

## Chapter 5. Faculty Governance

### 5.1 History of the Academic Council

Approved by Academic Council on October 12, 2000

Prior to 1967, Faculty governance on the Stockton campus was through a Faculty Council composed of Full Professors and Deans and chaired by the Academic Vice President and through monthly meetings of the full Faculty.

There was much criticism of the unrepresentative nature of the Faculty Council by the Faculty. A large number of new faculty had received appointments to the University during the 1960's as a result of the opening of the cluster colleges and hiring of new faculty in the other schools and colleges in order to meet the needs of the increasing number of students coming to the University as a result of the "baby boom". Full Professors at the time were almost all members of the College of the Pacific. The Faculty Council was an inadequate representation of the full range of interests and concerns of the faculty within the various ranks and units of the University.

At the same time, because of the increased size of the Faculty, it was becoming increasingly difficult to both raise and resolve matters of Faculty concern at meetings which involved all members of the Faculty. As a consequence, at the regular Faculty meeting on January 11, 1966 there was a discussion concerning the desirability of establishing a representative body to act on behalf of the Faculty. At the end of the meeting a motion was offered to develop a plan for such a representative body. The motion was passed by a vote of the Faculty.

As a consequence, a committee was established to develop a more representative body, one which would represent not only the different ranks, but also the various schools and colleges. The committee worked with a variety of models, eventually resulting in the form found in the current Academic Council. It opened membership on the Council to faculty from all ranks and it gave proportional representation to the different schools and colleges.

Part of the change which took place was to make the Council the official voice of the Faculty. While the Academic Vice President was an ex-officio member of the Council, it was decided that the Council should be chaired by a member of the Faculty in order to be independent of the University Administration, although consultation with the administration about matters to place on the agenda of the Council would take place. The role of the Academic Vice President was a resource and a liaison between the Faculty and administration. The meetings of the Council were to be open to attendance by any Faculty member.

The proposal to establish the Academic Council as the representative governing body of the Faculty of the University was adopted by a vote of the Faculty in the Spring of 1967. The Council began functioning as an elected body in Fall of 1967 with Professor Richard Reynolds of the Department of Art as the first Chair. It has been the official elected and representative body of the Faculty since that time.

In the Fall of 1992, questions were raised about whether to keep the form of Faculty governance which had been adopted in 1967. A series of open meetings were held and alternative forms of Faculty governance were considered. After much discussion over the Fall semester, the conclusion was to keep the form of Faculty participation in the governance of the University that the Academic Council provides. The central role of the Academic Council as the representative voice of the Faculty of the University was reaffirmed at that time.

In May of 1995, the Academic Council established a Committee on Bylaws to revise and codify the practices of the Academic Council. In September of 1996 the Regents adopted the University of the Pacific Policy Statement on Governance which described the role of Faculty in University governance. These principles provided the framework for Faculty governance and were integrated into the Bylaws. Over a three year period numerous drafts of the Bylaws were considered by the Academic Council, the Faculty and the Administration. The Bylaws of the Faculty and the Academic Council were approved by a full Faculty vote on November 30, 1999 and by the President on March 6, 2000.

## **5.2 Bylaws of the Faculty and the Academic Council of the University of the Pacific**

Approved by the Academic Council on September 8, 1999; Approved by the Provost on September 8, 1999; Approved by the Faculty on November 30, 1999; Approved by the President on March 6, 2000; Revised March 2004; Revised and approved by Academic Council and Administration on April 9, 2009

### **Article 1. Preamble**

The University of the Pacific Faculty is a community of teacher-scholars acting within the University's system of shared governance as established in the University of the Pacific Policy Statement on Governance adopted by the Board of Regents on September 12, 1996. The University Faculty has authority and responsibility for the design and conduct of educational programs and courses of instruction of the University as specified in that Policy. The governance system provides for the exercise of the University Faculty's primary role in academic decisions, its participatory role in joint decisions, and its advisory role on other general University matters. Because a University is a complex entity, the tasks of governance must be apportioned and delegated, but the interdependence of administration, faculty and Board of Regents is the basic premise of legitimate and effective governance. This document establishes the framework for faculty participation in the shared governance system of the University of the Pacific.

### **Article 2. The Faculty**

#### **2.1 The Faculty**

The University Faculty, hereafter referred to as the Faculty, consists of the President, the Provost, academic deans, other administrators who hold faculty rank, professors, associate professors, assistant professors, instructors, adjunct professors, lecturers, and clinical faculty, whether serving in teaching, scholarly and artistic activity, or administration appointments, whether serving part-time or full-time, and whether in an active or emeritus capacity.

## **2.2 Voting Faculty**

For purposes of University governance, the voting members of the Faculty, hereafter referred to as Voting Faculty, are those tenured or tenure-track Faculty who devote at least fifty percent of a full workload to teaching, scholarly and artistic activity and University service. Faculty who have administrative responsibilities of more than fifty percent are considered to be administrators and are not Voting Faculty. In University matters, Faculty who hold joint appointments shall vote in the college or school or department in which they have the greatest responsibility.

