

# **WIDENER UNIVERSITY FACULTY COUNCIL BYLAWS (MAIN CAMPUS)**

**2023-2024**

## **ARTICLE I. NAME AND PURPOSES**

### **Section 1.01 Name**

The name of this organization is the Widener University (Main Campus) Faculty Council, hereinafter referred to as "Council."

### **Section 1.02 Purposes**

The purposes for which this Council is formed are

- a. under delegation of authority from the Board of Trustees and the President of Widener University, to review campus-wide and University-wide matters relating to academic affairs, faculty affairs, academic support services, student services, promotion, tenure and academic freedom, budget and planning assessment, admissions and financial aid, and other like measures;
- b. to advise the President of the University and the Board of Trustees through the President on policies relating to campus-wide and University-wide matters; and
- c. to perform any other campus-wide and University-wide service consistent with the purposes described in (a) and (b).

## **ARTICLE II. DEFINITIONS**

## **Section 2.01 Definitions**

The following definitions apply to these Bylaws unless the context clearly indicates otherwise:

- a. "Chair" means the Chair of Council as constituted by Section 4.05(b) of these bylaws or any person acting in place of the Chair.
- b. "Committee Chair" means any chair of any standing or ad hoc Council committee, or subcommittee where applicable, or any person acting in place of the committee chair.
- c. "Committee Member" means any elected committee member, any appointed committee member, any ex officio committee member, or any alternate acting in place of the committee member.
- d. "Council" means the Widener University (Main Campus) Faculty Council as constituted by these Bylaws.
- e. "Days" means calendar days unless otherwise specified.
- f. "Measure" means any motion, resolution, or other item of business before the Council.
- g. "Member" means any Council member or alternate Council member.
- h. "Faculty" means the Main Campus Faculty of Widener University as constituted by Section 3.01(c) of these Bylaws.
- i. "Secretary" means the Secretary of Council as constituted by Section 4.05(d) and the Secretary of the Faculty as constituted by Section 3.02(a) of these Bylaws, or any person acting in the place of the Secretary.

## **Section 2.02 Rules of Construction**

Unless the context clearly indicates otherwise, the singular implies the plural, the male implies the female, and the present tense includes both the past and future tense.

## **Section 2.03 Rules for Interpretation**

These Bylaws are to be liberally interpreted to accomplish the mission and goals of the University and the purposes of the Council and to conform to the Bylaws of the Board of Trustees of Widener University. Should conflicts arise

between these Bylaws and the Faculty Handbook, the policies and procedures set forth in the Faculty Handbook shall supersede those set forth in these Bylaws.

## **ARTICLE III. WIDENER UNIVERSITY (MAIN CAMPUS) FACULTY**

### **Section 3.01 Widener University (Main Campus) Faculty**

- a. The official faculty organization shall be known as the Widener University (Main Campus) Faculty, hereinafter referred to as "the Faculty."
- b. purpose of the Faculty is to provide a general forum for the exchange of information and discussion of University goals and policies.
- c. The Faculty shall consist of all the full-time voting members of each of the faculties of the schools and colleges on the Main Campus and other Main Campus personnel having faculty status, including full-time library faculty with faculty or academic librarian rank.

### **Section 3.02 Officers and Duties of Officers**

- a. Faculty Chair shall serve as the Vice Chair of Council. The Secretary of the Faculty shall serve as the Secretary of Council.
- b. duties of the Faculty Chair are to
  1. preside over Faculty meetings;
  2. inform the Secretary of any meeting of the Faculty which is to be held;
  3. set the the time and place for Faculty meetings and provide a written agenda to the Faculty seven days in advance of a meeting;
  4. preside over all regular and special Council meetings in the absence of the Council Chair;
  5. exercise the powers and perform the duties of the Chair specified in subsections (2) through (4) in Section 4.05(b) in the absence of the Chair;
  6. preside over Executive Committee meetings;

7. attend meetings of the Board of Trustees and the President's Cabinet upon invitation;
  8. attend the faculty meeting of any school or college upon written request of a majority of that school or college faculty for the purposes of clarification and information;
  9. serve as a member of the search committee in all searches for the Provost, and in searches for the President at the invitation of the Chairman of the Board of Trustees; and
  10. do anything incidental to (1) through (9) above necessary to the proper execution of the Faculty Chair's duties.
- c. duties of the Secretary of the Faculty are to
1. record and keep custody of Faculty, Council, and Executive Committee meeting minutes, annual reports, and other records;
  2. publish Faculty and Council meeting minutes according to Section 6.11;
  3. accept any measure for filing and referral to the Executive Committee according to Section 6.01;
  4. receive committee reports to be included with the agenda according to Section 6.12(a);
  5. distribute, collect and tally secret ballots at Faculty and Council meetings when a secret ballot is requested according to Section 6.02(d);
  6. publish amendments to the Bylaws according to Section 7.04;
  7. certify by memo the results of any election to the Faculty Chair within two weeks of the election; and
  8. do anything incidental to (1) through (7) above necessary to the proper execution of the Secretary of the Faculty's duties.

## **Section 3.03 Faculty Meetings**

- a. Meetings of the Faculty shall be scheduled in the months of November, February, April, and if necessary, May. Additional meetings may be called by the Faculty Chair.
- b. A special meeting of the Faculty may be called by the President, by the Provost, by a majority vote of the members of the Council present at a Council meeting, by the Faculty Chair, or upon written request of at least 15% of the Faculty to the Faculty Chair, not less than ten days prior to the time and date set for the meeting.
- c. Faculty meetings may be conducted in plenary session or executive session to be indicated at the time of the meeting call. Plenary session meetings are open to the trustees, faculty, administrators and students of the University and to invited guests. Executive sessions of the Faculty are open only to Faculty members.

