

# CONSTITUTION OF THE UNIVERSITY SENATE

(as amended through February 2010)

## Article I: Name

The name of the body constituted in this document shall be *The University Senate*.

## Article II: Membership

### ***Section I: Members***

The University Senate shall consist of the following persons, who shall all be voting Senators:

(a) *Ex Officio* Senators

- The President of the University
- The Senior Vice President for Academic Affairs and Provost
- The Senior Vice-President for Health Sciences
- The Senior Vice President for Operations and Chief Financial Officer
- The Senior Vice President for External Affairs and Chief Operating Officer
- The Dean of the Newcomb-Tulane College
- The Dean of the School of Liberal Arts
- The Dean of the School of Science and Engineering
- The Dean of The A. B. Freeman School of Business
- The Dean of The School of Architecture
- The Dean of The School of Law
- The Dean of The School of Medicine
- The Dean of The School of Public Health and Tropical Medicine
- The Dean of The School of Social Work
- The Dean of The School of Continuing Studies
- The Dean of Libraries and Academic Information Resources
- The President of the Associated Student Body

(b) Elected Faculty Senators

Not less than one or more than seven Senators shall be elected from each of the University academic constituencies specified in (a) according to the number of full-time faculty members in each constituency as follows:

- 6 to 49 - two Senators
- 50 to 99 - three Senators
- 100 to 149 - four Senators
- 150 to 199 - five Senators
- 200 to 299 - six Senators
- 300 or more - seven Senators

University academic constituencies with fewer than six full-time faculty members

shall have one faculty Senator. The number of full-time faculty members in an academic constituency shall be taken as counted by the Provost's office for the Fall semester preceding the Secretary's call to the Dean of that constituency for election of Senators.

(c) Elected Student Senators

Two students, elected from the student body of the undergraduate academic constituencies; two students, elected from the student body of the other academic constituencies.

(d) Members-at-large

Eight members elected annually by the Senate, at its first meeting of each year, from a slate of full-time faculty members submitted by the Committee on Committees.

(e) Staff Senators

Three staff senators, consisting in the Chair of the Staff Advisory Council and two others elected by the Staff Advisory Council.

### ***Section 2: Alternates***

Any *ex-officio* or elected Senator who is unable to attend a meeting of the Senate may appoint a substitute to attend that meeting, provided the Senator communicates in writing the name of the substitute to the Secretary before the beginning of that meeting.

### ***Section 3: Term of Elected Faculty Senators***

Faculty Senators shall serve a term of three years, and may be re-elected for one consecutive term. The terms of faculty Senators shall be staggered if an academic constituency has more than one faculty Senator.

### ***Section 4: Term of Elected Student Senators***

Student Senators shall serve a term of one year and may be re-elected for one consecutive term.

### ***Section 5: Term of Members-at-Large***

Members-at-Large shall serve a term of one year and may be re-elected for consecutive terms.

### ***Section 6: Procedure for Electing Faculty Senators***

Each of the academic constituencies shall conduct its election of Senators; nominations and elections must be carried out by the faculty body.

### ***Section 7: Vacancies***

(a) Any unexpired term of a faculty or student Senator shall be filled by an election appropriate to that category of Senator.

- (b) Any vacancy of whatever nature in the membership shall be filled, if possible, by election prior to the next meeting of the Senate following the date of vacancy.
- (c) Senators filling an unexpired term shall be eligible for election for two regular terms.

### ***Section 8: Quorum***

Three-fifths of the voting members shall constitute a quorum for the transaction of business.

### ***Section 9: Persons Invited to Attend Meetings of the Senate***

- (a) The following persons shall have a standing invitation to attend all meetings of the Senate with the privilege of the floor but not of voting: Dean of Admissions, the Vice President for Student Affairs, the University Librarian, and such other administrative officers of the University as named each year by the President.
- (b) The Chair or the Senate may invite other persons to a particular meeting of the Senate if the Chair or the Senate considers their presence essential for the proper discussion of an item on the agenda of that meeting. These persons shall have the privilege of the floor but not of voting.
- (c) A student reporter of the Tulane *Hullabaloo* shall be invited to attend all meetings of the Senate, except if a majority of the members present and voting at a particular meeting or part thereof decide otherwise. The reporter shall not have the privilege of the floor or of voting.

## **Article III: Officers**

- (a) The President of the University shall be Chair, *ex officio*.
- (b) The Senate shall elect from its faculty membership a Vice Chair to serve a term of two years. The Vice-Chair's membership in the Senate, but not his or her representation of the academic constituency, shall be extended to the close of the two-year term as Vice Chair. The Vice Chair shall not serve consecutive terms. Election of the Vice Chair shall take place at the March meeting in even-numbered years.
- (c) The Senate shall elect a Secretary from the tenured university faculty to serve a two-year term, with re-election possible. *Ex officio* senators other than a second-year Vice-Chair or the Parliamentarian are not eligible. If the Secretary elect is a current Senator, he or she shall lose his or her vote but not the privilege of the floor, and his or her seat shall be declared vacant. Election of the Secretary shall take place in odd-numbered (calendar) years, no later than the last spring meeting. The Secretary shall prepare minutes of the Senate proceedings and debates, to be distributed throughout the University community and shall be responsible for correspondence on behalf of the Senate. When necessary, the Secretary shall consult with the Committee on Committees on matters relating to the following: (1) preparation of the Senate agenda, in consultation with the Chair; (2) proposals for approval by the Senate of changes in the plan for apportionment, staggering, and elections for the elective Senate seats; (3) proposals for approval by the Senate of appropriate methods for determining who qualifies as a full-time faculty member solely for the purpose of elections; and (4) proposals for approval by the Senate of appropriate

methods for the nomination and election of student Senators.