A member of the Voting Faculty who holds appointments with fifty percent responsibility in two colleges or schools or two departments shall designate in writing to the office of the Provost one college or school or one department in which to exercise voting privileges.

## **Article 3. Authority and Responsibility of the Faculty**

### **3.1. Basis for Faculty Authority**

The Faculty bases its authority and responsibility on the University of the Pacific Policy Statement on Governance approved by the Regents on September 12, 1996 and the policy on Basic Governance Principles adopted by the Faculty on November 30, 1999, and the Administration on November 30, 1999. Matters of faculty governance are also guided by the principles of governance found in the WASC standards, in the joint AGB/AAUP statements, The Joint Statement on Government of Colleges and Universities and The Role of the Faculty in Budgetary & Salary Matters, and in the AGB Statement on Institutional Governance.

Following the principles of shared governance, Faculty authority and responsibility can be divided into three general categories: (1) the Faculty has primary authority and responsibility in matters relating directly to the initiation, development, and assessment of academic programs of the University, (2) the Faculty and the Administration have joint responsibility in University matters having an impact on the academic programs of the University, (3) the Faculty provides advice in other University matters. The following Articles describe these responsibilities.

### **3.2 Primary Faculty Responsibilities**

The Faculty, in cooperation with the Provost and Deans, has responsibility for the formulation of policies and procedures directly governing academic matters. The Faculty has the responsibility to:

- recommend the establishment or dissolution of degree programs
- establish the curriculum, scholastic standards and policies for awarding of academic credit
- establish procedures for the review of academic programs
- establish admissions standards and evaluate student admissions procedures
- establish testing programs for the assessment and placement of entering students
- approve all candidates for earned degrees and recommend candidates for honorary degrees

- establish student academic rights and responsibilities and policies and procedures for student discipline
- establish the criteria and procedures for the awarding of student honors
- determine effective methods for the expression of Faculty views on matters of educational policy and institutional concern
- contribute to the advancement of knowledge through open inquiry, creative activity and research

### **3.3 Joint Responsibilities**

Revised April 16, 2014

The Faculty and the Provost together with the Deans jointly make recommendations to the President regarding general University matters which have an impact on the academic programs of the University. The Chair of the Faculty, as the official representative of the Faculty to the Board of Regents, reports on Faculty matters to the Board. Subjects of joint responsibility shall be agreed upon by the Faculty and the Administration. Matters of joint responsibility include, but are not limited to, subjects specified below.

In the areas of University mission, planning and budget, the Faculty and Administration have the joint responsibility to:

- establish and revise the strategic plan
- formulate priorities and recommendations for the University budget
- prepare reports for the accreditation of the University
- establish or dissolve schools, colleges, departments, or independent learning centers
- name academic departments
- establish policies concerning diversity within the University community
- establish the University calendar
- establish policies concerning the library
- establish policies concerning information technology
- establish financial aid policies
- determine the nature and extent of the athletic program
- determine priorities for development and academic fund-raising
- develop plans for facilities and expansion of the campus

In the areas of Faculty appointment and professional development, the Faculty and Administration have the joint responsibility to:

- establish faculty responsibilities and prerogatives as stated in those sections of the University of the Pacific Faculty Handbook which shall constitute the contract between the Faculty and the University
- establish policies for faculty compensation
- establish policies for the search, appointment, evaluation, retention, promotion, and tenure of faculty
- make recommendations for the appointment, retention, promotion, and tenure of faculty

- establish policies for the Faculty Development Leave Program and its evaluation
- establish faculty support programs promoting the quality of teaching, learning and scholarly/artistic endeavors and professional development
- establish policies for conducting the search, appointment, evaluation and retention of University academic administrators
- make recommendations for the appointment and retention of University academic administrators

### **3.4 Advisory Responsibilities**

The Faculty has a responsibility to advise members of the Administration and the Board of Regents concerning other University matters.

## **Article 4. Governance Structure**

### **4.1 Levels of Faculty Governance**

There are two levels of academic governance, the University level and the college or school level. In establishing college or school governance, colleges and schools may establish additional levels of governance for internal purposes. Matters in Article 3, which affect the University as a whole, are the responsibility of the Faculty. Faculty matters which relate exclusively to the academic mission and operation of a college or school are the responsibility of the Faculty of that college or school. Communication among colleges and schools is essential. Matters relating to more than one college and school are subject to the review of the Faculty through its University governance structure. As a general policy academic matters should be considered first and foremost at the lowest appropriate level.

### **4.2 The Academic Council**

In order to exercise its authority and responsibility at the University level, the Faculty has established its own governing body, the Academic Council, hereafter referred to as the Council. The Council, based on the authority and responsibility of the Faculty as stated in Article 3, acts on behalf of the Faculty in the making of University policy.

### **4.3 Chair of the Faculty**

The Chair of the Academic Council is the Chair of the Faculty.

### **4.4 College or School Governance**

The Faculty of each college or school shall establish an internal system of faculty governance. Specific issues regarding local governance are addressed in Article 6 College or School Governance.