## **Section 3.04 Faculty Procedures**

- a. The President or Provost shall issue notice of the time and place of any Faculty meeting called by the President or Provost at least seven days before the meeting date. An agenda shall be attached to the notice.
- b. The Faculty Chair shall issue notice of the time and place of any Main Campus Faculty meeting called by the Faculty Chair or by the Council or by 15% of the Main Campus Faculty according to Section 3.03(b), at least seven days before the meeting date, and indicate whether the meeting will be a plenary or executive session.
- c. A simple majority of the Faculty members constitutes a quorum for the purpose of conducting business at Faculty meetings.
- d. A quorum of the Faculty present at any meeting may waive, by two-thirds vote of the Faculty present, any notice and call of a meeting and attachment of an agenda.
- e. Voting at Faculty meetings shall be conducted in the same manner as specified for Council meetings under Sections 6.02 through 6.04.
- f. The Faculty may also meet as a committee of the whole to consider measures before it.

## **Section 3.05 Summer Meetings**

A special meeting of the Faculty may be held during the period beginning June 1 and terminating with the first day of classes for the Main Campus by petition of at least 15% of the Faculty.

## **Section 3.06 Election of Faculty Officers**

- a. The Nominating Committee shall prepare a slate of candidates for Faculty Chair and Faculty Secretary.
- b. In preparing the slate, the Nominating Committee shall solicit expressions of interest from the entire Main Campus and put together a balanced slate reflecting the suggestions made by the Faculty.
- c. The slate of nominees must be presented to all Faculty members at least four weeks in advance of the April meeting of the Faculty.
- d. Additional nominations may be made by Faculty members if supported by signatures of at least fifteen Faculty members and presented to the Faculty Secretary at least two weeks prior to the April meeting. The Faculty Secretary shall forward these nominations to all Faculty members at least ten days prior to the April meeting.

- e. Faculty officers shall be elected by majority vote of the Faculty present and voting at the April meeting. In the absence of a majority, balloting shall be repeated as many times as necessary to obtain a majority vote for a single candidate.
- f. See also Section 4.05(c-j).

## **Section 3.07 Faculty Organizations of Schools and Colleges**

- a. Each school or college shall have its own faculty organization presided over by its dean. Each faculty organization shall determine its composition, committee structure, and method of operation. Every school or college and the Library must have a Faculty Affairs Committee, a Promotion, Tenure and Academic Freedom Committee, and an Academic Affairs Committee. The members of these committees shall be elected by their respective faculties. These committees may also include ex officio members.
- b. The method of operation of any school or college faculty organization must not conflict with these Bylaws, the Faculty Handbook, the Bylaws of the Board of Trustees of Widener University or other governing instruments. The Provost is responsible for supervision and approval of any bylaws produced by any school or college.
- c. The faculty organization of each school or college is responsible for internal academic and administrative affairs.
- d. The faculty organization of each school or college shall prepare bylaws and make its bylaws available to all University faculty.

# **ARTICLE IV. FACULTY COUNCIL**

## **Section 4.01 Function**

- a. The Widener University (Main Campus) Faculty Council is the legislative arm of the Faculty. The Council deals only with issues of Main Campus or University-wide impact which involve intercollegiate matters. The Council shall also deal with those matters which may be assigned to it by the Board of Trustees through the President.
- b. Council is concerned with the development of new policies and procedures, and shall resolve existing conflicts in policy.

## Section 4.02 Membership

a. The members of Council are:

1. the President of the University
2. the Provost of the University
3. the Dean of each school or college on the Main Campus, together with the Director of the Wolfgram Library
4. the Faculty Chair
5. the Faculty Secretary
6. all members of the Academic Affairs Committee (see Section 5.09(b))
7. all Main Campus members of the Faculty Affairs Committee (see Section 5.08)
8. the chairs of all Faculty Council standing committees
9. representatives from the Faculty of each school or college on the Main Campus and from the Wolfgram Library who shall be elected according to the apportionment formula in Section 4.02(b)
10. the Faculty Affairs Committee representative from the School of Law when dealing with matters relevant to Section 5.08(a)(1) and (2)

b. following apportionment formula applies to Council representation for each school or college and the Wolfgram Library:

<b>Number of full-time faculty in each school or college teaching at least half-time or above (including faculty on sabbatical leave), or number of professional librarians</b>	<b>Number of representatives</b>
1-15	0
16-30	1
31-45	2
46-60	3
61-75	4
76-90	5

91-105	6
106-120	7
Each additional 15 or part thereof	1 additional

## Section 4.03 Term of Council Members

- a. Faculty representatives are elected for a two-year term.
- b. The terms of one-half of the faculty representatives are to expire each year.
- c. A faculty representative may serve an unlimited number of terms.
- d. A faculty representative may represent only 1 school of college during a term of service.

## Section 4.04 Council Elections

- a. Council elections shall be completed by each school or college and by the Library by the last week of April each year. Council members, elected committee members, and any alternates shall be chosen at the election.
- b. Elected Council and Committee members shall be chosen by the voting faculties of each school or college and by the voting librarians.
- c. Council elections shall be monitored by the Executive Committee as prescribed by Section 5.07(a)(4). The Executive Committee shall prepare specimen ballots, and descriptions of committee positions and Council members' duties, as may be required to assist the schools, colleges and the Library in conducting an election.
- d. The Deans of each school or college and the Library Director shall report to the Faculty Chair the names of Council members, committee members, and any alternates elected, not later than the first Monday in May.
- e. The Faculty Secretary shall certify by memo the results of any election to the Faculty Chair within two weeks of the election.
- f. The term of persons elected to Council or to any committee begins on the first day of the fall semester of the following academic year.
- g. Special elections to fill vacancies on the Council or for elected committee members may be called by the Executive Committee after consultation with the dean of the school or college affected or with the Library Director. Special election procedures shall follow those outlined for elections, except as to time of election.

- h. Any school or college or the Library may elect an alternate member for the Council or any committee at the same time the school, college or Library elects a primary member to such body. An alternate must have the same qualifications as are required of Council or committee members. Appointed committee members may also be represented by an alternate chosen in the same manner as the member was chosen. A person may serve as an alternate for more than one body. Ex officio committee members may select their alternates.
- i. Faculty Council Committee Chairs are ineligible to serve as an elected representative to the Academic Affairs Committee, an elected representative to the Faculty Affairs Committee, or an elected Faculty Council representative for their school or college. Members of the Academic Affairs Committee and the Faculty Affairs Committee are not eligible to serve as an elected Faculty Council representative for their school or college.