- (d) The Senate shall elect a Parliamentarian from the tenured university faculty to serve a two-year term, with re-election possible. *Ex officio* senators other than a second-year Vice-Chair are not eligible. Election of the Parliamentarian shall take place at the last April meeting in even-numbered years.

The Parliamentarian shall be a non-voting member of the Senate but shall have the privilege of the floor, and should he or she be in any year but the last of a term as a voting senator elected to represent an academic constituency, his or her seat shall be declared vacant, to be filled for the following academic year.

The Parliamentarian shall advise the Chair on questions of parliamentary procedure to ensure that Senate meetings are conducted in accordance with Bylaw 2 of the Senate Constitution.

## Article IV: Powers and Jurisdiction

### ***Section 1: Jurisdiction***

- (a) The Senate may make recommendations on all matters of general University concern.
- (b) While the Senate recognizes the autonomy of the academic constituencies of the University in matters of their special concern, it reserves the right to review any actions of those academic constituencies which affect the University as a whole.
- (c) New academic policies of general University concern, or changes in current academic policies of general University concern, shall be submitted to the Senate for its consideration.
- (d) The Senate may request necessary budget information in order to implement its jurisdictional responsibilities under this section.

### ***Section 2: Right of Exception***

Any Senator shall have the right to express exception to the Board of Administrators to any Senate recommendation. Any such appeal shall be made known to the Senate in writing at the time of presentation to the Board of Administrators.

### ***Section 3: Non-Acceptance of Senate Recommendations***

If any recommendation of the Senate is not acceptable to the Board of Administrators, the Senate shall be informed in writing of the reasons for the decision.

## Article V: Senate Committees

### ***Section 1: Delegation of Powers***

- (a) The consideration of any matters within the jurisdiction of the Senate may be delegated to committees which shall be responsible to the Senate.
- (b) Committees shall be of two kinds, standing and special.
- (c) It shall be the duty of each committee to advise the Senate on matters within its purview. Each Committee shall have executive powers only as defined in the Bylaws or by special action of the Senate.

### ***Section 2: Appointment and Term of Office***

- (a) The members of the committees of the Senate shall be appointed by the Committee on Committees except where otherwise provided. The Chairs of all committees shall be similarly appointed with the concurrence of the President.
- (b) The notices of appointment shall include definitions of the duties and powers of the respective committees.
- (c) The tenure of a special committee closes with the completion of its assignment.
- (d) The tenure of appointed standing committees extends for one calendar year, beginning at the start of the fall semester of the academic year. Members may be reappointed, but, except for *ex officio* members, no appointed member shall serve more than three consecutive one-year terms unless the member is asked to continue his or her service to the committee by being appointed its chair or unless the extension of a member's term is approved by a majority vote of the Senate.
- (e) Except where the Bylaws provide for committee chairs serving *ex officio*, ordinarily no appointed member shall chair a standing committee for more than three consecutive years. The Committee on Committees, with the concurrence of the President, shall have the option of reappointing committee chairs who have served three consecutive years for one additional year, providing that a deputy chair is also appointed.
- (f) No appointed committee member who is not an *ex officio* member shall serve on the same committee for more than a total of seven consecutive years.
- (g) The Committee on Committees, with the concurrence of the President, may appoint a deputy chair for any standing committee. The deputy chair will ordinarily be appointed chair of the committee in the year following his or her tenure as deputy chair.

### ***Section 3: Personnel***

- (a) Persons other than members of the University Senate may be appointed to Senate committees except as otherwise specified in the Bylaws.
- (b) The membership of all committees of the Senate shall be made up of at least three-fourths

full-time teaching and/or research members of the academic faculty, exclusive of voting student members, except as otherwise provided in the Bylaws.

- (c) The members of the Senate Committee on Athletics shall be appointed by the President of the University to the Tulane Athletic Advisory Committee.

#### ***Section 4: Reports***

- (a) A special committee shall make a written report to the Senate upon completion of its assignment.
- (b) Standing committees shall present interim reports as requested by the Senate and may present such reports at their own instance.
- (c) Each Standing committee shall submit an annual written report and shall furnish the Secretary, well in advance of the meeting at which it is to be presented, with a sufficient number of copies for distribution to the Senate membership.

## Article VI: Meetings

#### ***Section 1: Regular Meetings***

The University Senate shall meet on the first Monday of each month throughout the academic session unless in the judgment of the Chair and the Secretary there is not enough or important enough business to be considered at the scheduled meeting. The Chair shall have authority to change this date when this date falls on a holiday or during a vacation period.

