

STANDING RULES OF THE FACULTY SENATE

Approved: February 7, 1995; Amended November 21, 1995; Amended May 5, 1998; Amended October 6, 1998; Amended May 4, 1999; Amended May 4, 2004; Amended April 7, 2009; Amended May 1, 2018

The following rules and duties are in addition to those specified in the Bylaws of the Faculty.

I. DUTIES OF THE PRESIDENT OF FACULTY SENATE

1. The President, along with the Immediate Past President and/or Vice President, shall meet monthly with the Provost.
2. Prior to the first Senate meeting of each academic year, the President shall ensure an adequate budget is obtained from the Administration for the coming year. Typically, this budget is housed in the Office of the Provost.
3. In order to promote continuity and cooperation at the beginning of each academic year, the President should invite the following people to accept appointments as Honorary Senators (if not already Senators): up to six of the most recent Past Presidents of Faculty Senate who served prior to the Immediate Past President and who express interest in continuing to serve on the Senate; one to five members of the Faculty Caucus of University Council; all faculty representatives to an executive-level budget advisory committee; the President of the VCU AAUP chapter; a representative of the retired faculty; a representative of the adjunct faculty; and up to ten other members of the faculty whose participation on the Senate would be especially useful.
4. In order to ensure the Faculty Senate Leadership Guidelines are followed and continually updated, the President shall propose any changes he/she wishes to suggest at the first leadership meeting. If the President has no changes to propose, he/she shall say so.
5. The President of Faculty Senate, with the advice of the Executive Committee, shall establish committees as needed to transact the regular and ordinary business of the Faculty Senate, prior to the September meeting of the Faculty Senate, appoint the chairs of all Senate standing committees except the Nominating Committee, and list in writing any special issues for each committee for the coming year, including any unfinished business from the previous year.
6. Each August the Senate President shall request the annual report from the previous year's chair of the University Grievance Panel. This report should be distributed to members of the Senate and discussed at a Senate meeting. If appropriate, the Academic and Professional Status Committee should be charged with studying the report before it is discussed at a Senate meeting.
7. The President shall serve as the Alternate Faculty Representative to the Board of Visitors.

II. DUTIES OF THE SENATE VICE PRESIDENT

1. The Vice President shall, prior to October 1, work with the President to staff all committees, except the Nominating Committee, and shall assist the President and Past President to ensure that any unfinished Senate business (committee work, resolutions, etc.) from the previous year is either finished, or is explained and assigned to one of the Senate committees.
2. The Vice President shall officially represent the President as needed or as directed by the President.

III. DUTIES OF THE SENATE CORRESPONDING SECRETARY

1. The Corresponding Secretary shall ensure proper notice is given of all Senate meetings and that the previous month's minutes and any documents pertinent to the Senate meeting are distributed appropriately to the membership.
2. The Corresponding Secretary shall ensure copies of the Bylaws of the Faculty, Standing Rules of the Faculty Senate, and Faculty Senate Leadership Guidelines are available on the Faculty Senate website and that the membership is aware of their locations at the first meeting of each academic year.
3. The Corresponding Secretary shall communicate with the Office of the Dean of each Unit prior to August 16th to obtain the name, department, University address, telephone, and electronic mail address of each Elected Senator and Alternate Senator. Once this information is obtained from every Unit, the Corresponding Secretary shall update the electronic mail distribution list.
4. The Corresponding Secretary shall update the Faculty Senate roster prior to the first meeting of the academic year. The Corresponding Secretary shall ensure the roster is posted to the Faculty Senate website and ensure the roster is updated as changes occur during the year.
5. The Corresponding Secretary shall maintain an attendance record for Senate meetings showing very clearly who attended which Senate meetings during the current academic year. This record shall be publicly available so Senators may review it, and a notice of updates shall be provided to the Credentials and Rules Committee following each Senate meeting.
6. The Corresponding Secretary, in accordance with the Bylaws of the Faculty, shall correspond in writing with the Office of the Dean of each Unit by March 15th to notify the Deans of the need to direct the faculty governance organizations of the Units to schedule Senate elections.
7. The Corresponding Secretary shall send notices of the need for replacement Senators to the Office of the Dean of any Unit affected by a midyear vacancy.