## **Section 4.05 Council Officers**

- a. The officers of the Council are the Chair, the Vice Chair, and the Secretary.
- b. The Chair is the University Provost. This individual shall act as facilitator of the business of the Council. The Council Chair also has the following duties:
  - 1. preside at all regular and special Council meetings
  - 2. rule on questions of parliamentary procedure according to Section 6.14
  - 3. issue notice and call of any regular or special Council meeting according to Section 6.06
  - 4. do anything incidental to (1) through (3) above necessary to the proper execution of the Council Chair's duties
- c. The Vice Chair of Council is the Faculty Chair. The Faculty Chair is elected by the Faculty from among the Faculty at the April Faculty meeting of odd-numbered years. The Faculty Chair serves a two-year term and is eligible to serve additional terms without limit. This individual has the duties prescribed in Section 3.02(b) of these Bylaws.
- d. The Secretary of Council is the Faculty Secretary. The Secretary is elected by the Faculty from among the Faculty at the April Faculty meeting of even-numbered years. The Secretary serves a two-year term and is eligible to serve additional terms without limit. This individual has the duties prescribed in Section 3.02(c) of these Bylaws.
- e. Election of Faculty Officers shall be monitored by the Executive Committee as prescribed by Section 5.07(a)(4), including the preparation of ballots.
- f. The Executive Committee shall certify the results of any election to the Chair by the second Monday in May.
- g. The term of Council Officers begins on June 1 following their election and ends May 31.
- h. Special elections to fill vacancies may be called by the Executive Committee after consultation with Council. Special election procedures will follow those outlined for elections, except as to time of election.

- i. If a Faculty Officer is already an elected member of Council, the Officer's school or college shall elect a replacement to fill the unexpired term.
- j. If a Faculty Officer is already an elected Council standing committee chair, Council shall elect a replacement committee chair to fill the unexpired term.

# ARTICLE V. STANDING COMMITTEES OF FACULTY COUNCIL

## Section 5.01 Committees

- a. The standing committees of Council are:
  - 1. Executive Committee
  - 2. Faculty Affairs Committee
  - 3. Academic Affairs Committee
  - 4. Student Affairs Committee
  - 5. Promotion, Tenure and Academic Freedom Committee
  - 6. Budget and Planning Assessment Committee
  - 7. Admissions and Financial Aid Committee
  - 8. Nominating Committee
  - 9. Faculty Grants and Awards Committee
  - 10. Library Committee
  - 11. Technology and Instructional Resources Committee
  - 12. Student Learning Assessment Committee
  - 13. Diversity, Equity, and Inclusion Committee
- b. The Council may establish special or *ad hoc* committees which are necessary to conduct the business of the Council.
- c. Each committee may establish task forces, when necessary, to conduct business of that committee. These task forces shall report directly to the establishing committee.

## Section 5.02 Eligibility for Membership

- a. The following persons are eligible to serve as committee members:
  1. Deans of the schools or colleges on the Main Campus and Director of the Wolfram Library
  2. Main campus faculty holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave)
  3. Main campus full-time library faculty
  4. Other persons named in Sections 5.07(b), 5.10(b), 5.12(b), 5.13(b), 5.14(b), 5.17, and 5.18 of these Bylaws *ex officio*
- b. *Ad hoc* committee members need not conform to subsections (a)(1) through (3).

## Section 5.03 Term of Membership

- a. The term of membership on all standing committees is two years.
- b. Committee members are eligible to serve two consecutive terms. Members who serve for a partial term may not serve more than a total of five consecutive years.
- c. Membership on standing committees shall be arranged such that in any given year, approximately one-half of the members are serving the first year of a two-year term, and one-half are serving the second year of a two-year term. Faculty Council Executive Committee will coordinate the use of special elections for one-year terms to ensure the continued balance of the committee membership terms.
- d. Committee members shall be chosen by the end of the spring semester preceding the term of membership.
- e. If a committee member resigns from the committee, becomes unqualified to act as a committee member, or is disqualified because of a conflict of interest, the individual shall not act as a committee member and a new committee member shall be chosen as a replacement to fill the unexpired term of the committee member, unless a previously chosen alternate is available to serve the unexpired term. Questions which concern committee members becoming unqualified or being disqualified may be referred to the Executive Committee.

## Section 5.04 Officers of Standing Committees

- a. The Nominating Committee shall prepare a slate of candidates for committee chairs for all standing Council committees other than the Executive Committee and the Nominating Committee.

- b. In preparing the slate, the Nominating Committee shall solicit expressions of interest from the entire Main Campus and put together a balanced slate reflecting the suggestions made by the Faculty, and taking into account the terms of office of current Executive Committee members with a view to achieving broad representation of the various Schools/College/Library.
- c. The slate of nominees must be presented to all Council members at least four weeks in advance of the April meeting of the Council.
- d. Additional nominations may be made by Council members if supported by at least five signatures of Council members and if presented to the Secretary at least two weeks prior to the April meeting. The Secretary shall forward the nominations to all Council members at least ten days prior to the April meeting.
- e. All committee chairs shall be elected by majority vote of the Council at the April meeting. In the absence of a majority, balloting shall be repeated as many times as necessary to obtain a majority vote for a single candidate.
- f. In the event of a vacancy in a Faculty Council Committee Chair when there is no elected vice chair, and especially if the committee has business to conduct prior to the next Faculty Council meeting, the Chair of the Faculty should convene the committee to elect an interim chair. The nomination process to elect a committee chair follows the guidelines set forth in Section 3.06 except for the dates cited. The Faculty Council votes on the committee chair at its next regularly scheduled meeting.
- g. The Faculty Chair is the Chair of the Executive Committee and of the Nominating Committee.
- h. Eachg Council committee shall elect a vice chair who shall serve as chair in the absence of the chair.

