

APPENDIX TO THE FACULTY SENATE CONSTITUTION

I. University Faculty Elections

A. Definitions

University Faculty Elections are elections of members to the University Faculty Senate. Election of faculty members as representatives of the University Faculty to committees or bodies other than the one specified above and the University Committee on Academic Personnel and the University Committee on Sabbaticals, and those provided for in Article V of the Constitution, shall be by the Faculty Senate in accordance with Article VII of the Rules of the Senate.

1. Electorate. The members of the University Faculty eligible to serve as representatives to the Faculty Senate shall constitute the electorate for University Faculty Elections. When so specified in the relevant Constitution, Appendix or Rules, mention of the electorate in these articles also shall refer, where appropriate, to the faculty within an individual college.
2. Eligibility. All members of the University Faculty who are members of the electorate described in Section I.A.1 above shall be eligible for election in a University Faculty Election, subject to those limitations set forth in this Appendix that require representation on a college basis.

B. Responsibility for Election Procedures and Time of Elections

1. The Faculty Senate shall be responsible for the conduct of University Faculty Elections.
2. The Senate Executive Committee shall appoint a standing Senate Committee on Elections, and that committee shall be responsible for supervising University Faculty Elections and making a recommendation to Faculty Senate between electronic and paper balloting.
3. The nominating procedure for University Faculty Elections shall commence as soon as possible after promotions have been announced in the spring semester, or five weeks before the last day of classes in the spring semester, whichever is earlier.
4. Except in unusual circumstances, the nomination ballots for all University Faculty Elections shall be forwarded to the electorate on the same day, and all election ballots shall be forwarded to the electorate no more than two weeks later. When faculty members must be elected to fill unexpired terms, such elections may be conducted at other times in accordance with the procedures described in Sections C and D below.
5. The Senate Executive Committee shall notify the faculty of the results of elections no more than three weeks after distribution of the election ballots.

C. Election Procedures

1. The Senate Committee on Elections shall prepare nomination ballots for all University Faculty Elections. The eligibility of faculty members for election shall in all cases be determined by the Constitution, Appendix or Rules stating the requirements for eligibility.
2. The listing of names on nomination and election ballots shall be done by a process of random selection.
3. The electorate from each college shall receive individual nomination ballots listing all faculty members from its college eligible for each position to be filled. The electorate may vote for as many persons as there will be nominees for each position, in accordance with the following table:

Number of Vacancies	Numbers of Persons to be Nominated	Number of Votes Cast on Nominating Ballot
1	5	5
2	7	7
3	8	8
4	9	9
5 or more	Twice the number of vacancies	Twice the number of vacancies

4. The persons receiving the highest numbers of votes shall be nominated.
5. Immediately after tabulation of the nomination ballots, the Senate committee on Faculty Elections shall notify nominees that they have been nominated. Nominees who wish to have their names withdrawn shall so notify the committee within 48 hours, and the runner-up shall become a nominee.
6. Election is by plurality vote of the electorate. Each member of the electorate may vote for as many nominees as there are vacancies. Election of senators to represent a college shall be made by the electorate from that college. In case of a tie among two or more nominees, the Senate Committee on Elections shall draw lots to determine a winner.
7. The Senate Committee on Elections shall keep a complete record of the results of the elections.
8. If any Senator resigns from or otherwise becomes ineligible, the college that elected that Senator shall promptly hold an election to fill the position for the balance of the Senator's term. Said election may be conducted by the college by its college governance body pursuant to its own rules and procedures or by the Senate Committee on Elections in accordance with these procedures, at the discretion of the college governance body. If a Senator is on leave or sabbatical for any period during the senator's term on the Senate, and such Senator chooses not to serve as a senator during such period, or if a Senator is unable to serve during any academic semester of the

elected term for any reason, including but not limited to illness or schedule conflicts, the college governing body of the college the Senator represents shall select a replacement to serve during such period of leave, sabbatical, or other inability to serve.