#### **4.5 College or School Faculty Chairs**

The Faculty of each college and school shall establish the position of Chair of the Faculty of that college or school.

### **Article 5. The Academic Council**

#### **5.1 Authority and Responsibility of the Council**

The Council is the representative body of the Faculty. The Council, based on the authority and responsibility of the Faculty as stated in Article 3, is the agent through which the Faculty acts in the making of University policy.

#### **5.2 Work of the Council**

The Council gathers information, makes recommendations, formulates and approves policy on all matters listed in Article 3. The Council provides for Faculty action as required either by University Governance Policy or by a majority vote of the Council. To ensure the flow of information, the recommendations and decisions of the Council shall be reported to the Faculty, the Provost, the President and the Regents.

#### **5.3 Organization of the Council**

The following Articles describe the Membership of the Council (5.A), the Officers of the Council (5.B), the Executive Board (5.C), the Calendar for Elections (5.D) and the Procedures of the Council (5.E).

### **Article 5.A Membership of the Council**

#### **5.A.1 Council Membership**

The voting members of the Academic Council consist of faculty representatives of colleges or schools, the Chair, Past-Chair, a representative of the Emeriti Faculty, and two student representatives. The Council also has ex-officio, nonvoting members.

#### **5.A.2 Responsibilities of Faculty Council Representatives**

Faculty representatives on the Council represent the interests of the University at large as well as the views of their specific college or school. It is the responsibility of Council members to ensure communications with the faculty of their college or school, the Council and the University community. Representatives should come from a variety of academic ranks when possible.

##### **5.A.2.1 College and School Representation**

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The number of faculty representatives allocated to a college or school shall be based on the number of full-time and part-time Faculty who devote at least fifty percent of a full workload to teaching, scholarly and artistic activity and University service in the fall semester of the current academic year.

Faculty who have administrative responsibilities of fifty percent or more may not be counted. Permanent positions which are unfilled may be counted. The library and School of International Studies faculty shall be treated as the faculty of a college or school.

The number of faculty representatives allocated is determined by the following formula:

- One representative for a faculty totaling ten or fewer
- Two representatives for a faculty of more than ten and up to thirty
- One additional representative for each fifteen faculty above the first thirty

Faculty serving as Chair-Elect, Chair and Past-Chair of the Council should be replaced during their term of office and should not be counted among the representatives of a college or school. The allocation of Faculty representatives is determined annually by the Chair-Elect.

#### **5.A.2.2 Eligibility**

Only Voting Faculty are eligible for election as Faculty representatives. Council Representatives who cease to be Voting Faculty may no longer hold a Faculty position on the Council and shall be replaced. The Chair-Elect of the Council shall be responsible for determining eligibility for election to the Council

#### **5.A.2.3 Election Procedures**

Faculty representatives of the Council shall be elected by the Voting Faculty within each college or school from a slate of candidates chosen by the college or school. Faculty representatives should be chosen from a variety of academic ranks. Election shall require a majority of the votes cast. In elections, it is desirable for the faculty of the college or school to propose at least twice as many candidates as are required to fill the available vacancies.

A new representative shall be elected by the college or school faculty for the unexpired term of an incumbent representative who resigns or loses eligibility.

An eligible Faculty member may choose to serve as a Faculty representative while on Faculty leave. If the Faculty representative chooses not to serve while on leave, the college or school faculty may elect a replacement representative for the period of the leave.

All elections to fill partial terms of office shall follow the election procedures described above.

If the number of incumbent representatives exceeds the number of representatives allocated to a college or school, the choice of the continuing representatives is left to the college or school.

#### **5.A.2.4 Terms of Office**

Faculty representatives of the Council shall be elected for three-year terms. The Chair-Elect shall stagger the terms of office so that approximately one-third of the Faculty representation of the Council is elected each year. Shorter terms may be required to facilitate the staggering of terms.

#### **5.A.2.5 Emeriti Representation**

The Emeriti Faculty shall have one representative selected by the Emeriti Society who serves a two-year term.

#### **5.A.3 Student Representation**

There shall be two student representatives who serve one-year terms. One student shall be selected by the Associated Students of the University of the Pacific (ASUOP) and one student shall be selected by the Graduate Student Association (GSA).

#### **5.A.4 Ex-Officio Representation**

The following are ex-officio non-voting members of the Council: the Provost, Chairs of the Faculty of individual colleges or schools, Chairs of Faculty Committees and the Director of Athletics.

### **Article 5.B Officers of the Council**

#### **5.B.1 Officers of the Council**

The officers of the Academic Council are the Chair, Chair-Elect, and Past-Chair. The Secretary of the Council is a non-voting staff position.

#### **5.B.2 Chair**

The Chair of the Council, guided by the Council and its Executive Board, represents the Faculty to the Administration in the University decision-making process.

The Chair shall be responsible for communicating the decisions and recommendations of the Council to the Administration, the Regents and the Faculty.

The Chair is the official Faculty liaison representative to the Board of Regents.