## **Section 5.05 Terms of Office of Committee Chairs**

- a. The term of office for all committee chairs is two years.
- b. Committee chairs are eligible to serve two consecutive terms. Chairs who serve for a partial term may not serve more than a total of five consecutive years.

## **Section 5.06 Jurisdiction of Standing Committees**

- a. Any committee action, decision or report, except for those provided for by Section 5.08(a)(2),(3),(4), and (7), Section 5.11(a)(2) and (3), Section 5.14(a) (1) and (2), and Section 5.15(a)(1),(2) and (3) must be approved by Council.

## Section 5.07 Executive Committee

- a. The charge to the Executive Committee is to:
  1. determine which matters submitted to the Council affect more than one school or college, or the Library and one or more school or college, and are appropriate for Council consideration, and refer such matters to the appropriate Council committee;
  2. exercise jurisdiction in the case of conflicting policies;
  3. set the Council agenda and order of business;
  4. monitor and certify elections of Faculty Officers and Council elections;
  5. monitor Council Bylaws;
  6. mediate Council disputes;
  7. monitor membership of committees;
  8. make recommendations concerning the creation or deletion of standing committees;
  9. coordinate the University calendar; and
  10. carry out duties as assigned in Section 7.02(a), (b) and (c) of these Bylaws.
- b. Executive Committee membership consists of:
  1. the Faculty Chair, who shall serve as Chair;
  2. the Council Chair (the Provost);
  3. the Faculty Secretary, who shall serve as Secretary;
  4. the chairs of all Council standing committees.
- c. Faculty Council Executive Committee has as a standing subcommittee:
  1. Faculty Handbook Subcommittee, which is charged to:
    - a. update references to specific policies referenced in the Faculty Handbook
    - b. annually review the Faculty Handbook for any needed changes;
    - c. review policies referenced in the Faculty Handbook for any needed changes.
  2. Faculty Handbook Subcommittee membership consists of:
    - a. Faculty Chair, who shall serve as Chair;
    - b. Council Chair (the Provost);

- c. Chair of the Faculty Affairs Committee;
- d. one other member of the Faculty Council Executive Committee elected by the Executive Committee

## Section 5.08 Faculty Affairs Committee

- a. charge to the Faculty Affairs Committee is to:
  - 1. consider general policies in the areas of conditions of academic employment, including compensation, fringe benefits, merit adjustments, and letters of appointment, including meeting with the Provost, the Executive Director of Human Resources and the Senior Vice President for Administration and Finance or their designees in the Spring semester to discuss any anticipated major changes in benefits, and again in the Fall semester to review changes in healthcare plans that will be presented to faculty during the open enrollment period;
  - 2. make recommendations to the President regarding annual salary increments;
  - 3. consider faculty grievances;
  - 4. serve as the Committee of Informal Inquiry in accordance with American Association of University Professors "1982 Recommended Institutional Regulations on Academic Freedom and Tenure," Sec. 5(b), procedures regarding dismissal for cause;
  - 5. consider other matters relating to faculty welfare;
  - 6. consider other matters relating to the assurance of the effective implementation of the mission of Widener University;
  - 7. make recommendations to the President and Provost on the awarding of sabbatical leaves; and
  - 8. consider general policy regarding sabbatical leaves.
- b. Faculty Affairs Committee membership consists of:
  - 1. one tenured Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
  - 2. one elected Main Campus full-time library faculty member with an extended-term appointment;
  - 3. one tenured member of the Commonwealth Law School and one tenured member of the Delaware Law School for purposes of Section 5.08(a)(1) and (2) only;
  - 4. Committee Chair, who must be tenured and must be confirmed by majority vote of the Faculty Affairs Committee
- c. When considering any matter arising under Section 5.08 (a)(3) and (4) and any matter affecting specific faculty individuals regarding the areas of conditions of employment, compensation, fringe benefits, merit increments, and contracts, the Faculty Affairs Committee shall not report to Council. Committee reports and recommendations on such matters shall be transmitted to the Provost and the President for consideration by the President in accordance with the American Association of University Professors "1982 Recommended

Institutional Regulations on Academic Freedom and Tenure" and in accordance with the current edition of the *Faculty Handbook*.

## **Section 5.09 Academic Affairs Committee**

- a. charge to the Academic Affairs Committee is to:
  1. ensure consistency of transcribed items between units and ensure communication between units, especially when a new curricular program may result in new courses or increased enrollments in units other than the unit proposing the new program;
  2. review and recommend to Faculty Council new academic programs that culminate in the awarding of a degree or transcript designation. This includes new majors, minors and certificates not housed in an established academic program;
  3. approve (without further review by Faculty Council) the addition of tracks, specializations, minors and certificates housed in an established academic program. Changes to individual course or program requirements are delegated to the school or college charged with oversight of the program;
  4. review proposals for changes to university-wide distribution requirements such as the Undergraduate Writing Program and the General Education Program;
  5. review proposals for changes to university-wide academic policies, including policies that relate to graduation, policies that affect transcript designations, and policies that affect a student grade in a course;
  6. make recommendations regarding the educational philosophy of the University as it relates to teaching and professional development;
  7. approve student academic honors and awards in cases which transcend any individual school or college;
  8. proposed termination of existing programs and majors with university-wide impact.
- b. Academic Affairs Committee membership consists of:
  1. One Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college
  2. One elected Main Campus full-time library faculty member
  3. One main campus full-time faculty member selected by the Center for Graduate Continuing Studies Academic Council
  4. The Committee Chair, who must be tenured
- c. Proposals submitted to the committee for review or approval shall be evaluated using the criteria approved by Faculty Council. Should the committee return a proposal deemed incomplete or insufficient (based on the criteria cited above) to the unit from which it came, the committee will provide a documented explanation of concerns or suggestions for revision. A unit wishing to appeal the committee's decision may submit the proposal and documented concerns or suggestions to Faculty Council Executive Committee for review.