#### ***Section 2: Special Meetings***

Special meetings of the University Senate shall be called by the Secretary (a) at the direction of the Chair, (b) at the direction of the Senate, or (c) upon request of six members addressed to the Secretary.

#### ***Section 3: Notice of Meetings***

- (a) Written notice of a regular meeting shall be sent by the Secretary to each member of the University Senate one week in advance of the date of such regular meeting, but delay of such notice shall not invalidate any action taken at the meeting.
- (b) Written notice of a special meeting shall be sent to each member of the Senate a reasonable time prior to the date of such special meeting.
- (c) All notices shall contain as complete an agenda as possible.

## Article VII: Repealing Clause

To the extent that any of the provisions of this Constitution are inconsistent with the terms of any other University statute or regulation, the provisions of this Constitution shall control.

## Article VIII: Amendment of the Constitution

Any provision of this Constitution of the Senate may be amended, or repealed in the following manner:

- (a) Any proposal to amend or repeal must be made at the regular meeting preceding that at which the vote is taken on such proposal.
- (b) A two-thirds majority vote of the voting membership of the University Senate shall be necessary to convey to the Board of Administrators the recommendation of the University Senate that the provisions of the Constitution be amended or repealed.

## Article IX: Effective Date

The provisions of this document shall be effective January 1, 1973.

## By-Law I: Rules of Order

In the conduct of meetings of the University Senate, Robert's Rules of Order shall prevail except as otherwise provided in the Constitution or by these Bylaws.

## By-Law II: Order of Business

### *Section 1*

The usual order of business to be followed at the meetings of the University Senate shall be as follows:

1. Signing of Attendance Roster
2. Approval of Minutes
3. Elections
4. President's Report
5. Unfinished Business
6. Reports of Committees
7. New Business

### *Section 2*

The order of business for a meeting may be changed by unanimous consent or, lacking that, by a two-thirds affirmative vote of those members present and voting.

## By-Law III: Standing Committees

### *Section I: Committee Functions*

In its executive functions a standing committee shall be empowered to act for the Senate indirectly advising an officer of the Administration on current policy. In its advisory functions a committee shall submit recommendations to the Senate unless otherwise specified below. The following shall be standing committees of the Senate, each with the functions and powers indicated.

#### **Committee on Academic Freedom and Responsibility of Students: Functions**

*Executive:* to consider appeals of students related to their academic freedom and responsibility and financial aid in accordance with policies and procedures approved by the Senate. [Secretary's Note, 9/24/04: [procedures regarding Honor Board appeals](#) were approved by the Senate on 2/2/04.]

*Advisory:* to recommend to the Senate policies describing rights and responsibilities of students.

#### **Committee on Athletics: Functions**

*Advisory:* on policies and appeals concerned with athletic programs.

### **Committee on Budget Review: Functions**

#### *Advisory:*

- 1) To review the conformity of the annual University budget with short-range and long-range priorities of the University and expressions of policy by the Senate.
- 2) The Chair of the Committee shall sit with the appropriate committees of the administration as they formulate budget-policy guidelines for the coming year and when categories of the budget are discussed and adopted.
- 3) The Committee on Budget Review shall bring to the attention of the Senate any instances of purported inconsistencies of the budget with priorities or policies as well as any other allocations which in the committee's opinion are not in the best interests of the University.
- 4) The Committee shall review the budget proposed by each of the academic constituencies prior to its adoption by the Administration.
- 5) The Committee may respond to requests from the President, or offer advice directly to the President. Concurrently, the Committee shall report such advice to the Senate.
- 6) To review regularly with the Senior Vice President for External Affairs and Chief Operating Officer matters pertaining to the development activities of the University and to make recommendations to the Senate in the area of development.

### **Committee on Committees: Functions**

#### *Executive:*

- 1) Except where otherwise provided, to appoint members of Senate standing committees.
- 2) To nominate prior to the first Senate meeting each year a slate of full-time faculty members who are not elected senators, preferably from among Senate committee chairs for positions as Senate Members-at-Large.
- 3) Except where otherwise provided, to appoint, with the concurrence of the President, the chairs (and deputy chairs as needed) of Senate standing committees from among the elected Senators whenever appropriate and feasible.
- 4) At the direction of the Senate to form *ad hoc* committees.
- 5) To review Senate committee structure and function every six years. [Secretary's Note: Begun in academic year 2001-02]
- 6) To replace committee members whom it has appointed to other committees and who are not fulfilling their duties to those committees.

*Advisory:* to the Secretary of the Senate on matters specified in Article III, Section (c) of the Constitution.

### **Committee on Educational Policy: Functions**

*Executive:* to review admission policies of all full-time undergraduate academic constituencies of the University to assure acceptable minimum standards. This function includes the review by subcommittee (which may be a committee of the whole) of the admission and performance of student athletes according to the terms of [the policy adopted by the Senate on 4/18/2000](#). The function does not include interdivisional transfers, nor does it include the determination of advanced standing for transfer students seeking admission from outside the University.

To review and make recommendations to the faculties and deans regarding

- 1) policies and procedures that affect teaching;

- 2) the quality of support services relevant to teaching quality.