The Chair shall preside at all meetings of the Council, the Executive Board and the Faculty. The Chair shall convene the Council in both regular and special sessions. At Council meetings the Chair has the responsibility to ensure fairness, to facilitate debate and to move issues to a vote in a timely manner.

#### **5.B.3 Chair-Elect**

The Chair-Elect is elected by the new and continuing members of the Council at a special April meeting (See Article 5.D.3.). The Chair-Elect shall be any tenured voting member of the Faculty, who is or has been a member of the Academic Council. Election requires a majority of the ballots cast at the meeting. The Chair-Elect serves a three-year term: the first year as Chair-Elect, the second year as Chair, and the third year as Past-Chair.

In the absence of the Chair, the Chair-Elect shall preside at meetings of the Council, the Executive Board and of the Faculty. The Chair-Elect under the direction of the Chair, is responsible for oversight of the work of Faculty Committees and for communication between these Committees and the Council. Responsibilities include the preparation of annual charges to Faculty Committees

from the Council and the scheduling of necessary Council action on Committee recommendations and of annual Committee reports to the Council.

Based on the information provided by the Provost's office, the Chair-Elect shall determine the number of representatives allocated to each college or school according to Article 5.A.2.1. The Chair-Elect shall also determine the staggering of terms of office so that approximately one-third of the Council representatives are elected each year. The Chair-Elect administers the election processes and annual calendar of elections of faculty to both the Council and Faculty Committees.

#### **5.B.4 Past-Chair**

In the absence of the Chair and Chair-Elect, the Past-Chair shall preside at meetings of the Council, the Executive Board and the Faculty. The Past-Chair shall review all actions taken during her or his term of office as Chair and shall prepare a written report for Council members and the Faculty, indicating major decisions of the past year and issues which need to be continued for consideration. The report should be distributed before the first Council meeting of the fall semester. The Past-Chair shall also be responsible for conducting the election process for the Chair-Elect and for the new Executive Board.

#### **5.B.5 Secretary**

The Secretary of the Council will be assigned by the Office of the Provost. Under the direction of the Chair, the Secretary shall prepare and distribute all agendas, minutes and materials for Council and Faculty meetings, all Faculty ballots for elections and referenda, and shall record and report the results of balloting to the Chair-Elect.

### **Article 5.C The Executive Board**

#### **5.C.1 Membership and Election**

The Executive Board shall consist of the Chair, Chair-Elect, Past-Chair of the Academic Council and four at-large members. The Executive Board shall be broadly representative of the entire Faculty. The six members of the Board other than the Chair shall consist of three representatives from the College of the Pacific and three representatives from professional schools. The at-large members are nominated and elected from the new and continuing members of the Council at a May meeting (See Article 5.D.4.). Election requires a majority of the ballots cast at the meeting. At-large members are elected for one-year terms and may not serve more than three consecutive terms.

#### **5.C.2 Responsibilities of the Executive Board**

The Executive Board advises the Chair of the Council, serves as the agenda committee for Council and Faculty meetings (See Article 5.E.3.2.), coordinates the work of the Council and its Committees (See Article 7.2.1.), acts as liaison between the Faculty and the Administration, and oversees implementation of Council decisions. Matters may be brought to the Executive Board by members of the Faculty, the constituent colleges and schools and the Administration. When appropriate, the Executive Board should provide a full report to the Council on its actions.

### **5.C.3 Meeting Schedule**

The Executive Board shall meet regularly at the call of the Chair or at the request of a majority of its members.

## **Article 5.D Calendar for Elections**

### **5.D.1 Determination of College and School Representation**

In January, the Chair-Elect of the Academic Council shall determine the number of faculty representatives allocated to each school or college for the following academic year. The number of Faculty representatives is determined by the procedures in Article 5.A.2.1.

### **5.D.2 Calendar for Election of Representatives**

In March, schools and colleges should conduct election of members of the Council for the following academic year.

### **5.D.3 Calendar for Election of Chair-Elect**

In April, the Past-Chair will hold a special meeting of new and continuing voting members of the Council to elect, from all tenured voting members of the Faculty, who are serving or have served on the Academic Council, a Chair-Elect. The Past-Chair shall be responsible for receiving nominations for Chair-Elect, for establishing the ballot and for the election of the Chair-Elect. Nominations for the Chair-Elect will be submitted to the Past-Chair. All new and continuing members of the Council should be informed of the list of nominees at least one week prior to the elections. Additional nominees may be offered from the floor. Election of the Chair-Elect shall require a majority of votes cast at the meeting.

### **5.D.4 Calendar for Election of the Executive Board**

In May, the Past-Chair will hold a special meeting of new and continuing voting members of the Council to elect, from their membership, the at-large members of the Executive Board. Nominations for the at-large members will be submitted in writing to the Past-Chair. All new and continuing members of the Council should be informed of the list of nominees at least one week prior to the elections. Additional nominees may be offered from the floor. Election of the at-large members of the Board shall require a majority of votes cast at the meeting.

### **5.D.5 Calendar for Election to Faculty Committees**

The Chair-Elect of the Council shall administer the schedule for the election of faculty to Council committees. The election process should be completed in April for appointments which begin in the fall semester and in November for appointments which begin in the spring semester.