## **Section 5.10 Student Affairs Committee**

- a. The charge to the Student Affairs Committee is to:
  1. make recommendations concerning all aspects of student affairs to the appropriate university departments;
  2. serve as a forum for communication among the faculty, students, and the Offices of Student Life and Affairs as well as other student services departments.
  
- b. The Student Affairs Committee membership consists of:
  1. the Dean of Students;
  2. the Associate Provost for Undergraduate Academic Affairs;
  3. Associate Provost and Dean of Graduate Studies and Extended Learning;
  4. the President of the Student Government Association and one alternate member chosen by the President of the SGA;
  5. one Continuing Studies student and one alternate member in the Center for Extended Learning, who shall be chosen by the Associate Provost and Dean of Graduate Studies and Extended Learning;
  6. one graduate student and one alternate member who shall be chosen by the Associate Provost and Dean of Graduate Studies and Extended Learning;
  7. one faculty member elected from each school or college drawn from category (2) section 5.02(a) and one elected Main Campus full-time library faculty member; and
  8. Committee Chair.

## **Section 5.11 Promotion, Tenure and Academic Freedom Committee**

- a. The charge to the Promotion, Tenure and Academic Freedom (PTAF) Committee is to:
  1. make recommendations concerning policies and procedures in the area of promotion, tenure and academic freedom;
  2. serve as the Hearing Committee in accordance with the most recent edition of the American Association of University Professors Recommended Institutional Regulations on Academic Freedom and Tenure, Section 5(c), procedures regarding dismissal for cause; and
  3. serve as the committee to review a faculty member's allegations for appeals in nonrenewal and promotion cases in accordance with Section 2(f) of the above-mentioned American Association of

University Professors Recommended Institutional Regulations, procedures regarding nonrenewal.

- b. the PTAF Committee membership consists of:
  1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
  2. one elected Main Campus full-time library faculty member with an extended-term appointment;
  3. the Committee Chair, who must be tenured and must be confirmed by majority vote of the PTAF Committee;
  4. in the event of an appeal to the University PTAF Committee from a faculty member concerning a recommendation not to retain, tenure, or promote the faculty member, the membership of the University PTAF Committee shall be limited in the following way: Any member of the University PTAF Committee, including its chair, who also sat on the school or college PTAF Committee or a PTAF Committee from a unit within the school or college that reviewed the appellant or an earlier appeal of that appellant, shall be replaced for the appeal in question by an alternate who did not sit on the original committee(s). The Faculty of the school or college from which this appeal came shall elect an alternate. In the event the chair is to be replaced and the vice chair is ineligible to serve on the Committee for the appeal, the Committee shall elect an alternate vice chair for hearing that appeal only. In the case where there is no eligible faculty to serve as the school or college alternate, none will be elected.
- c. Any matter referred to the PTAF Committee under Section 5.11 (a)(2) and (3) shall not be further referred to Council. Committee reports and recommendations on these matters shall be transmitted to the Provost and President for consideration by the President in accordance with the most recent edition of the American Association of University Professors "Recommended Institutional Regulations on Academic Freedom and Tenure" and in accordance with the current edition of the *Faculty Handbook*.

## **Section 5.12     Budget and Planning Assessment Committee**

- a. The charge to the Budget and Planning Assessment Committee is to:
  1. annually review the current operating and capital budgets as approved by the Board of Trustees for conformity to the institution's mission and goals. The budgets and other appropriate information shall be submitted to the Committee by the Senior Vice President for Administration and Finance (hereafter called Vice President).
  2. annually review a general summary of the budget highlighting instructional (Provost) and non-instructional (Vice President) priorities for the current fiscal year at the time the approved budget is forwarded to the Committee. The Committee may request additional information from the Provost, the Vice President, or other administrative personnel as needed.
  3. annually review and assess institutional research data provided by the Director for Institutional Research and Effectiveness;

4. annually review progress on the strategic plan goals and outcomes;
  5. provide input on budget priorities to the Vice President; and
  6. at the end of each academic year submit a report to Faculty Council on committee actions, trends in budgeting and enrollment, suggestions for future planning, and other pertinent information.
- b. the Budget and Planning Assessment Committee membership consists of:
1. Provost (non-voting)
  2. the Vice Provost (non-voting)
  3. the Vice President for Administration and Finance (non-voting)
  4. the Director of Institutional Research and Effectiveness (non-voting)
  5. the Executive Director of Facilities Management and Real Estate (non-voting)
  6. Associate Vice President for Financial Planning and Strategic Analysis (non-voting)
  7. One Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member
  8. Committee Chair

## **Section 5.13 Admissions and Financial Aid Committee**

- a. The charge to the Admissions and Financial Aid Committee is to:
1. review and make recommendations regarding policy concerning admissions, financial aid, and scholarships; and
  2. review and make recommendations regarding selection criteria for, and recipients of, Faculty Scholarships and for the termination of such awards.
- b. The Admissions and Financial Aid Committee membership consists of:
1. Executive Director of Admissions;
  2. the Director of Financial Aid Services;
  3. Associate Vice President for Enrollment Management;
  4. Director of Student Success and Retention;
  5. the Director of the Honors Program in General Education;
  6. the Dean of Students;
  7. the Associate Provost for Undergraduate Academic Affairs;
  8. Director of Graduate Admissions and Enrollment;

9. one member elected from among the Faculty in each school or college;
10. the Committee Chair.

## **Section 5.14 Nominating Committee**

- a. The charge to the Nominating Committee is to:
  1. prepare a slate of candidates for Faculty Officers comprising at least two candidates for each office; and
  2. prepare a slate of candidates for committee chairs for all standing Council committees other than the Executive Committee and the Nominating Committee.
- b. Nominating Committee membership consists of:
  1. the Faculty Chair, who shall serve as Chair;
  2. the Council Chair (the Provost);
  3. the Chair of the Academic Affairs Committee;
  4. the Chair of the Faculty Affairs Committee;
  5. the Faculty Secretary.