*Advisory:*

- 1) on questions of academic policy and planning, admission, and student financial aid, which may either be referred to, or have originated with, the committee [Secretary's Note 9/24/04: the Senate adopted [revised guidelines](#) for consideration of new programs by CEP on 2/2/04];
- 2) to recommend a satisfactory calendar for University operation.

### **Committee on Equal Opportunity and Institutional Equity: Functions**

*Advisory:* To advise the Senate on the development and implementation of policies, procedures and practices pertaining to

- (a) recruiting and retaining a more diverse faculty, staff and student body;
- (b) enhancing the implementation of diversity policies;
- (c) improving the climate for under-represented faculty, staff and students.

In fulfilling its advisory functions, the Committee is expected to work closely with the Office of Institutional Equity and other responsible parties with roles in improving affirmative action, institutional equity, and diversity at the University.

### **Committee on Faculty and Staff Benefits: Functions**

*Advisory:* on the study and development of benefit plans including, but not limited to, educational benefits for dependents, insurance, housing, retirement programs, sabbaticals, and leaves.

### **Committee on Faculty Tenure, Freedom and Responsibility: Functions**

*Executive:*

- 1) To entertain an appeal by a faculty member of the following (in accordance with procedures set forth below):
  - (a) a decision not to grant tenure, reappoint, or promote that faculty member if that faculty member alleges that considerations violative of academic freedom contributed significantly to the decision (in accordance with Article XI of the Statement on Academic Freedom, Tenure, and Responsibilities);
  - (b) a grievance alleging discrimination in employment, including denial of promotion or tenure, based on race, sex, color, religion, national/ethnic origin, age, citizenship, marital status, sexual orientation, handicap, or veteran status (in accordance with Part III-Q of the Faculty Handbook);
  - (c) a termination of an appointment with tenure or of a special or probationary regular appointment before the end of the specified term based upon financial exigency, bona fide discontinuance of a program or department, or incapacity for medical reasons (in accordance with Article V of the Statement on Academic Freedom, Tenure, and Responsibilities);
  - (d) proceedings with respect to a student grade or other academic complaint that the faculty member alleges affects that faculty member's academic freedom or responsibilities (in accordance with Section 6 of the Procedures on Grade and Other Academic Complaints);
  - (e) proceedings with respect to a student allegation of sexual harassment that the faculty member alleges affects that faculty member's academic freedom or responsibilities (in accordance with Section 7 of the Procedures in Cases of alleged Sexual Harassment of

Students by Teachers);

- (f) a decision not to grant tenure, reappoint, or promote that faculty member if that faculty member alleges that such decision was based on inadequate consideration in light of the procedural standards that govern the decision-making body; and
  - (g) a grievance in any matter that is subject to the grievance provisions that must be established by each academic constituency (other than the Newcomb-Tulane College) where that faculty member is dissatisfied with the decision of the elected standing grievance committee.
- 2) to conduct, upon written request of a faculty member, a hearing and prepare findings, conclusions, and statement of reasons on that faculty member's dismissal for cause (in accordance with Article VI of the Statement on Academic Freedom, Tenure, and Responsibilities) and
  - 3) to be consulted by the President or the President's representative prior to suspension of a faculty member. In entertaining an appeal under this paragraph, the Committee shall apply the following procedures:
    - (a) When an appeal is filed by a faculty member, the Committee shall notify the other party(ies) to the appeal of its existence and allow seven days ("days" refers to calendar) for other party(ies) to object to the Committee's exercise of jurisdiction in the matter. If such an objection is not raised or if an objection is taken to the President's Faculty Advisory Committee and resolved in favor of the Committee's jurisdiction, the Committee shall request complete records of all previous proceedings/findings in the case under appeal, which records shall be transmitted to it. As soon as practicable, after the matter of jurisdiction is resolved and in any event within twenty days, the Committee shall set dates and places for the hearing which are mutually acceptable to the faculty member and other party(ies) to the appeal, which dates shall not be sooner than twenty days nor later than forty days after the delivery of the notice. When the Committee notifies the faculty member and other party(ies) to the appeal of the hearing, it shall also provide all parties a statement of the issues presented by the appeal with as much detail as is practicable.
    - (b) The hearing shall be private, unless the Committee, the faculty member, and the other party(ies) to the appeal all agree that the hearing shall be public.
    - (c) No member of the Committee shall participate in an appeal who has been directly involved as a committee member or administrator or in any other capacity other than the one specified in the subsequent sentence with the complaint preceding the appeal, or who has been identified, initially or subsequently, as a party to the complaint. Any member of the Committee is free to provide information concerning appeals procedures of the FTFR Committee to any individual with faculty status requesting same, or to advise on options for possible redress of the grievance alternative to, or prior to, a formal appeal to the FTFR Committee. However, no member of the committee may indicate his/her judgment on the merits of the complaint in the course of such inquiry.
    - (d) The burden of proof in challenging the decision or proceedings from which the appeal is taken shall rest upon the faculty member making the appeal.
    - (e) The Committee shall not be bound by strict rules of legal evidence and may admit any evidence that is of probative value in determining the issues involved, but shall afford all parties to the appeal opportunity to present witnesses, documentary or other evidence, and arguments on their behalf.