1. In January, the Chair-Elect of the Academic Council shall determine the number of Faculty committee vacancies and shall administer the annual Survey of Interest to identify faculty who are interested in filling the vacancies.
2. In February:
  - a. The Chair-Elect shall distribute to the Professional Relations Committee the survey results for those committees under the purview of the Professional Relations Committee.
  - b. The Academic Council and the Professional Relations Committee shall compile nominations for all Academic Council and Professional Relations Committee nominated committees.
  - c. The Chair-Elect of Academic Council shall instruct the academic units to conduct elections during March to fill the vacant Faculty committee positions that are elected at the unit level.
3. In March:
  - a. The Chair-Elect of the Academic Council shall combine into one ballot the nominations put forth by the Academic Council and the Professional Relations Committee, and then distribute the ballot and conduct the election to fill the Faculty committee vacancies.
  - b. The Chair of the Academic Council shall notify those elected of their committee service and their term of service.
  - c. The Chair-Elect of the Academic Council shall notify the entire faculty and all appropriate administrators and staff personnel of the election results.
4. In April, the Chair-Elect of the Academic Council shall request that the chairs of each Faculty committee identify the incoming chairs of each committee.
5. In May, the Chair-Elect shall ask the appropriate staff personnel to update the Faculty committee website.

#### **5.D.6 Terms of Office**

On June 1, officers, the at-large members of the Executive Board, new Council members and new Faculty committee members with fall term appointments will assume office. New Faculty committee members with spring term appointments will assume office on January 1.

### **Article 5.E Procedures of the Council**

#### **5.E.1 Calendar for Council Meetings**

The Academic Council shall meet on a monthly basis from September to May. Other meetings shall be called as required by the Chair of the Council. The Chair of the Council must call a special meeting of the Council upon receipt of a petition from a group of twenty-five faculty eligible for serving on the Council. Normally, meetings of the Council shall be open to all members of the University community and Faculty may participate in Council discussions. The Council may go into executive session by a majority vote of the voting members present.

Normally, just before the regular April and May meetings, there shall be special meetings of new and continuing members of the next year's Council, to select a Chair-Elect, and to select the at-large members of the next Executive Board.

### **5.E.2 Presidential Access to the Council**

The President of the University may address the Council at any meeting and present such reports and information as may concern the Faculty.

### **5.E.3 Rules of Parliamentary Procedure**

The Council and Faculty meetings as well as Council committees shall govern themselves by a set of orderly parliamentary procedures. The Council adopts the rules of parliamentary procedures described in Merriam Webster's Rules of Order by Laurie Rozakis. A table that summarizes the most commonly used motions is shown in Appendix 1. The Chair shall appoint a parliamentarian.

#### **5.E.3.1 Quorum Rule**

A quorum of the Council shall consist of a majority of its voting members. The Chair shall determine that a quorum exists at the opening of a meeting. If a quorum is lost no formal business can be conducted but discussion may continue.

#### **5.E.3.2 Agendas**

The Executive Board shall prepare the agenda for Council meetings. The Board shall include on the agenda, reports and resolutions submitted in writing in a timely manner by a Council Committee or Council member. Agendas for the meetings of the Council are to be distributed to Council members and the University Community one week before each meeting. Agenda items on which Council action is proposed should be accompanied by written reports, resolutions or other necessary background information. The Executive Board designates Council members to present issues to the Council. The Executive Board should be prepared to recommend a course of action on agenda items. New action items may be added to the agenda by a majority vote of the Council.

The Executive Board shall also prepare the agenda for Faculty meetings. Agendas for these meetings are to be distributed to the Faculty and the University Community one week before the meeting.

#### **5.E.3.3 Approval Procedure for Motions**

A motion is approved only if passed by a majority of voting members present. Main motions and amendments made in the course of a meeting should be submitted in writing to the Secretary before a vote is taken. Voting shall be by secret ballot if called for by the Chair or if requested by a majority vote. There shall be no voting by proxy.

#### **5.E.3.4 Council Minutes**

Minutes of meetings are to be kept in the Office of the Provost and distributed to Faculty, Administrative Officers, and the Regents in a timely fashion. Minutes should be made available to the University Community at each University campus in a central location such as the library.

#### **5.E.4 Matters for Direct Faculty Approval**

The Faculty shall approve, through a general Faculty referendum, policies for fundamental changes in the following areas: the educational program of the University, the policies concerning the formation of the Faculty, in particular the appointment and evaluation of faculty, and the policies concerning the structure of faculty governance. Proposals for fundamental changes in these areas and any other matter that the Council wishes to submit to the Faculty for approval shall first be approved by the Council by a two-thirds majority of the voting Council members. Approval by the Faculty shall require a majority of the ballots cast in the referendum.

#### **5.E.5 Faculty Meetings**

The Faculty shall meet at least twice each academic year. The Executive Board, in consultation with the Provost and the Academic Council, shall set the agenda of the Faculty meetings. Agendas are to be distributed one week before the meeting. Minutes are to be kept in the records of the Council. Other meetings shall be called as required by the Academic Council. The Chair of the Council must call a meeting of the Faculty upon receipt of a petition concerning a particular issue from at least twenty-five of the Voting Faculty.