## **Section 5.15 Faculty Grants and Awards Committee**

- a. The charge to the Faculty Grants and Awards Committee is to:
  1. make recommendations to the President for honorary degrees;
  2. make recommendations to the President for the President's Lecture Series;
  3. make recommendations to the Provost for the awarding of Provost's Grants; and
  4. consider other matters relating to faculty grants and awards.
- b. The Faculty Grants and Awards Committee membership consists of:
  1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college

2. elected Main Campus full-time library faculty member with a continuing appointment;
3. the Committee Chair, who must be tenured.

## **Section 5.16 Library Committee**

- a. charge to the Library Committee is to:
  1. make recommendations concerning library services;
  2. recommend policies on use, acquisition of materials, and services to academic programs; and
  3. provide an additional communication link between the library and the respective schools and colleges.
- b. the Library Committee membership consists of:
  1. the Director of Library and Instructional Services;
  2. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member;
  3. the Committee Chair.

## **Section 5.17 Technology and Instructional Resources Committee**

- a. the charge to the Technology and Instructional Resources Committee is to:
  1. review relevant data, analytics, and metrics, as appropriate, to allow the committee to make recommendations concerning facilities, resources, and computer services to enhance teaching, learning, research and administrative tasks. This charge includes technology support, hardware, software, curricular support, and learning spaces. "Learning spaces" includes, but is not limited to, face-to-face, virtual, formal and informal learning environments.
  2. facilitate faculty professional development relating to the use of technology to enhance instruction, research and administrative tasks to include the face-to-face, virtual, formal and informal learning environments;
  3. review proposals regarding learning space design, use, and resourcing across the university and forward feedback and recommendations to the appropriate academic or administrative unit;

4. make recommendations concerning policies and planning for computer services, technology, and learning spaces.
- b. The Technology and Instructional Resources Committee membership consists of:
1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
  2. one elected Main Campus full-time library faculty member;
  3. the Chief Information Officer (non-voting);
  4. the Associate Vice President for Learning and Client Services (non-voting);
  5. the Vice Provost for Academic Affairs and Strategy (non-voting);
  6. the Dean of Graduate and Continuing Studies or Dean's designee (non-voting);
  7. the Committee Chair.

Guests:

- the Provost
- the Director of Teaching and Learning Technologies;
- the Director of Client Experience and Learning Spaces;
- the Director of Technology Operations and Planning.

## **Section 5.18 Student Learning Assessment Committee**

- a. The charge to the Student Learning Assessment Committee is to:
1. gather information and review assessment reports relating to university-wide student learning goals and objectives. This charge includes reports of undergraduate and graduate student learning that address university-wide student learning goals and objectives;
  2. make recommendations on university policies, academic requirements, and assessment processes to improve achievement of university-wide student learning outcomes;
  3. report to Faculty Council Executive Committee and Faculty Council on assessment of university-wide student learning goals and objectives, and on recommendations to improve student learning;
  4. collaborate with the Provost on the implementation of recommendations regarding learning goals and objectives that are endorsed by Faculty Council.
- b. The Student Learning Assessment Committee membership consists of:
1. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college;
  2. one elected Main Campus full-time library faculty member;
  3. one member from Student affairs appointed by the Dean of Students;
  4. one member from Student Success appointed by the Associate Provost for Student Success;

5. the Committee Chair, who must be tenured.
- c. The Student Learning Assessment Committee has as a standing subcommittee:
    1. General Education Subcommittee, which is charged to
      - a. serve as an academic forum for general education discussion across the university;
      - b. coordinate the university-wide general education assessment activities (curricular and co-curricular);
      - c. evaluate periodically the extent to which general education at Widener contributes to the achievement of the General Education Learning Goals and propose changes to improve student learning;
      - d. summarize general education assessment activities and student outcomes, and make recommendations based upon assessment results in an annual report to the Student Learning Assessment Committee.
    2. the General Education Subcommittee membership consists of:
      - a. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each division from the College of Arts and Sciences;
      - b. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from the Center for Social Work Education;
      - c. one Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each remaining school;
      - d. one elected Main Campus full-time library faculty member;
      - e. one member appointed by the Dean of Students;
      - f. one member appointed from Student Success appointed by the Associate Provost for Student Success;
      - g. the Subcommittee Chair, who shall be elected by the Student Learning Assessment Committee from among its members.

## **Section 5.19 Diversity, Equity and Inclusion Committee**

- a. the charge of the Diversity, Equity and Inclusion Committee is to:

1. foster an inclusive campus environment that promotes equity for all members of the campus community;
  2. support the hiring, retention, and promotion of a diverse faculty and staff;
  3. advocate for the recruitment, enrollment, retention, and graduation of students from diverse backgrounds and experiences;
  4. share best practices related to diversity, equity, and inclusion in higher education;
  5. encourage campus development of diversity, equity and inclusion education and training opportunities for faculty, staff, and students; and
  6. provide an annual report to the Faculty on the state of diversity, equity and inclusion practices at Widener University.
- b. The Diversity, Equity and Inclusion Committee membership consists of:
1. the Chief Diversity Officer, or their designee
  2. Main Campus Faculty member holding the rank of instructor or above and teaching at least half time (including those on sabbatical leave) elected from each school or college and one elected Main Campus full-time library faculty member;
  3. the Committee Chair;

## **ARTICLE VI. WIDENER UNIVERSITY (MAIN CAMPUS) FACULTY COUNCIL PROCEDURE**

### **Section 6.01 Submission of Measures to Council**

- a. Any Council member may submit a measure to Council for consideration.
- b. Any other person desiring to place a measure before Council may do so by attaching to the measure a petition signed by not less than 15% of the Faculty as defined in Section 3.01(c) of these Bylaws, requesting the Council to consider the measure.
- c. measure submitted under subsections (a) or (b) to Council must be filed with the Secretary in writing. A measure which is filed less than 30 days before the end of an academic semester shall be deferred until the next academic semester for further action under subsections (f).