IV. DUTIES OF THE SENATE RECORDING SECRETARY-TREASURER

1. The Recording Secretary-Treasurer is responsible for taking the minutes at all meetings, and shall ensure all documents or papers pertaining to the actions of the Senate are prepared and distributed. In addition, the Recording Secretary-Treasurer shall obtain and maintain all Senate documents for the current year and shall ensure all Senate documents from the current year are stored in a central depository such as the Faculty Senate website.
2. The Recording Secretary-Treasurer is responsible for sending a copy of the minutes for distribution to the membership and for ensuring that they are posted to the Faculty Senate website.
3. The Recording Secretary-Treasurer shall prepare and distribute ballots as needed.
4. The Recording Secretary-Treasurer shall make arrangements for meeting locations, equipment, and catering for all Senate meetings, Leadership Group meetings, the annual meeting of the General Faculty, and any other such meetings/events as instructed by the President.
5. The Recording Secretary-Treasurer shall be responsible for coordinating records of Senate expenses and monitoring the budget monthly in conjunction with the President and the Office of the Provost.

V. DUTIES OF THE CAMPUS REPRESENTATIVES

1. The Campus Representatives will act as liaisons between the Senate and the administrations of their respective campuses with regard to Faculty Senate interests and initiatives.
2. The Campus Representatives will serve as official representatives from their campuses to the Leadership Group as members of the Executive Committee.

VI. DUTIES OF THE IMMEDIATE PAST PRESIDENT OF FACULTY SENATE

1. At the first Senate meeting of each academic year, the Immediate Past President shall report on the status of all unfinished business from the previous academic year (especially Senate Resolutions of the previous year where the goals of which have not yet been achieved).
2. The Immediate Past President shall serve as the Faculty Representative to the Board of Visitors and report to the Senate on Board of Visitors activities/decisions.

VII. COMMITTEES

1. Standing Committees: Each standing committee shall have a minimum of three members. The chair of the committee must always be an Elected Senator or an Honorary Senator. The standing committees of the Senate, and their continuing charges, shall be as follows:

- a. **Academic and Professional Status:** (i) to explore faculty needs in the areas of evaluation/assessment, promotion, tenure, professional development, and other areas relating to the professional status of faculty at VCU; (ii) to report on and recommend policies and procedures that will enhance academic and professional status.
- b. **Academic Programs and Research:** (i) to study and make recommendations concerning how the faculty might effectively respond to matters of administrative policy/practice concerning the establishment, maintenance, and curtailment of academic programs and their effect on faculty status; (ii) to recommend ways in which the administration of research policy would maximally benefit faculty efforts in expanding research.
- c. **Academic Support Services:** (i) to establish and maintain liaisons with academic support agencies at VCU, including libraries, media support services, computer technology services, campus police, bookstores, physical plant, and other agencies providing support for academics at VCU; (ii) to report on and discuss policies and procedures of these agencies.
- d. **Alumni and Community Relations:** (i) to maintain a liaison with alumni and with the Office of Development and Alumni Relations; (ii) to maintain a positive image and relationship with the Richmond metropolitan community.
- e. **Credentials and Rules:** (i) to oversee and enforce Faculty Senate attendance regulations; (ii) to grant exemptions to attendance requirements for individual Senators when necessary; (iii) to reapportion Faculty Senate seats annually as specified in the Bylaws of the Faculty and the Standing Rules of the Faculty Senate; (iv) to reapportion Grievance Board seats annually as specified in the VCU Faculty Mediation and Grievance Policy; (v) to review and propose revisions to the Bylaws of the Faculty and the Standing Rules of the Faculty Senate.
- f. **Diversity and Inclusive Excellence:** (i) to communicate with the various entities and offices associated with diversity and inclusive excellence; (ii) to discuss and explore any questions/issues concerning diversity and inclusion in the VCU Community.
- g. **Economic Status, Budget, and Planning:** (i) to study the budget and planning policies/practices of the university and recommend appropriate faculty involvement; (ii) to report to the Faculty Senate the decisions of any executive-level budget advisory committee on which the members serve; (iii) to discuss implications of economic and fringe benefit matters, including salary, retirement, and insurance. At least one member of this committee shall represent the Faculty Senate on an executive-level university budget committee.
- h. **State Legislative and Statewide Relations:** (i) to develop and maintain a positive image and relationship with the members of the State Legislature, the citizens of Virginia and the VCU Office of Government Relations; (ii) to coordinate the selection and activities of faculty who serve as contacts with State legislators; (iii) to maintain an alliance with the Faculty Senate of Virginia; (iv) to assist with the planning of Virginia