### **Article 6. College or School Governance**

#### **6.1 Establishment of College or School Governance**

In accordance with the University of the Pacific Policy Statement on Governance, the Faculty of a college or school should, in consultation with the Provost and/or Dean, develop and adopt bylaws concerning its own organization, governance and procedures. The Voting Faculty within each college or school must approve the establishment and amendment of college or school bylaws.

#### **6.2 Governance Requirements**

The Faculty governance system within each college or school must include the elements enumerated in Articles 6.2.1 to 6.2.6.

##### **6.2.1 College or School Voting Faculty**

The bylaws shall describe those faculty of the college or school who are eligible to vote in faculty matters. Eligible voters must include the Voting Faculty within the college or school.

##### **6.2.2 Form of College or School Governance**

The Voting Faculty within the college or school determines, by secret ballot, the form of faculty governance, e.g. a committee of the whole or governance by a representative body such as a faculty council.

### **6.2.3. Faculty Chair of a College or School**

Approved by Academic Council on May 10, 2001

The Faculty Chair is the official representative of the Faculty of a college or school to the Dean and the University Administration. The Chair has the authority to call regular or special faculty meetings of Voting Faculty to consider matters under the purview of faculty governance. The Chair will discharge other responsibilities assigned to the Chair in the bylaws of the unit. A Chair-Elect may discharge the responsibilities of the Chair in the Chair's absence. The college or school bylaws shall include an annual electoral process for selecting a Voting Faculty member to be Faculty Chair of the college or school. This process should include procedures for nomination, election by secret ballot by a majority of those who participate in the election, and certification of the outcome of the vote.

A Voting Faculty may elect the Dean (or Associate/Assistant Dean) of the college or school to chair regular faculty meetings. In no case shall the Faculty Chair relinquish her/his responsibility to serve as spokesperson for the Faculty of the unit, or to call and preside over special faculty meetings, including meetings and/or ballots to reaffirm a dean as chairperson or regular faculty meetings.

### **6.2.4 Voting Procedures**

The bylaws shall include a procedure for determining quorums, approval procedures and the use of secret ballots.

### **6.2.5 Meeting Procedures**

The bylaws shall include a procedure for the conduct of faculty business at regular meetings of the governance body.

### **6.2.6 Agendas**

The bylaws shall include a mechanism to establish agendas and a procedure whereby faculty may place an issue for consideration on the agenda.

## **Article 7. Committees with Faculty Membership**

### **7.1 The Committee System**

The Committee system is an essential mechanism through which the Faculty exercises its authority and responsibilities with respect to University policy. Academic Council decisions and recommendations rely on the background information which accompanies recommendations and reports from Committees. The structure, size, standing charge, reporting function and reporting schedule of Faculty Committees are specified by Council resolution. Committee recommendations and reports should come to the Council in a timely manner and should allow time for Council members to consult with their faculty.

There are three types of committees which involve the Faculty in the governance system: Faculty Committees established by the Council, University Committees which require Faculty

representation, and University Committees which utilize Faculty expertise. The following Articles describe procedures related to each of these types of committees.

## **7.2 Faculty Committees**

Faculty Committees are established by the Council to meet various needs. Committee membership, charges, method of election, and reporting functions are set by the Council. The current list of standing Faculty Committees can be found in Appendix 2 and in the University of the Pacific Faculty Handbook.

### **7.2.1 Coordination of Faculty Committees**

The Executive Board, under the direction of the Chair-Elect, shall coordinate the decisions and actions of the various Committees of the Council. The Chair shall assign at-large Board members to serve as Liaisons to the various Committees. The Liaisons should ensure that each Committee's agenda for the year is clear and is integrated with priorities set by the Council. Each Liaison should receive agendas and minutes from the Committees under the person's purview and should assure that recommendations and annual reports from each Committee are scheduled in a timely manner on Council agendas. Each Liaison should also assure that the elections of new Committee Chairs are held as scheduled and that the results are reported to the Chair-Elect of the Council.

### **7.2.2 Annual Committee Work Plan**

Each Committee should have a plan of work for the year which includes the standing Committee charge and any special Committee charges approved by the Council. In addition the Committee and the Board Liaison should determine a schedule for reporting new policy recommendations and the Committee's annual written report to the Council.

### **7.2.3 Council Action on Committee Recommendations**

The Council shall act on all Committee recommendations in a timely manner and may review the actions of its Committees.

### **7.2.4 Election of Committee Members**

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The Chair-Elect shall oversee the processes for the nomination and election of Faculty committee members. Oversight responsibilities of the Chair-Elect include the distribution of a Faculty survey to determine Faculty interest in standing for election to Faculty Committees, the various nomination processes for Committee members, preparation of ballots, determination of the schedule for voting, the counting of ballots and certification of the results of elections. Election to a Faculty Committee shall require a majority of the votes cast. The calendar for election processes can be found in Article 5.D.5.