- (f) As soon as practicable following the date of the hearing, and in any event not later than fifteen days thereafter, the Committee shall make explicit findings of fact and arrive at conclusions and reasons therefor with respect to the appeal and transmit them to the faculty member, the President or the President's representative and/or the other party(ies) to the appeal.
- (g) In entertaining an appeal concerning inadequate consideration, the Committee shall determine whether the decision was a result of adequate consideration in light of the procedural standards that govern the decision-making body and the University as a whole and shall not substitute its judgment on the academic merits for that of the decision-making body. If the Committee determines that adequate consideration was not given, it shall report its findings to the Provost or Senior Vice-President for Health Sciences and the claimant and remand the matter to the decision-making body for reconsideration with reference to the specific respects in which the Committee finds consideration to have been inadequate; e.g., failure to seek out and consider all available evidence bearing on the performance of the candidate in all relevant respects, inadequate deliberation on the import of the evidence in the light of relevant standards, inclusion of irrelevant or improper standards, and any other indications that the decision was not conscientiously arrived at or that it was not a *bona fide* exercise of professional academic judgment. Following reconsideration by the decision-making body, the Committee may conclude that the procedural inadequacies found in its original investigation require some form of correction or redress by the University. Should the Committee consider recommending redress, it shall first meet with the appropriate decision-making body and then with the Provost or Senior Vice-President for Health Sciences before making its recommendation. The Committee shall not recommend the nature of the correction or redress, nor shall it recommend damages. The final recommendation of the Committee shall be communicated to the claimants, the Provost or Senior Vice-President for Health Sciences, and to the other faculty committees involved in the decision.
- (h) As soon as practicable and in any event within fifteen days following receipt of the Committee's findings, conclusions, and statement of reasons, the President or the President's representative shall either agree or disagree with all or any portion of the Committee's report and notify the Committee, the faculty member involved and the other party/parties to the appeal of any disagreement with all or any portion of the Committee's report, stating reasons for such disagreement in writing. The President or the President's representative shall allow fifteen days for the response of the Committee before making a final decision in the case.

*Advisory:* on issues affecting faculty tenure, freedom, and responsibility. The Committee shall review the written procedures of each academic constituency with respect to the reappointment of, promotion of, and the granting of tenure to the members of the faculty of the constituency and with respect to the constituency's handling of faculty grievances and make suggestions, where necessary, to the constituency for changes in those procedures to comport with academic due process.

#### **Committee on University Honors: Functions**

*Advisory:* nomination of candidates for honorary degrees. It is expected that the Committee on University Honors will give careful study to the selection of candidates for honorary degrees and will attempt to select the most appropriate candidates, keeping in mind the present interests and functions of the University, the place of the University in higher education, and the anticipated development of the

University. Suggestions of candidates for honorary degrees may originate in the Committee, may be made to the Committee by any individuals, or may originate in faculty action which would be transmitted to the Committee.

### **Committee on Information Technology: Functions**

*Executive:* to review, evaluate, and recommend strategies, plans, and policies that will lead to optimal use and development of information technology. This will include: (i) reviewing technology infrastructure needs of the University community to support teaching, administration and research; (ii) evaluating strategic directions, current and future capabilities, and objectives for campus IT support, including learning technologies; (iii) recommending methods for coordinated implementation of campus IT projects and initiatives; and (iv) reviewing the annual budget proposals for centralized IT facilities and services.

*Advisory:* to make recommendations to the Senate in this area.

### **Committee on Libraries: Functions**

*Executive:* to develop policy recommendations for operating the Libraries.

*Advisory:* To advise the Dean of Libraries and Academic Information Resources and other Library Directors in the formulation of policies concerning the character, use, and development of library collections and facilities; to receive regular reports from library administrators on the condition and status of university libraries; to offer a forum for discussion of library-related matters deemed to be of interest to the university community; to review and evaluate library policy; and to report regularly to the Senate on the condition of the libraries.

### **Committee on Physical Facilities: Functions**

*Advisory:* on the development of plans for the physical facilities of the University, including general policies on allocations of space and physical plant.

There shall be at least one standing sub-committee, *The Sub-committee on Traffic and Security*, having the following functions:

*Executive:* pertaining to reserved space for parking.

*Judicial:* for assessment of fines or appeals for traffic violations.

*Advisory:* to make recommendations to the Administration.

### **Committee on Research: Functions**

*Executive:*

- 1) Review and make recommendations to the Associate Senior Vice-President for Research :
  - (a) The efficacy of new policies and procedure that affect research, development or training;
  - (b) the extent to which ongoing policies and practices enhance the acquisition and management of grants and contracts;
  - (c) the quality of support services provided to faculty who are attempting to acquire or have acquired external funding.
- 2) To coordinate and monitor the activities of subcommittees and, when mandated by law, to delegate the appointment of such subcommittees to the authorized institutional officer.
- 3) To review the activities of the Institutional Review Boards, the Institutional Animal Care and Use Committees, the Institutional Biosafety Committee, and the Environmental Health and

Science Operations Committee.

