |
| 1 | Director of the Helen P. Denit Honors Program (or designee) | *Ex-officio* | voting |  |

***By-Law IV: Elections***

Article II (paragraph four) and Article III.A deal with UFS elections. This by-law seeks to clarify the intent of those texts regarding timing:

1. Nominating committee members should be identified at the April meeting.
2. All incoming representation to UFS, and UFS committees, should be elected in the respective senates no later than April 15.
3. After all new UFS members are identified the nominating committee may proceed with the nomination procedure (a period for self-nominations, then outreach).
4. A slate of nominees should be forwarded to UFS prior to the May meeting with other documents that may be relevant.
5. The UFS shall hold a vote on a motion to approve the list of candidates for office with an opportunity for discussion and amendment of the list of candidates.
6. If the current UFS secretary is running for office a Senator shall be selected to tally the vote. Officers elected on the regular cycle take office at the end of the final meeting of the academic year. People elected “at other such times as may be necessary as a result of reapportionment or to fill vacancies” take office immediately.

***By-Law V: Member and Officer Duties***

This by-law seeks to clarify the operations and duties of the Executive Officers of the Senate and the Executive Committee as well as the responsibilities of Senate members:

1. President
	* 1. Shall have the responsibility of reporting regularly, and no less than at every monthly meeting of the UFS, the activities of the Governance Steering Council (GSC).
2. Vice President
	* 1. Shall have primary responsibility for coordination the population and reporting of the UFS committees.
		2. Shall collect reports from all UFS committees as described in the reporting requirements and share them with the UFS executive committee.
		3. Shall ensure that committees of the UFS are informed of charges to them made by UFS no later than the week following the vote affirming the charge.
		4. Shall serve as the President-Elect.
3. Secretary
	* 1. Shall forward draft minutes to the UFS Executive Committee no later than one week prior to their next meeting.
		2. Shall organize and share with the faculty as a whole such documents as are distributed or discussed at meetings of the Senate no later than one week following a meeting.
		3. Shall record the votes of the Senate no later than one week following a meeting.
		4. Shall forward to the appropriate parties such documents of the senate that are to be placed on public facing websites.
4. The UFS Executive Committee

If an award committee or nominating committee cannot be formed the Executive Committee shall serve as such.

1. Other members of the faculty senate:
	* + 1. Shall be active participants through:
				1. Review of relevant documents posted in SharePoint prior to meetings of the Senate;
				2. Regularly attending meetings of the Senate.
			2. Shall act as representatives of both the faculty in their school and the faculty as a whole by:
				1. Actively soliciting the views of junior or untenured faculty;
				2. Balance the interests of their constituents with a perspective on the good of the university as a whole.
			3. Facilitate communication about University operations by:
				1. Reporting to the Senate about matters discussed in school senates;
				2. Reporting to constituent faculty on the activities of the Senate.

***By-Law VI: Parliamentary Authority***

The rules contained in the current edition of Robert's Rules of Order Newly Revised (12th ed.)[[1]](#footnote-2) shall govern the UFS in all cases to which they are applicable and in which they are not inconsistent with the constitution and any special rules of order the Senate may adopt.

***By-Law VII: Bringing Items to UFS***

As needed items will be brought to UFS for review, work by a UFS committee, and approval.

**Definition:** All items relating to the academic life of the university may be reviewed by UFS. This includes, but is not limited to items mentioned in UFS Constitution Article I.A.

**Procedure:** An item may be brought to the attention of UFS by any other UBalt governance body, the Governance Steering Council, any faculty member, or any administrator. To do so the body or individual should send a communication to a member of the UFS Executive Committee. The communication should outline the matter and describe the action being requested. The member receiving the communication will share it with the remainder of the Executive Committee prior to the next meeting of that body. Items may be discussed by UFS, sent to a UFS committee for research and recommendation, and/or be approved or rejected by UFS.

Any request for a vote of the Senate must be made before the Executive Committee meeting which precedes the UFS meeting at which the vote is to be held. This shall ensure that all planned votes can be included in the draft agenda. All documents relevant to a vote in the published agenda must be distributed to Senators by close of business 5 days before the Senate meeting. Senators shall use this time to solicit the views of their constituent faculties. Any deviation from either timeline above must be approved by a vote of the Executive Committee and notification of all UFS members, voting and non-voting, of the outcome of this vote by the UFS Secretary. These procedures should not be construed to prohibit Senators from offering motions during the meeting per Robert’s Rules of order, but such motions should be presented in writing to all for the formal recording of votes.

UFS may send items to other governance bodies or GSC for consideration both before and after discussion in UFS and/or consideration by a UFS committee. To do so UFS will direct the member representatives of the body being asked to take up the item to bring the item to their body and recommend a timeline within which a response is requested. UFS will inform other bodies whether the item is going to them for approval/rejection or feedback only. Responses to UFS requests should come from the body or GSC representatives (as appropriate). If necessary, UFS will designate an individual responsible for following up.