Only Voting Faculty may stand for election to a Faculty Committee. Committee members who cease to be Voting Faculty may no longer hold a Faculty position on a Committee and shall be

replaced. The Chair-Elect of the Council shall be responsible for determining eligibility for election and service on a Faculty Committee.

A new representative shall be elected for the unexpired term of a Faculty representative who resigns or loses eligibility.

An eligible Faculty member may serve on a Faculty Committee while on Faculty leave. If the Faculty representative chooses not to serve while on leave, a new faculty representative shall be elected for the period of the leave.

Interim absences as a result of resignations and/or leaves shall be appointed by the Executive Board of the Academic Council in agreement with the membership makeup of the committee. The appointment shall then be confirmed at the first available meeting of the full Academic Council.

### **7.2.5 Committee Chairs**

Each Faculty Committee shall have a Committee Chair who serves for one year and a Committee Chair-Elect who is selected two semesters before taking office as Committee Chair. The Committee Chair-Elect shall be elected from those Faculty members whose terms of office extend over the period during which the person will serve as Committee Chair. Election of Committee Chair-Elect shall require a majority vote of the voting members of the Committee. The results of the election shall be reported to the Chair-Elect of the Council.

### **7.3 University Committees Requiring Faculty Representation**

University Committees which require Faculty representation are those standing and ad hoc committees whose charges relate to the matters described in Articles 3.2 and 3.3. When Faculty representation is required on a University Committee, the membership, charge, reporting function, and schedule are negotiated jointly between the Council and the Administration. The Council determines the method of selection for Faculty representatives on these committees. The joint charge to these committees should have the approval of the Council. The Chair of the Council shall designate a faculty member from the Committee to act as liaison between the Council and the Committee. Reports and recommendations from these Committees should come to the Council for appropriate action.

### **7.4 University Committees Utilizing Faculty Expertise**

When an Administrative Committee is formed which requires membership of Faculty with special expertise, the charge and membership of the committee should be presented to the Council for comment. The Chair of the Council should solicit suggestions for faculty appointments from the Council and should present a list of qualified faculty to the administrator to whom the Committee will report. The Faculty members may be chosen by the administrator. The Chair of the Council shall designate a faculty member from the Committee to act as liaison between the Council and the Committee. The report of the Committee should be shared with the Council for comment.

## **Article 8. Process for Approval and Amendment of the Bylaws**

### **8.1 Approval of the Bylaws**

These Bylaws shall become effective when approved by the Council, the Provost and the Voting Faculty. Approval by the Voting Faculty shall require approval on a majority of the written ballots cast in a general referendum on these Bylaws.

### **8.2 Amendment of the Bylaws**

Amendments to these Bylaws shall require approval by a two-thirds majority of the Council in a written ballot and approval by the Provost. In addition if a proposed amendment is judged by a majority of the Council to be a major change in faculty policies or procedures, the amendment must be submitted to the Voting Faculty with a majority of the votes cast required for approval.

### Appendix 1. Table of Commonly Used Motions.

Approved by Academic Council on November 16, 2000

The following table includes the most commonly used motions. The details can be found in Merriam Webster's Rules of Order by Laurie Rozakis. Each motion is followed by the rules regarding its use. A motion which is further down in the list has precedence over motions above it. (Copyright permission granted.)

Primary Motions	Second	Debatable	Amendable	Approval
Main motion	Yes	Yes	Yes	Majority
Adopt a committee report. Recommendations from the report should be treated as main motions.	Yes	Yes *	No	Majority
<b>Subsidiary Motions</b>				
Amend the main motion.	Yes	Yes	Yes	Majority
Refer the motion to committee	Yes	Yes	Yes	Majority
Postpone action to a certain time	Yes	Yes	Yes	Majority
Limit or extend debate	Yes	No	Yes	Two-thirds
Call for the previous question (close debate)	Yes	No	No	Two-thirds
Table the main motion	Yes	No	No	Majority
Take a motion from the table	Yes	No	No	Majority
<b>Incidental Motions</b>				
Point of order	No	No	No	None
Move to divide a motion	Yes	Yes	No	Majority
Suspend the rules	Yes	No	No	Two-thirds
<b>Privileged Motions</b>				
Call for the orders of the day (return to the agenda)	No	No	No	None
Move to recess for a period of time	Yes	Yes	No	Majority
Move to adjourn	Yes	No	No	Majority
Move to go into executive session	Yes	No	No	Majority
Appeal the ruling of the chair	Yes	Yes	No	Majority

\* Academic Council procedures differ from Merriam Webster's Rules of Order on this rule.