Higher Education Advocacy Day. At least one representative from the VCU Faculty Senate to the Faculty Senate of Virginia shall be a member of this committee.

- i. **Student Affairs:** (i) to maintain a liaison with student government, student organizations, and Student Affairs staff; (ii) to represent faculty and faculty interests to students and to invite students to present their views and needs to the faculty.
 - j. **VCU Health Systems Relations:** (i) to maintain a liaison with the VCU Health System; (ii) to represent faculty and faculty interests to the VCU Health System; (iii) to discuss and explore any questions/issues between the faculty and the VCU Health System.
 - k. **Website and Social Media:** (i) to maintain electronic distribution lists; (ii) to maintain the Faculty Senate website; (iii) to generally ensure that faculty at VCU are informed of Senate deliberations, actions, and proceedings using electronic mail, the Faculty Senate website, or other media; (iv) to maintain Faculty Senate social media platforms.
2. **Nominating Committee:** (for Officers and Campus Representatives) To provide experience and continuity in Faculty Senate leadership, the Nominating Committee shall give consideration to the nomination of current Executive Committee members for the office of President. The Nominating Committee should also give consideration to the nomination of current Leadership Group members for the remaining officer positions.
 3. **Special Committees:** Other committees may be appointed by the President at the President's discretion or at the request of members of the Senate. Each special committee shall have a minimum of three members, chosen from among Senators or from among non-Senators. The chair of the committee must be an Elected Senator or Honorary Senator.
 4. **Executive Committee of the Faculty Senate**
 - a. The Executive committee shall be composed of the President, who shall be Chair of the Committee, the Vice President, the Corresponding Secretary, the Recording Secretary-Treasurer, the Immediate Past-President, and the Campus Representatives from each campus.
 - b. The Executive Committee shall act on behalf of the Faculty Senate between Faculty Senate meetings and shall report to the Senate on the disposition of matters. It shall oversee and coordinate the activities of all officers and standing committees of the Faculty Senate in order that their duties may be discharged expeditiously.
 5. **Leadership Group of the Faculty Senate**
 - a. The Leadership Group shall be composed of the President, who shall be Chair of the Committee, the remaining members of the Executive Committee, the chairs of all standing committees, and any others so assigned by the President.

- b. The Leadership Group shall meet regularly between Faculty Senate meetings. It shall serve as a forum for the committees to discuss their activities and seek advice from their colleagues. It shall also serve as an advisory body to the Executive Committee.