UFS may request a report from any task force, committee, council, work group, or any other body or office on items deemed relevant to UFS work.

**Decisions**: Actions of the Senate shall be implemented when approved by the president or provost, and, when necessary, by the Chancellor, by the Board of Regents, and/or by the Maryland Higher Education Commission.

***By-Law VIII: Procedures for Review of University, College and School Organizational Structures***

**Definition**: The University, each College, School, Division, and the Libraries, shall have an Organizational Structure. All revisions to such Organizational Structures must be approved by the President of the University after consultation with the UFS prior to taking effect. Organizational Structure shall not include purely internal changes to any unit’s reporting structure.

When the University creates or revises the Organizational Structure of a College, School, or the Libraries, it shall submit the proposal to the UFS for review.

1. The revised Organizational Structure shall be reviewed by the UFS for compliance with the University’s Organizational Structure, University policy, and best practices of shared governance.
2. The UFS shall communicate any concerns or requested revisions to the University and the respective College, School, or the Libraries.
3. Upon final approval of the College Faculty Senate, the division will submit the revised Structure and its accompanying report to the UFS Executive Committee for review and placement on the Senate Agenda. Following the Senate meeting in which the structure is discussed, the Senate shall submit its advice to the President
4. The revised Organizational Structure shall require final approval by the President.

During the initial implementation of a recently approved Organizational Structure, the University, a College, School, or the Libraries may submit additional minimal or technical amendments to the Senate within one year of final approval by the University President. These revisions will undergo an expedited review process by the UFS. The Senate shall review only those amendments submitted by the College, School, or the Libraries, and shall not conduct a full review of the Plan. Upon approval the amendments shall be submitted to the University President.

Until a revised Organizational Structure is approved by the President after consultation with the University Faculty Senate, the version of the Organizational Structure of the University, each College, School, and the Libraries that was most recently approved by the UFS and University President remains in effect, and provides the rules under which the College, School, or the Libraries must review and approve future revisions.

***By-Law IX: Procedures Actions Taken Differing from UFS Recommendations***

If the actions taken or recommendations made by the administration are different from what the UFS recommends, the administration will report such differences in writing to the UFS before implementing the actions or submitting the recommendations to anyone else (including anyone outside UBalt) leaving UFS at least one week to respond in writing. Every effort will be made to resolve the differences. If unforeseen circumstances make this timeline impossible, reporting to UFS will be at the earliest possible time.

***By-Law X: University Task Forces, Committees, and Work Groups***

As needed the senate, and/or the administration may recommend the establishing of ad hoc task forces, committees, and/or work groups in the areas of academic and faculty affairs. To preserve transparency in the decision-making process, the implementation of these groups should be as open as possible. UFS should be informed, UFS should be invited to contribute, and UFS should hear the results. This process should not be circumvented, even when time is of the essence.

**Definition:** Ad hoc university task forces, committees, and work groups (hereinafter “groups”) may be established to undertake tasks of limited scope and duration not within the portfolio of governance committees and within the areas of faculty and academic affairs (for instance, those items included, but not limited to, UFS Constitution Article I.A). Ad hoc groups may require members to have specific disciplinary expertise or interest and may undertake tasks such as (but not limited to) research in a specific area and formulating recommendations regarding specific university activities and needs. When work done by these groups has an impact on or relationship with the academic activities of the university they should be jointly sponsored by the UFS and the Office of the President or Provost (as appropriate). They will typically be assigned reporting responsibilities to any member(s) of the University of Baltimore administration at the dean level or above (hereafter referred to as the “designated administrative officer”). They will also report to UFS as requested.

**Creation of ad hoc groups:** Proposals to create a group shall be brought to UFS by the administrator creating the group. The following should be made clear:

* the scope and purpose of the new group;
* the existing committees (and advisory relationships) the proposed group may need to take into account;
* identification of the designated administrative officer to whom the group reports;
* the charge to the group;
* the size, composition, and selection process of members of the group;
* the group’s relationship to UFS and to the faculty in general;
* principles for operation of the group;
* a timeline for the group’s work to be completed (including benchmarks along the way).

These items, clarified, shall serve as a record of the original agreement establishing the group. They may be in written report or simply recorded in the minutes, and they will indicate the specifications that define the working relationship between UFS and the group.

**General functioning of groups:** Each group shall:

1. Make its meeting schedule public;
2. Keep minutes or meeting notes and attendance records which will become part of the UFS record;
3. Provide a mechanism for communication with the campus community;
4. Respond to requests (or charges) sent to the group by UFS.
1. Robert, Henry M., Honemann, Daniel H., Balch, Thomas J., Seabold, Daniel E., & Gerber, Shmuel. (2020). *Robert’s rules of order* (12th ed.)New York: Public Affairs. [↑](#footnote-ref-2)