D. Conduct of Elections

1. Nomination and election ballots shall be distributed to the faculty ~~by interoffice mail either electronically or in paper format as determined by Faculty Senate each election cycle. Both electronic and paper formats must follow procedures that verify ballots were submitted by eligible members of the electorate while preserving the anonymity of voter identities. If paper ballots are used they will be distributed by interoffice mail and canvassed according to the criteria detailed in 2. and 3.~~
2. All paper ballots distributed to the faculty as a single set shall be returned together as a single set and deposited in the locked box provided for University Faculty Elections. Ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words “University Faculty Election,” and the voter shall sign this envelope. All envelopes should be sealed. They shall be returned by interoffice mail or carried in person to the Faculty Senate office where they shall be deposited in a locked box placed there by the Senate Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution to the faculty. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
3. The canvass of the vote shall consist of three stages. First, the envelopes of all ballots shall be checked for the validity of the signature. Once each envelope has been checked, it shall be opened and the inside envelope shall be placed in a box with all other unmarked envelopes so as to preserve the confidentiality of each person’s vote. Third, the unsigned envelope shall be opened and the votes tabulated. Notwithstanding the foregoing, if a validly signed envelope is opened and contains a ballot that is not inside an unsigned envelope, such ballot shall be placed in the box with the unsigned envelopes and shall be counted when the votes are tabulated.
4. A description of the nomination and election procedures, together with the information contained in I.D.2, shall be distributed to the faculty with the ballots.

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II. Elections of University Committee on Academic Personnel (UCAP) and University Committee on Sabbaticals (UCS)

A. Definitions

This section applies only to faculty who are covered by the University Committee on Academic Personnel and the University Committee on Sabbaticals, as spelled out in the UT-AAUP Collective Bargaining Agreement.

The University Committee on Academic Personnel (UCAP) shall consist of ten (10) tenured associate or full professors, one (1) each from the Colleges of Business Administration, Education, Engineering, Health Science and Human Service, Law, Pharmacy and University College and from the library and two (2) from the College of Arts and Sciences. Each representative shall be elected by the AAUP bargaining

unit members from the body said representative is to represent, provided such body has members in the AAUP bargaining unit, and by the tenured and tenure track professors of such body if such body does not have members in the AAUP bargaining unit. The University Committee on Sabbaticals (UCS) shall consist of ten (10) faculty members who have had sabbaticals at the University, one (1) each from the Colleges of Business Administration, Education, Engineering, Health Science and Human Service, Law, Pharmacy and University College and from the library and two (2) from the College of Arts and Sciences, elected by the Faculty Senate. Members of UCAP and UCS shall serve a term of three (3) academic years beginning July 1, with one-third (1/3) of the members retiring each year. Notwithstanding the foregoing, the number of members on UCAP and UCS and the colleges from which they are drawn shall be deemed amended from time to time as necessary to conform to the terms of the most recent Collective Bargaining Agreement in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter.

1. Electorate. Members of the University Faculty who are or have been subject to the tenure and promotion process shall have the right to make nominations to UCAP. Members of the University Faculty who are permitted to take sabbaticals shall have the right to make nominations to UCS. However, the members of the University Faculty of each college, and that are members of the AAUP bargaining unit if the college has members in such unit, at the time of the election for the University Committee on Academic Personnel (UCAP) shall constitute the electorate for the representative(s) of such college in UCAP elections. The members of the Faculty Senate at the time of the election for the University Committee on Sabbaticals (UCS) shall constitute the electorate for UCS elections.
2. Eligibility. UCAP: Those faculty members eligible to serve on UCAP shall be the tenured associate and full professors, with the exception of those holding a position of chairperson, Assistant or Associate Dean, and Dean. (Per the Collective Bargaining Agreement between The Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter.) *MEMBERS ARE ELECTED TO THREE-YEAR TERMS.* A member may serve no more than two consecutive terms, and any partial term longer than one-half of a full term shall be deemed a full term. Subsequently, a faculty member shall be eligible for re-election after one (1) year or longer absence.