VIII. Election of Officers and Campus Representatives of the Faculty Senate

1. Officers and Campus Representatives shall be elected for a term of one year and may serve no more than two consecutive terms. Elections shall be by nomination and secret ballot. The Nominating Committee, which shall be elected from Faculty Senate members in February, shall present a list of candidates at the March meeting. Nominations may also be presented from the floor at that time. The consent of the nominee must be obtained. Elections shall be in April, and election shall be decided by plurality. Officers-elect and Campus representatives-elect shall assume office on August 16th following the election.
2. In order to protect the independence of the Faculty Senate, the Faculty Senate Vice President must be tenured if the Faculty Senate President is not.
3. Elected Senators in the last year of their terms may be elected to serve as officers of the Senate or as Campus Representative for the coming year. If they are elected as an officer or Campus Representative, they will serve as Senators at Large, with full debating and voting privileges, as specified in the Bylaws of the Faculty, for the coming year.

IX. Meeting Schedules

1. Senate meetings shall normally be held the Tuesday before the first Thursday of the month and shall typically alternate between the Monroe Park Campus and MCV Campus. The reason for this scheduling is to ensure Faculty Senate meets two days prior to the University Council meeting. The Senate typically does not meet in the months of June, July and August. The Executive Committee may adjust the meeting schedule as needed.
2. Leadership Group meetings shall normally be held on the third Tuesday of the month. The Leadership Group typically does not meet in the months of May, June and July.

X. Apportionment

1. Prior to the February Senate meeting each year, the Credentials and Rules Committee shall reapportion the Faculty Senate seats among the Units for the following year, as directed in and in accordance with the Bylaws and the Standing Rules. Apportionment is based on the headcount of faculty per Unit in the current academic year. As defined in Article III of the Bylaws, the headcount of faculty includes all professors, associate professors, assistant professors, and instructors who are full-time employees of the University. The Committee is responsible for calculating the reapportionment among the Units.
2. The Senate positions are apportioned so that, insofar as is possible, each Senator represents an equal number of faculty, subject to the constraints that each Unit has at least two Senators and no Unit has more than twenty elected Senators. Thus, each Unit will be represented by one Senator for every forty faculty members, or part thereof, with a minimum of two Senators and up to a maximum of twenty Senators.

3. Each Unit will elect one Alternate Senator for every four Senators, or part thereof, with a minimum of two Alternate Senators.
4. Grievance Board seats will be apportioned in accordance with the guidelines in the Faculty Mediation and Grievance Policy. This will be accomplished at the same time that Senate positions are apportioned.

XI. ATTENDANCE REGULATIONS

1. Should any Elected Senator be unable to attend a Senate meeting and fail to be represented by a substitute twice in any academic year, the Senator shall receive a warning. Should there be a third failure to attend, he/she would lose their Senate seat. The Credentials and Rules Committee may grant exemptions to these regulations under unusual circumstances.
2. Senators who foresee that they will be unable to attend Senate meetings for an entire semester may request special permission from the Credentials and Rules Committee to have an Alternate Senator serve as Acting Senator for them during that semester. Once a Senator has lost his/her seat, the Credentials and Rules Committee Chair shall ask the Corresponding Secretary to notify the appropriate Unit Dean's Office of the existence of a vacancy, which shall be filled as specified in the Bylaws of the Faculty. [Article IV.5.b]
3. Honorary Senators with committee leadership responsibilities are expected to attend Senate meetings and Leadership Group meetings.

XII. PARLIAMENTARY AUTHORITY

1. The Faculty Senate shall operate in accordance with its Standing Rules.
2. These rules may be amended or rescinded by a majority vote of the Faculty Senate, if advance notice is given at the previous Senate meeting. If no such advance notice has been given, the Standing Rules may be amended or rescinded by a two-thirds vote.
3. A Parliamentarian shall be appointed by the President of Faculty Senate to serve at Faculty Senate, Faculty Senate Leadership, and General Faculty meetings. The Parliamentarian should be an Elected Senator or an Honorary Senator; however, the Parliamentarian may not be a current member of the Executive Committee.
4. Parliamentary authority: The current edition of *Robert's Rules of Order, Revised*, shall be the authority on all questions of parliamentary procedures not covered by the Bylaws of the Faculty or these Standing Rules of the Faculty Senate.