- 4) To review grant/contract proposals submitted by the Office of Research Administration that raise important research issues for the institution, such as involvement in classified research, restrictions on publications, use of research personnel, etc.

*Advisory:* to recommend policies relating to research

Subcommittees and their functions:

- 1) Patents: to review and make recommendations regarding University patent policies and procedures; to review grant/contract proposals that raise important patent issues, as submitted to the subcommittee by the Office of Research and Project Administration.
- 2) Summer Grants: to review guidelines for summer grants; to recommend directly to the Associate Senior Vice President for Research, who shall be a member of the subcommittee, the names of the candidates for awards.

### **Committee on Social Issues: Functions**

*Executive:*

- 1) To review, in response to petitions brought forth from the faculty, staff, and/or students of the university, university policies and practices that do not fall within the purview of other Standing Senate Committees, or aspects of such policies and practices, that may be inconsistent with fundamental human values.
- 2) To review regularly with the President of the University matters pertaining to social issues affecting the university.

*Advisory:* To make recommendations to the Senate concerning matters pertaining to social issues affecting the University.

### **Committee on Student Affairs: Functions**

*Executive:* to advise the Vice President for Student Affairs/Dean of Students and the University Senate on all matters affecting student life. The Committee will consider student organizations, student publications, housing of students, student health, student conduct and discipline, diversity and multicultural affairs, co-curricular activities, auxiliary and student services, and similar social and cultural aspects of student life.

*Advisory:* to the Senate on basic policies governing student affairs; founding of student organizations; housing, bookstore, food services, and health services.

## ***Section 2: Committee Membership***

Chairs, Executive Secretaries, and other personnel of the following standing committees shall be appointed as herein indicated, with the President (in consultation with the Chair of the relevant committee) having the power to appoint other persons *ex officio* and non-voting as his representatives only in replacement of those specified below, except with respect to the Committee on Student Affairs.

### **Committee on Academic Freedom and Responsibility of Students: Membership**

Two undergraduate and one graduate student; three faculty members, each from a different academic

constituency (one of which will be Law), to serve for a term of two years; and one representative from the Academic Administration, who shall be appointed by the Committee on Committees. The Chair of this Committee shall be a faculty member.

#### **Committee on Athletics: Membership**

Six full-time faculty members, one from the School of Liberal Arts and one from the School of Science and Engineering, one from the School of Continuing Studies, and one each from three other academic constituencies; two students, ; the Director of Athletics, *ex officio* and non-voting; the Head of the Woman's Intercollegiate Athletic Program, *ex officio* and non-voting; two Associate Deans, one from the Newcomb-Tulane College and one from the School of Continuing Studies, *ex officio* and non-voting; and the Faculty Intercollegiate Athletic Representative to the NCAA appointed by the President who shall be an *ex officio* non-voting member of the Committee, but shall not serve as Chair.

#### **Committee on Budget Review: Membership**

The Budget Review Committee shall be composed of seventeen voting members: twelve faculty members, three students, and two staff members, one from the Uptown campus, and the other from Downtown and elsewhere.

- 1) The Committee on Committees, with the President's advice, shall select one Faculty member from each of the following academic constituencies: Architecture, Business, Continuing Studies, Law, Liberal Arts, Medicine, Newcomb-Tulane College, Public Health and Tropical Medicine, Science and Engineering, and Social Work.
- 2) The ten faculty members, the two staff members, and the three student members shall select two additional Faculty members, at least one of whom shall have a background in economics or business.

In addition, (i) the Senior Vice President for Operations and Chief Financial Officer; the Senior Vice President for Academic Affairs and Provost; the Senior Vice President for Health Sciences; the Senior Vice President for External Affairs and Chief Operating Officer, and the Dean of Enrollment Management or their designees shall serve as resource personnel for the Committee and shall meet with the Committee regularly, and (ii) the President, in consultation with the Committee Chair, shall designate representatives of the University's central administration to meet with the Committee regularly.

#### **Committee on Committees: Membership**

Chair, the Vice Chair of the Senate; the past Vice Chair of the Senate; one *ex officio* Senator, and one faculty senator for each academic constituency of the University other than those to which the Vice-Chair and the past Vice-Chair belong, to be elected by the Senate for 2-year terms; and the following *ex officio* members: the Chair of the Staff Advisory Council, the President of the Undergraduate Student Government and the President of the Graduate and Professional Student Association.

#### **Committee on Educational Policy: Membership**

Chair, the Vice Chair of the Senate; two faculty members from the School of Liberal Arts; two faculty members from the School of Science and Engineering; two faculty members from the School of Medicine; one faculty member from each of the remaining academic constituencies excepting the Newcomb-Tulane College; two members from the Administration; and three students, each from a different academic constituency. *Ex officio* (non-voting) – the Senior Vice President for Academic

Affairs and Provost, the Dean of Newcomb-Tulane College, the Chief Technology Officer or the CTO's designee, and the Director of the Educational Resource Center. Either the Committee on Committees or the Educational Policy Committee may designate other representatives of the administration as non-voting members.