UCS: Those faculty members eligible to serve on UCS shall be those faculty members who have had sabbaticals at the University. (Per the Collective Bargaining Agreement between The Board of Trustees for The University of Toledo and The American Association of University Professors.) *MEMBERS ARE ELECTED TO THREE-YEAR TERMS.* A member may serve no more than two consecutive terms, and any partial term longer than one-half of a full term shall be deemed a full term. Subsequently, a faculty member shall be eligible for re-election after one (1) year or longer absence.

B. Responsibility for Election Procedures and Time of Elections

1. The Faculty Senate shall be responsible for the conduct of Elections to UCAP and UCS.
2. The standing Senate Committee on Elections shall be responsible for supervising elections to UCAP and UCS.
3. The nominating procedure for Elections to UCAP and UCS shall commence as soon as possible after promotions have been announced in the spring semester, or five weeks before the last day of classes in the spring semester, whichever is earlier.
4. The nomination ballots for elections to UCAP and UCS shall be forwarded to the electorate for UCAP and UCS (See II.A.1. above) on the same day as University Faculty Elections, and all election ballots shall be forwarded to members of the electorate no more than two weeks later. When faculty members must be elected to fill unexpired terms, such elections may be conducted at other times in accordance with the procedures described in Sections C and D below.
5. The Senate Executive Committee shall notify the faculty of the results of elections no more than three weeks after distribution of the election ballots.

C. Election Procedures

1. The Senate Committee on Faculty Elections shall prepare nomination ballots, for each college with representatives on UCAP and UCS, for election to UCAP and UCS. The eligibility of faculty members for election shall in all cases be determined by the terms of the most recent Collective Bargaining Agreement in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter.
2. The listing of names on nomination and election ballots shall be done by a process of random selection.
3. Separately, for each college with representatives on UCAP, all full-time continuing members of the university faculty who are or have been subject to the tenure and promotion process shall constitute the nominating electorate for UCAP. Separately, for each college with representatives on UCS, all full-time continuing members of the university faculty who are permitted to take sabbaticals shall constitute the nominating electorate for UCS elections.
4. The nominating electorate for UCAP and UCS elections shall receive individual nomination ballots listing all faculty members eligible for each position to be filled. The nominating electorate may vote for as many persons as there will be nominees for each position, in accordance with the following table:

Number of Vacancies	Number of Persons to be Nominated	Number of Votes Cast on Nominating Ballot
1	5	5
2	7	7

5. The persons receiving the highest numbers of votes shall be nominated.
6. Immediately after tabulation of the nomination ballots, the Senate Committee on Elections shall notify nominees that they have been nominated. Nominees who wish to have their names withdrawn shall so notify the committee within 48 hours, and the runner-up shall become a nominee.
7. Election is by plurality vote. Each member of the electorate may vote for as many nominees as there are vacancies. Election of college representatives to UCAP shall be made by the electorate of that college. In case of a tie among two or more nominees, the Senate Committee on Elections shall draw lots to determine a winner.
8. The Senate Committee on Elections shall keep a complete record of the results of the elections.
 - a. If any elected faculty member resigns from or otherwise becomes ineligible for a position on UCAP or UCS, the college that elected that representative shall promptly hold an election to fill the position for the balance of the representative's term. Said election may be conducted by the college by its college governance body pursuant to its own rules and procedures or by the Senate Committee on Elections in accordance with these procedures, at the discretion of the college governance body. Said election shall be held within four weeks after the President of the Faculty Senate has been notified of the vacancy, except (1) when such a vacancy occurs within 90 days before the regularly scheduled UCAP or UCS election, the vacancy shall remain unfilled, or (2) if such a vacancy occurs within four weeks of the end of the spring semester of the academic year, the election shall be held within four weeks after the beginning of the fall semester of the following academic year.
 - b. If any candidate for UCAP or UCS will be on leave or sabbatical during the year following the election, that fact shall be noted next to the candidate's name on the nomination and election ballots. Should any such person be elected, the runner-up shall serve instead during the term of such leave or sabbatical, unless the person so elected chooses to serve during such term. If a UCAP or UCS member is on leave or sabbatical for a period during the remaining years of the term on UCAP or UCS and such representative chooses not to serve as representative during such period, or if a representative is unable to serve during any academic semester of the elected term for any reason, including but not limited to illness or schedule conflicts, the college governing body of the college the representative represents shall select a replacement to serve during such period of leave, sabbatical or other inability to serve.