- d. The Secretary shall refer any measure to the Executive Committee for review within 14 days after the measure is filed, or within 14 days from the beginning of the next semester for measures deferred under (c). The Executive Committee shall review the proposed measure at its next meeting.
- e. If the Executive Committee finds that any measure is of (1) campus-wide or University-wide impact and (2) a major measure, the Executive Committee shall forward the measure to be included in the agenda for the next regular meeting of the Council or to the appropriate committee.
- f. If the Executive Committee fails to act on any measure sent to it for review by 14 days prior to the last Council meeting of the academic semester in which the measure was filed with the Secretary, unless deferred under subsection (c), any Council member may request the Council at its last regular meeting of the semester for a suspension of the rules and for consideration of that measure. Council may suspend the provision of subsection (c) by two-thirds vote of the members present at the last regular meeting and may consider the measure, and may also suspend the requirements of Sections 6.06 and 6.13 with respect to notice and prior publication respectively.

## **Section 6.02      Voting**

- a. A simple majority of Council members constitutes a quorum for Council meetings.
- b. Voting on questions before a Council meeting may be by voice vote, show of hands, or secret ballot. The Secretary shall tally all votes.
- c. Voting on questions before any committee of the Council may be by voice vote, show of hands, or secret ballot. In the event that a secret ballot is requested and one or more members is participating in the committee meeting by electronic means, the committee chair shall postpone the vote until the next meeting of the committee so as to give all members the opportunity to be physically present to participate in the vote. The committee chair shall tally all votes.
- d. Any Council member may request a secret ballot on any issue before the Council. A request for secret ballot is a personal privilege and cannot be refused.
- e. The Secretary shall distribute, collect and tally secret ballots in Council meetings.
- f. Any committee member may request a secret ballot on any issue before any committee. The request is a personal privilege and cannot be refused. The committee chair shall distribute, collect and tally secret ballots in committee meetings.

## **Section 6.03      Majority Vote Sufficient**

- a. A simple majority of the members voting at any Council meeting is sufficient to pass any matter before the Council, unless a larger majority is required by these Bylaws. The Council Chair may vote. Abstentions and blank ballots shall not count as votes.

- b. A simple majority of committee members voting at any committee meeting is sufficient to pass any matter before a committee. The committee chair may vote. Abstentions and blank ballots may not count as votes.

## **Section 6.04 Proxy Voting Prohibited**

- a. No Council member who is absent from a Council meeting may vote on any matter before the meeting by proxy or similar device.
- b. A committee member who is not present and does not participate in a committee meeting may not vote on any matter before the committee at that meeting by proxy or similar device. However, a committee member participating in a committee meeting by electronic means may vote on any matter before the committee, except in those instances in which a secret ballot is requested.

## **Section 6.05 Council Meetings**

- a. The Council shall meet during every academic year in the months of November, February, April and if necessary, May. Additional meetings may be called by the Chair or Vice Chair of Council.
- b. Council meetings may be conducted in plenary or executive session. Plenary session meetings are open to the trustees, faculty, administration, and students of the University, and invited guests. Executive sessions of the Council are open only to Council members. A motion to adjourn a plenary session and to take up in executive session may be passed by a majority vote of Council members present at the Council meeting.
- c. If no Council member from a particular school or college or the Library can be present at a Council meeting, the Chair may reserve any measure directly relating to that unit to the next meeting.

## **Section 6.06 Notice and Call of Council Meeting**

- a. The Chair shall issue written notice of the time and place of a Council meeting at least seven days before the meeting date. The chair shall attach an agenda to the notice of meeting as prescribed by Section 6.13.
- b. Notice of a Council meeting shall be sent to Council members and to all Faculty members by University mail. If a Council member is not on campus for an extended period, meeting notices must be sent by U.S. mail postage prepaid to the Council member's home.
- c. In order to call a Council meeting with less than seven days' notice, personal oral notice must be given to each Council member. If a quorum is present at such a Council meeting, the Council may waive the requirements of an agenda, notice and call of meeting, and Section 6.01(c) by two-thirds vote and proceed to transact any business before it.

## **Section 6.07 Summer Council Meetings**

No regular Council meetings shall be held during the period beginning June 1 and terminating with the first day of classes for the Main Campus. A special meeting may be held during this time by the call of at least one Council member from each school or college.

## **Section 6.08 Committee Meetings**

- a. Committee meetings may be conducted in plenary or executive session. Plenary session committee meetings are open to the trustees, faculty, administration, and students of the University, and invited guests. Executive session committee meetings are open only to committee members. A motion to adjourn a plenary session and to take up in executive session may be passed by a majority vote of committee members present at the committee meeting.
- b. Committee members are encouraged to be physically present for meetings of the committee. However, a member who cannot be physically present for a committee meeting may request of the chair permission to participate in the meeting electronically, pursuant to Section 6.10.c.
- c. Voting at committee meetings is conducted according to the voting rules of Sections 6.02 through 6.04.
- d. A simple majority of all committee members participating either in person or by electronic means constitutes a quorum for committee meetings.
- e. Committee chairs shall ensure that a written record of each committee meeting is kept and permanently retained.
- f. Each standing committee chair shall submit to the Chair, Vice Chair and Secretary of Council and to all committee members the minutes of all committee meetings as soon as they become available except for matters described in Section 5.08(a)(2),(3),(4), and (7), Section 5.11(a)(2) and (3), and Section 5.15(a)(1),(2) and (3).
- g. Standing committee chairs shall submit to the Faculty Chair and to the Faculty Secretary by the conclusion of the fiscal year an annual report indicating a summary of actions taken and items discussed.
- h. Subcommittee meetings are governed by the same rules as committee meetings described in subsections (a) through (e) of current section.
- i. If no committee member from a particular school or college or the Library can be present at a committee meeting, the committee chair may reserve any measure directly relating to that unit to the next meeting.
- j. All standing committees shall meet at least once per semester during the academic year.

## **Section 6.09 Submission of Measures to the Faculty Affairs Committee and the Promotion, Tenure, and Academic Freedom Committee**

- a. A Faculty member may submit a measure to the Faculty Affairs Committee or to the Promotion, Tenure, and Academic Freedom Committee under Sections 5.08(a)(3), (4), or 5.11(a)(2), (3) respectively, and/or in accordance with the relevant sections of the Faculty Handbook.
- b. The committee chair shall notify the Provost in writing within 14 days of any measure submitted under subsection (a).