#### **Committee on Equal Opportunity and Institutional Equity: Membership**

Chair, a faculty member; six additional faculty members; four students; three exempt staff; three non-exempt staff; and the following *ex officio* (non-voting) members: the General Counsel, the Affirmative Action Officer, the Vice President for Human Resources, a representative from the Office of Multicultural Affairs, and a representative from Disability Services. This group of 22 should include representatives of different genders, minority groups and persons with disabilities.

In addition, up to two additional faculty members may be chosen by the Committee each year in consultation with the Vice President for Institutional Equity, with substantive expertise relevant to the Committee's anticipated agenda for the year. [Oct. 6, 2008]

#### **Committee on Faculty and Staff Benefits: Membership**

Chair, a faculty member; two faculty members from the Faculty of Liberal Arts and Sciences; one faculty member from each of the other academic constituencies of the University excepting the Newcomb-Tulane College; three exempt staff; three non-exempt staff; one at-large staff member (the Chair of the Staff Advisory Committee); the Associate Vice-President for Human Resources and the Chief Financial Officer as *ex officio* non-voting members.

#### **Committee on Faculty Tenure, Freedom and Responsibility: Membership**

One tenured Faculty member from each of the academic constituencies excepting the Newcomb-Tulane College. Each member shall be elected for a term of three years by the faculty of his or her academic constituency. The committee shall elect its own Chair and Secretary at the beginning of each academic year.

#### **Committee on University Honors: Membership**

One Faculty member from each of the academic constituencies excepting the Newcomb-Tulane College.

#### **Committee on Information Technology: Membership**

Faculty - two from the School of Liberal Arts, three from the School of Science and Engineering, one each from , Business, Law, Architecture, Social Work, Medicine, Public Health and Tropical Medicine, and the School of Continuing Studies. Students - one undergraduate and one graduate. Staff - one from uptown, one from downtown or elsewhere. Administration – (voting) – one academic dean and one of the Directors of Admissions; (non-voting) – Vice President for Information Technology and Chief Technology Officer, Director of the Innovative Learning Center, Director of Administrative Computing, Director of Networking, Dean of Libraries, Representative of the Health Sciences Center.

#### **Committee on Libraries: Membership**

Seven faculty members: three from the School of Liberal Arts, two from the School of Science and Engineering, one from the remaining uptown professional schools, and one from the Health Sciences Center; three students (two undergraduate and one graduate); and a professional librarian. *Ex officio*

(non-voting) members to include the Dean of Libraries and the Directors of the Medical, Law and Business School Libraries.

#### **Committee on Physical Facilities: Membership**

Twelve faculty members; three from the School of Liberal Arts (one in social science, one in humanities, one in fine arts), two from the School of Science and Engineering (one in science, one in engineering); one each from the remaining academic constituencies of the University excepting the Newcomb-Tulane College; two members of the Administration; four students (two from the Newcomb-Tulane College, one from the uptown professional schools and one from the Health Sciences Center); and one staff member, appointed by the Staff Advisory Committee. *Ex officio* and non-voting members to include the Chief Financial Officer, the Associate Vice-President for Facilities, and the Director of Security.

#### **Committee on Research: Membership**

Voting members include the associate senior vice president for research as chair, one faculty member each from the School of Medicine, School of Public Health and Tropical Medicine, School of Science and Engineering, and School of Liberal Arts, one additional faculty member from the uptown faculty, and one additional faculty member from the health sciences. *Ex officio* non-voting members include the senior vice president for academic affairs and provost, the senior vice president for the health sciences, the dean of libraries, the director of research administration, the university research compliance officer, and the associate vice president for technology transfer and business development.

#### **Committee on Social Issues: Membership**

Chair, a faculty member; three additional faculty members, each from a different academic constituency; three students, each from a different academic constituency; one staff member; and one representative of the Administration, to be appointed.

#### **Committee on Student Affairs: Membership**

The Committee shall be composed of 23 voting members appointed as follows:

13 faculty members:

- three from the School of Liberal Arts
- three from the School of Science and Engineering
- one from Architecture one from Business
- one from Medical School
- one from Law
- one from Public Health and Tropical Medicine
- one from the School of Continuing Studies
- one from Social Work;

12 students:

- one undergraduate from the School of Liberal Arts
- two undergraduates from the School of Science and Engineering (one in science, one in engineering)
- one from Architecture (undergraduate)
- one from Business (undergraduate)
- one from Medical School

one from a graduate program in the School of Liberal Arts  
one from a graduate program in the School of Science and Engineering  
one from the School of Continuing Studies  
one from Law one from Public Health and Tropical Medicine  
one from Social Work.

*Ex officio*, non-voting members shall be 6:

Vice President for Student Affairs  
Associate Vice President for Student Affairs  
Associate Vice President for Student Affairs  
President of the Associated Student Body  
President of GAPSA  
President of USG.

Other *ex officio* members will be appointed to the particular subcommittees in which they have interest or responsibilities.

- (1) At the first meeting of the academic year, the Committee shall designate an Executive Subcommittee, to serve as advisory to the Vice President for Student Affairs/Dean of Students when it is not possible for the full membership to meet. The Executive Subcommittee shall include three faculty members and three students.
- (2) The Committee will form Ad Hoc Subcommittees as necessary to deal with particular issues. Other members of the University community will be asked to join Ad Hoc Subcommittees or will be invited to Committee meetings, when the Committee is dealing with topics in which they have interests or responsibility.