D. Conduct of Elections

1. Nomination and election ballots to UCAP and nomination ballots to UCS shall be distributed to the University Faculty *either electronically or in paper format as determined by Faculty Senate each election cycle. Both electronic and paper formats must follow procedures that verify ballots were submitted by eligible members of the electorate while preserving the anonymity of voter identities. If paper ballots are used*

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~~they shall be distributed by interoffice mail and canvassed according to the criteria detailed in 2. and 3. Election ballots to UCAP shall be distributed to Faculty Senate members by interoffice mail.~~

2. ~~If paper ballots are used, b~~Both nomination and election ballots shall be returned and deposited in a locked box provided for UCAP and UCS elections.
 - a. Nominating ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words "Nomination to UCAP and UCS," and the voter shall sign this envelope. All envelopes should be sealed. They shall be returned by interoffice mail or carried in person to the Faculty Senate office, where they shall be deposited in a locked box placed there by the Senate Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
 - b. Election ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words "Election to UCAP and UCS," and the voter shall sign this envelope. All envelopes should be sealed. They shall be returned by interoffice mail or carried in person to the Faculty Senate office, where they shall be deposited in a locked box placed there by the Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
3. The canvass of the vote shall consist of three stages. First, the envelopes of all ballots shall be checked for the validity of the signature. Once each envelope has been checked, it shall be opened and the inside envelope shall be placed in a box with all other unmarked envelopes so as to preserve the confidentiality of each person's vote. Third, the unsigned envelope shall be opened and the votes tabulated. Notwithstanding the foregoing, if a validly signed envelope is opened and contains a ballot that is not inside an unsigned envelope, such ballot shall be placed in the box with the unsigned envelopes and shall be counted when the votes are tabulated.
4. A description of the nomination and election procedures, together with the information contained in Section II.D. of the Appendix shall be distributed with the ballots.

III. Implementation and Reconsideration of Action taken by the Faculty Senate in the Name of the University Faculty

1. Unless a later date for effectiveness is given or the approval of some other body is necessary for its effectiveness, any recommendation or proposal approved in accordance with the Constitution and Rules of the Faculty Senate shall go into effect ten (10) days after the minutes of the meeting approving such action have been distributed to the University Faculty, subject to the provisions below. In the event a later date for effectiveness is specified, such date shall be controlling, and in the event the approval of some other body is necessary, such action shall become effective immediately upon the receipt of any and all such approvals.

2. The Secretary of the Faculty Senate shall distribute to the members of the University Faculty a copy of all such recommendations and proposals in a timely manner following their adoption. The Secretary also shall distribute to the members of the University Faculty a copy of any report prepared by a minority of the Senate and filed with the Secretary within a timely manner.
3. The effective date of such measures may be postponed for thirty (30) days from the date of enactment if at least ten percent (10%) members of the University Faculty sign a petition requesting reconsideration of the same and file it with the President of the Faculty Senate not later than ten (10) days after the minutes of the meeting approving such action have been distributed to the University Faculty. Upon receipt of such petition, the President of the Faculty Senate shall notify the President of the University of the need for a special meeting of the University Faculty. The President of the University, or the President of the Faculty Senate in the event the President of the University fails to act, shall call a special meeting of the University Faculty to vote upon the matter to be reconsidered prior to the expiration of the thirty (30) day period of postponement described above. If a majority of those in attendance of the University Faculty approves the measures enacted by the Faculty Senate, they shall go into effect immediately upon the action of the University Faculty, and if a majority of those in attendance of the University Faculty disapproves the measures enacted by the Faculty Senate, they shall be null and void.
4. The University Faculty may rescind at any time any action taken by the Faculty Senate in the name of the University Faculty. However, such action taken by the Faculty Senate shall remain in effect, subject to the conditions stated above, until repealed or modified by the Faculty Senate or rescinded by the University Faculty.
5. The quorum for any University Faculty meeting convened by petition for reconsideration of Senate action shall be a majority of the electorate of the University Faculty, as described in I.A. 1.