## **Appendix 2 Faculty Committees**

Approved by Academic Council on November 16, 2000

- 1. Academic Affairs Committee on Undergraduate Studies (AAC)**
- 2. Academic Computing and Information Technology Committee (ACITC)**
- 3. Admissions and Financial Aid Committee (AFAC)**
- 4. Committee for Academic Planning and Development (CAPD)**
- 5. Academic Affairs Committee on Graduate Studies (AACG)**
- 6. Committee on Reassignment (inactive)**
- 7. Computer Lab Coordinators Committee (CLCC)**
- 8. Professional and Continuing Education Advisory Board**
- 9. Council on Teacher Education (CTE)**
- 10. Experiential Learning Oversight Committee (ELOC)**
- 11. Faculty Compensation Committee (FCC)**
- 12. Faculty Grievance Committee (FGC)**
- 13. Faculty Research Committee (FCC)**
- 14. General Education Committee (GEC)**
- 15. Library Committee (LC)**
- 16. Professional Relations Committee (PRC)**
- 17. Student Academic Grievance Board**
- 18. Student Faculty Advocate Board**
- 19. University Awards Committee (UAC)**

## **Appendix 3 Academic Council Calendars**

Approved by Academic Council on November 16, 2000

### **Appendix 3.1 Business Calendar**

#### **June, July, August**

New Chair, new Executive Board, and new Council members take office on June 1.

Former Chair, now the Past-Chair, prepares annual report of Council actions during the past year and continuing issues. Report distributed to Council in the Fall.  
(Article 5.B.4)

Executive Board begins planning for the year. The Board should:

1. Identify continuing and new issues.
2. Review Faculty Committee annual reports and future goals and objectives of each Committee.
3. If necessary prepare special charges to Faculty Committee for work to be done.

#### **September**

Orientation of new Council members. Review Council procedures.

Council establishes priorities, goals and objectives for the year.

Chair-Elect meets with Chairs of Faculty Committee to establish communication and yearly goals for each Committee. Committees should send agendas, minutes and reports to the Chair-Elect.

Council prepares response to recommended budget assumptions from the IPC.

Council determines topics and dates for Fall and Spring Faculty meetings.  
(Article 5.E.5)

#### **October**

Council receives recommendations from the Faculty Compensation Committee concerning salary increments and acts on these recommendations.

#### **November, December**

Council responds to IPC budget recommendations.

#### **January, February**

Chair-Elect requests action items and annual reports from Faculty Committee Chairs.

Executive Board schedules Council action on issues from Faculty Committees. Annual Committee reports should be circulated to the Council and, as needed, be calendared for Council action in the spring.

**March, April**

Council formulates its recommendations for budget priorities and forwards them to the IPC.

**May**

**Appendix 3.2 Election Calendar**

**June**

New Chair, new Executive Board, new Council members and new Faculty representatives on Faculty and Joint Committees take office on June 1. (Article 5.D.6)

**July, August, September**

Council Chair appoints a parliamentarian.

**October**

Chair-Elect determines the list of Faculty and Joint Committee positions which must be filled in the spring semester. Notification should be sent to the appropriate nominating bodies for each Committee requiring replacements. Nominations should be completed during October.

**November**

Chair- Elect administers the schedule for elections of new faculty representatives to Faculty and Joint Committees for the spring semester. Elections should be completed in November. (Article 5.D.5)

**December, January**

New Faculty representatives on Faculty and Joint Committees with spring term appointments assume office on January 1 (Article 5.D.6)

Chair-Elect certifies the list of Voting Faculty and the number of faculty representatives allocated to each College and School (Article 5.A.2.1)

Chair-Elect notifies College and School Faculty Chairs of the number of Council representative to be elected for following year.

**February**

Professional Relations Committee circulates annual survey of faculty interest in service on Faculty and Joint Committees.

**March**

Colleges and Schools elect new Council representatives.

Past-Chair calls for nominations for Chair-Elect and circulates a list of nominees one week before the meeting to hold elections. Additional nominees may be added from the floor of the election meeting. (Article 5.D.3)

Chair-Elect determines the list of Faculty and Joint Committee positions which must be filled in the next Academic year. Notification should be sent to the appropriate nominating bodies for each Committee. Nominations should be completed during March.

## **April**

Past-Chair holds a special meeting of new and continuing voting members of the Council to elect next Chair-Elect of the Council (Article 5.D.3)

Past-Chair calls for nominations for the Executive Board and circulates a list of nominees one week before the meeting to hold elections. Additional nominees may be added from the floor of the election meeting. (Article 5.D.4)

Chair- Elect administers the schedule for elections of new faculty representatives to Faculty and Joint Committees. Elections should be completed in April. (Article .D.5)

## **May**

Past-Chair holds a special meeting of new and continuing voting members of the Council to elect the next Executive Board at first Council meeting (Article 5.D.4).

Terms of office of Council Chair, Executive Board members, Council representatives, and Faculty representatives on Faculty and Joint Committees expire on May 31.

### **5.3 College and School Governance**

**5.3.1 The College**

**5.3.2 Conservatory of Music**

**5.3.3 School of Dentistry**

**5.3.4 McGeorge School of Law**

**5.3.5 Benerd School of Education**

**5.3.6 Thomas J. Long School of Pharmacy and Health Sciences**

**5.3.7 University Library Faculty**

**5.3.8 School of Engineering**

**5.3.9 Eberhardt School of Business**

**5.3.10 School of International Studies**

These sections are under development pending review of College and School Governance systems.