## By-Law IV: Membership

- (1) The elected Senators and their alternates must be of the full-time faculty of the rank of assistant professor or above, or full-time students.
- (2) The faculty Senators and their alternates shall have been voting members of the faculties of their academic constituencies for at least three years prior to the beginning of their service as Senators. The student Senators and their alternates shall have been full-time students for at least one year prior to the beginning of their service as Senators.

## By-Law V: Changes in By-Laws

These Bylaws may be amended or repealed in the following manner:

- (a) The proposal to amend or repeal the Bylaws must be made at the regular meeting preceding that at which the vote is taken on such proposal.
- (b) The proposal to amend or repeal the Bylaws must be approved by two thirds of those senators present and voting at the second reading during which a quorum is present.

## By-Law VI: Honorary Degrees

- (1) Nominations of candidates shall be made to the Senate by the Senate Committee on University Honors and the Board Committee on University Honors, sitting together, with the exception that under special circumstances the privilege of nominating from the floor can be extended if there is a two-thirds

majority of the voting membership in favor of receiving the nomination in this manner. [Oct. 6, 2008]

(2) Voting on such candidates shall be by written ballot in a session of the Senate attended only by voting members or their proxies. The proceedings of this session shall be kept confidential. No candidate shall be recommended by the University Senate to the President for review before recommendation to the Administrators for an honorary degree unless the candidate receives an affirmative vote of two-thirds of the voting members who are present.

(3) Any candidate thus presented to the Senate and failing to receive a recommending vote shall not be reconsidered within that current session.

## By-Law VII: President's Faculty Advisory Committee

(1) The President's Faculty Advisory Committee shall consist of six faculty Senators, no more than two from any one academic constituency of the University. The nominating committee shall consist of all faculty Senators who shall propose each year two faculty Senators to be elected by the Senate to serve for three-year terms on this committee. The Committee shall elect its chairman annually. Its purpose shall be to advise the President of the University upon matters of University policy, particularly when subjects of great urgency or delicacy require immediate consultation. The Vice Chair of the Senate, the Secretary of the Senate, and the Chair of the Senate Budget Review Committee shall be *ex officio* members.

(2) The Committee shall have the authority to decide disputes brought to its attention by a faculty member, student, or member of the administration over which standing committee referred to in [Article III](#) has jurisdiction over a particular matter. The Committee may refer the matter to two or more existing committees by dividing it into parts for consideration in sequence or concurrently or may ask the Senate to create a special *ad hoc* committee to deal with the matter. Any member of the Committee who is on another standing committee whose jurisdiction is in dispute in a particular matter shall recuse him/herself from all discussion and votes in that jurisdictional dispute.

# Standing Rules of the University Senate

Note: Over the years, there have been many standing rules. Most have been incorporated into the Constitution and By-Laws during major amendment efforts. The following are what appear to remain outstanding.

- 1 Amendments other than of a purely editorial nature to Sections III and IV of the Faculty Handbook must be introduced in first reading at a Senate meeting prior to that in which enactment is decided; and the vote necessary for adoption of such an amendment to Section III (respectively: IV) is two-thirds (respectively: a simple majority) of those present at the second reading. (April 6, 1992)
- 2 Elected Senators whose schedules determine they will be unable to attend three or more meetings of the Senate should be replaced according to procedures determined by the division from which they are elected. The Dean of the division should notify the Secretary of the Senate the name of the replacement and duration of the term prior to the first meeting the replacement is scheduled to attend. (March 1, 1982)
- 3 “Two thirds of the voting membership” means two thirds of the total voting membership of the Senate, and not two thirds of those present. (March 7, 1983)
- 4 Formal records of formal actions of Senate Committees are to be made available to the Chair of the Senate upon request. (March 9, 1981)
- 5 “Privilege of the floor but not of voting” in the Constitution is construed to include all Parliamentary privileges except that of casting votes. (November 5, 1979)
- 6 Open meetings of the Senate may be audio-taped (November 5, 1984) and video-taped (March 4, 1991) only by the Secretary.
- 7 Faculty slots on standing committees of the University Senate are for regular faculty members whose teaching and/or research activities constitute a majority of their university responsibilities. (February 1, 2010)
- 8 Composition of the subcommittees of the Committee on Research shall be as follows (February 2, 2009):

## **Subcommittee on Patents**

### **Members chosen by Committee on Research**

Chair: Faculty member

1. Law faculty
2. SSE faculty
3. Uptown faculty
4. SOM faculty
5. Downtown faculty
6. Chief Technology Officer
7. Office of the General Counsel
8. Associate VP for Technology Transfer and Business Development

## **Research Fellowships**

### **Members chosen by Committee on Committees**

Chair: Associate Provost Members:

1. Assoc. Sr. VP of Research.ex.off
2. SSE faculty
3. SSE faculty
4. SLA faculty
5. SLA faculty
6. SOM faculty
7. SOM faculty
8. SPHTM faculty
9. SPHTM faculty
10. Uptown faculty at-large