IV. College Governance

All Colleges shall institute a faculty body of the whole or an elected representational body of its faculty to participate in shared governance of the College. The purposes of this body may include: a) consideration of academic regulations and policies, curriculum, programs, and other issues of concern to the faculty of the College and its dean; and b) coordination of evaluations of all academic administrators in their college under the level of dean.

College governance bodies shall be governed by a constitution or bylaws. The constitution/bylaws and any amendments thereto shall be ratified by a majority of the College's faculty as defined by the constitution/bylaws for such College. The constitution/bylaws will include a means by which the faculty of that College can call a meeting. College governance bodies shall establish regular meeting schedules such that meetings occur at a frequency consistent with the work required in the College. College governance bodies will be free to develop their own methods and procedures for conducting elections and their own definitions of those faculty members eligible to participate in elections, providing however, that all members of the electorate hold faculty appointments. Each governance body shall have an elected chair, vice chair and secretary, and at a

minimum, these members shall constitute the executive committee. The dean of the College or a representative appointed by the dean may serve as a non-voting ex-officio member of such College's governance body. Notwithstanding the foregoing, the dean may serve as a full voting member of the College governance body if duly elected or if the College governance body is a body of the whole.

The faculty of each College shall elect from amongst its members, within three months of the start of the academic year in which this Appendix takes effect, a committee to draft the constitution/bylaws for said College governance body. The majority of this committee shall be faculty members who do not hold administrative appointments. Said committee shall prepare a constitution/bylaws to be voted on by the faculty of such College within six months of the date the drafting committee was elected. The vote required to approve the constitution/bylaws shall in no event be less than a majority vote of a quorum of the college's defined faculty electorate. After each vote, the College shall report the outcome of the election to the Faculty Senate at its next regularly scheduled meeting. At such time as every College has adopted a constitution/bylaws in accordance with this paragraph, this paragraph shall be deemed deleted from this Appendix.

College bodies are free to elect proxies who would substitute at Senate meetings for elected Faculty Senate members who were unable to attend. These proxies would have full voting rights at the Senate meetings that they attend in their role as proxies. Colleges shall communicate to the Faculty Senate secretary immediately after a proxy election the name(s) of those elected to serve in the Senate as proxies and the length of their terms as proxies.

VI. Amendment

The Appendix to the Faculty Senate Constitution may be amended by a vote of two-thirds of those in attendance at a duly convened meeting of the Faculty Senate at which a quorum is present at the time of the vote.

RULES OF THE FACULTY SENATE

Article I. Meetings

1. Regular meetings of the Faculty Senate shall be held biweekly during the Fall and Spring semesters, commencing in the second week in the spring semester, and either the second or third week of the Fall semester. If no agenda items are received for a regular meeting, the Chair shall be empowered to cancel the meeting and the Faculty Senate will convene at its next regularly scheduled meeting. The time for regular Faculty Senate meetings shall be from 4:00 p.m. until 6:00 p.m. with the day and location to be determined through a majority vote of the new Senate. An equal number of meetings shall occur on each campus.
2. During the Fall and Spring semesters, the Executive Committee, or in an emergency the President of the Faculty Senate, shall have the authority to call special meetings. Additionally, upon receipt of a written petition signed by at least twenty-five percent (25%) of the members of the Faculty Senate, the President of the Faculty Senate shall call a special meeting. The Faculty Senate may also provide for additional meetings. In Summer session, the Executive Committee, or in emergency the President of the Faculty Senate, shall have authority to call special meetings for the purpose of disposing of business, which in the opinion of the Executive Committee or the President of the Faculty Senate, as applicable, cannot be delayed until the regular meetings of the Fall semester.
3. The privilege of nonmembers of the Faculty to speak in regard to matters before the Faculty Senate shall be exercised at such times and under such rules as the President of the Faculty Senate may impose.
4. The Faculty Senate may meet in Executive Session by majority vote, and by separate vote may designate specific pending matters to be held as confidential by the members.
5. A majority of the membership of the Faculty Senate shall constitute a quorum for transacting business, except that in special summer meetings, one-third of the members shall constitute a quorum.
6. Except as otherwise provided herein, the basic rules of parliamentary procedure as set forth in Robert's Rules of Order shall apply to the conduct of business. The Executive Committee shall appoint a Parliamentarian. In the event of any question or disagreement regarding the proper procedure to be followed at any meeting of the Faculty Senate, the decision of the Parliamentarian shall control.
7. The Executive Committee shall prepare the agenda for Faculty Senate meetings, which shall be distributed at least two days prior to the meeting. The Executive Committee shall meet as needed with the chair of each standing committee to assign matters requiring committee action and to schedule committee reports and other agenda items.
8. At regular meetings, the order of business shall be
 1. Roll Call
 2. Approval of Minutes
 3. Executive Committee Report
 4. Reports
 5. Calendar Questions