## **Section 6.10 Notice and Call of Committee Meetings**

- a. Notices of committee meetings shall be given by the committee chair not less than seven days prior to the time and date set for the meeting.
- b. If the committee chair fails to call a meeting on request of any committee member, a majority of committee members may call a committee meeting by notice given not less than seven days prior to the time and date set for the meeting.
- c. The committee chair shall send written notice and agenda of the time and place of a committee meeting to every committee member and to the Council Chair, Faculty Chair, and Secretary not less than seven days before the time and date set for the meeting. The agenda shall contain a list of all reports and measures to be considered at the meeting, copies of which shall normally be attached to the agenda for reference. Any member requesting to participate in the committee meeting by electronic means should so advise the chair at least five days prior to the meeting. The committee chair may waive this notification requirement in the case of emergencies.
- d. If the committee chair fails to send written notice of a meeting called according to subsection (b), the committee vice chair shall send written notice as outlined in subsection (c) on the committee chair's behalf and chair the meeting.
- e. Notice of a committee meeting shall be sent to each committee member by University e-mail.
- f. In order to call a committee meeting with less than seven days' notice, personal oral notice must be given to each committee member. If a quorum is present at such a committee meeting, the committee may waive the requirements of notice and call of meeting and proceed to transact any business before it.

## **Section 6.11 Publication of Council Minutes**

The Secretary shall publish the minutes of each regular and special session of the Council and of the Faculty by sending a copy of the minutes to each Faculty member, the President, and all University Vice Presidents.

## **Section 6.12      Submission of Committee Reports**

- a. A committee report must be submitted in writing to the Secretary at least ten days prior to the Council meeting at which it will be considered.
- b. The Council may suspend, by two-thirds vote of members present at the meeting, subsection (a) at any meeting and proceed to consider any report not complying with subsection (a). The Council may also suspend by two-thirds vote the requirements of Section 6.13(a),(b) with respect to prior publication, if the committee report is in writing and can be distributed to the Council at the meeting.

## **Section 6.13      Preparation of the Agenda**

- a. The Executive Committee shall prepare an agenda for each regular or special meeting of the Council. The Secretary shall publish the agenda by sending a copy to each Council member at least seven days before the meeting.
- b. The agenda shall contain a list of all committee reports and measures to be considered at the meeting, copies of which shall be attached to the agenda for reference.
- c. The Secretary shall send the agenda and attachments to every Faculty member at least seven days before the meeting.

## **Section 6.14      Parliamentary Procedure**

- a. Proceedings of the Council and of committees shall be conducted according to current Robert's Rules of Order Newly Revised, except as modified by these Bylaws.
- b. An appeal from a ruling of the Council Chair may be taken to Council on questions of parliamentary procedure.
- c. An appeal from a ruling of a committee chair may be taken to the committee on questions of parliamentary procedure.

# **ARTICLE VII. GENERAL PROVISIONS**

## **Section 7.01 Who May Propose Amendments**

An amendment to these Bylaws may be proposed by individuals referenced in Section 6.01(a) and (b), or may be proposed by the Board of Trustees. Amendments to these Bylaws shall be proposed in the same way as any measure submitted to Council (see Section 6.01).

## **Section 7.02 Procedure for Amendment of Bylaws**

- a. Proposed amendments to these Bylaws shall be referred by the Secretary to the Executive Committee.
- b. The Executive Committee shall review any proposed amendments to these Bylaws submitted to it by the Secretary and report to the Council on the amendment by the last regular Council meeting of the academic semester in which the proposed amendment is submitted.
- c. Any proposed amendment to these Bylaws which is not reported out by the Executive Committee by the last regular Council meeting of the academic semester in which the proposed amendment is submitted may be discharged from the Executive Committee by two-thirds vote of the members of the Council present at the last regular Council meeting. If discharged from the Executive Committee the amendment shall be added by the Secretary to the agenda for that meeting.
- d. A two-thirds vote of the members present at the Council meeting at which the proposed amendment is considered is required to pass the amendment.
- e. Amendments to these Bylaws filed with the Secretary within thirty days prior to the end of the academic semester shall be deferred until the next academic semester for consideration under subsections (b) through (d) of this section.
- f. Amendments to the Faculty Council Bylaws that represent corrections or changes in title, with no change in substantive content and no additions or deletions in representation, may be made as a routine update at the time of publishing the Faculty Council Bylaws and do not require the approval of the faculty, administration, or Board of Trustees. Notice of such corrections, however, will be sent within 10 days of the release of the published updates to all parties. In the event of an objection, an alternative proposal will be submitted to the Executive Committee of the Faculty Council for resolution.

## **Section 7.03      Review by Board of Trustees of Amendments to Bylaws**

- a. The President shall transmit any amendment to the Bylaws passed by the Council to the Board of Trustees for review.
- b. If the Board of Trustees approves an amendment transmitted by the President, it shall become part of these Bylaws.
- c. An amendment to these Bylaws shall be effective on the date it is approved by the Board of Trustees.
- d. The decision of the Board of Trustees shall be transmitted to the Secretary by the Chair of Council.

## **Section 7.04      Publication of Amendments**

The Secretary shall publish any amendments to the Bylaws after approval by the Board of Trustees in the same way that Council minutes are published under Section 6.11 of these Bylaws.

## **Section 7.05      Governance Reserved to the Trustees, the President, the Schools and Colleges**

- a. The Council shall exercise no power or duty not delegated to it by these Bylaws.
- b. Nothing in these Bylaws shall be deemed to restrict the powers and duties of the Board of Trustees of Widener University.
- c. The faculty of each school and college of Widener University shall make appropriate Bylaws for the governance of the school or college subject to approval by the Provost, the President and the Board of Trustees.

## **Section 7.06      Effective Date**

These Bylaws shall be effective on the date the Board of Trustees of Widener University approves them.

Approved by the Board of Trustees on May 12, 2016.