6. Other Business

A motion to change the order of business shall be in order any time, and may be adopted by a majority vote.

9. An elected member of the Faculty Senate who accumulates four unexcused absences from regular or special meetings of the Faculty Senate in one academic year shall be deemed to have vacated his or her office therein. This rule shall not apply to Senators while on official university leave of absence nor during a Senator's last year of Faculty Senate service. The Executive Secretary shall have sole authority in determining whether an absence is excused. Furthermore, a Senator shall receive notice upon accumulating three unexcused absences that upon one more unexcused absence, the Senator's seat shall be considered vacated.

The Executive Secretary will notify the Executive Committee when a Senator has missed four regular or special meetings during one academic year. The Executive Committee will notify the Senator in writing that his or her senate seat is to be officially vacated 15 days from the date of the letter. The Senator will have 5 days from the date of the letter to appeal in writing to the Executive Committee; the Executive Secretary will contact the College the Senator represents so that said College may select a replacement in accordance with I.C.8. of the Appendix.

Article II Voting

1. Voting shall be by show of hands or voice vote unless a member of the Faculty Senate shall request a secret ballot.
2. A motion to discuss a designated question or topic without requiring specific action by the Faculty Senate shall be in order.
3. At the request of any member, the President of the Faculty Senate shall test the sentiment of the Faculty Senate by asking for a show of hands on a proposal or question, without calling for a vote on a pending motion.
4. The motion to limit or close debate shall require an affirmative vote of two-thirds of those present and voting.
5. Voting by proxy is allowed if so defined by a college's constitution/bylaws. Proxies shall announce to the secretary at the beginning of the meeting who they are representing, and it shall be duly recorded.
6. All Faculty Senate reports to the faculty on recommendations requiring faculty action shall list the names of those Senators voting yea, nay, and abstaining, unless the vote was taken using a secret ballot or the vote was taken without polling the Senators individually. The names of those Senators who endorse a minority report presented by a Senate Committee or by other members of the Faculty Senate shall appear in the minority report to the faculty.
7. In determining whether a sufficient percentage of votes have been cast in favor of any matter before the Faculty Senate, only those votes cast in favor or against the proposition

shall be counted. Abstention votes will, nevertheless, be considered to determine whether a quorum is present.

8. Except as otherwise provided in the Constitution, the Appendix or these Rules, any matter voted on by the Faculty Senate shall be considered approved if more votes are cast in favor of adoption than against adoption.
9. In the event of a tie, the President of the Faculty Senate shall cast the deciding vote.

Article III. Log and Calendar of the Faculty Senate

1. The Executive Secretary of the Senate shall maintain a record to be known as the Faculty Senate Log, consisting of all properly defined proposals presented for possible action by the Faculty Senate. Such proposals may originate from any university source, and must be presented in written form. The Log shall record an item number, title, origin and date of entry for each proposal.
2. The Executive Secretary of the Senate also shall maintain a record to be known as the Faculty Senate Calendar of Questions, consisting of those log items submitted to the Faculty Senate by the Executive Committee for Senate consideration. The Calendar of Questions shall record the Log item number, title, origin, and committee assignment, due date, and eventual disposition and date of each item placed thereon.
3. The Faculty Senate by majority vote may place any other matter on the Calendar of Questions and give it such priority as the Senate deems appropriate.

Article IV. Committees

1. The designation for any committee created under the particular auspices of the Faculty Senate shall be "Senate Committee on..." Such committees shall report through the Executive Committee directly to the Senate.
2. Senate committees shall be chaired by members of the Senate only; provided, however, that a committee may be chaired by someone who is not a member of Senate upon the approval of the Senate. The Senate committees shall be composed of members of the Senate and faculty of The University of Toledo eligible to be elected to the Senate.
3. Senate committees shall be of two types: Standing and ad hoc.
 - a. Standing committees are permanent ones, listed in the Rules.
 - b. Ad hoc committees are temporary ones created for special or unique concerns that do not need continuing study. Their lifetimes shall not extend beyond the end of a Senate year; if they are to continue beyond that time, the next Senate shall reauthorize them.
4. Except as provided in the sections describing particular standing committees providing for a longer term, appointments to standing and ad hoc committee and appointment of chairs shall be made anew each year following Senate elections.

5. Senate committees may be asked to present progress reports from time to time at the discretion of the Executive Committee. When a progress report is listed on the agenda for a Senate meeting, the chair or the chair's designated delegate shall report what progress the committee is making. If delays have been encountered, this report shall indicate their nature.
6. Formal reports by Senate committees, both those intended to provide information for the Senate and those recommending substantive action by the Senate, shall be published and distributed to all Senators along with the agenda for the Senate meeting where they will be considered. Formal reports shall consist of: (a) the committee's recommendations for substantive action (when applicable); and (b) an explanation.
 - a. The committee's recommendations shall be published in the form and manner in which the Senate is asked to adopt them. The names of those committee members who approved the recommendations during committee deliberations and who are prepared to support them during Senate debate shall appear at the close of this section of the report.
 - b. The explanation shall include the list of the full committee membership and, when applicable, shall identify those supporting the majority report and those in the minority. It shall include a list identifying non-committee members who assisted the committee in any manner. It shall summarize the data compiled, the issues that arose during deliberations, and the manner in which each issue was resolved. The explanation should be so presented as to enable Senators to understand the basis of the recommendations.
7. Minority members who do not support the committee recommendations may submit minority reports, either individually or collectively. Minority reports shall likewise be published and distributed together with the majority report, and in all other respects shall follow the form prescribed in Section 6, above.
8. The Executive Secretary of the Faculty Senate shall maintain a style sheet as a guide for preparing committee reports. These reports will identify any parts of The University of Toledo Manual of Policies and Procedures that might be affected by the proposed action.
9. The Faculty Senate shall, subject to the supervision and control of the Board of Trustees of the University as delegated through the academic administration, exercise responsibility for the academic affairs of the University, including the academic rules, regulations, policies and standards regarding undergraduate students (Constitution of the Faculty Senate, Article II,E). The Faculty Senate establishes the following committees with these stated charges. In carrying out their duties, the committees will make recommendations to the Senate. Upon approval, the Senate will forward committee recommendations to the provosts.
 - a. Senate Committee on Constitution and Rules. The Senate Committee on Constitution and Rules shall study and report on proposals to amend the Constitution of the Faculty Senate and its Appendix, the Rules of the Faculty Senate, and the By-laws of the Board of Trustees where such By-laws amendments fall within the jurisdiction of the Faculty Senate. The Committee shall be responsible for distribution to the University Faculty via

the University webpage of amended versions of the Constitution, its Appendix and its Rules.

- b. Senate Committee on Academic Regulations. The Senate Committee on Academic Regulations shall study and make recommendations on proposals to create or amend academic rules and regulations of general application to undergraduates at the University, including admissions, curriculum, and grading.
- c. Senate Committee on Faculty Affairs. The Senate Committee on Faculty Affairs shall study and make recommendations on matters of common interest to all faculty (union and non-union faculty) including, but not limited to, policies concerning faculty responsibility, rights and welfare, excluding those matters covered by the most recent Collective Bargaining Agreement in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter. The Senate Committee on Faculty Affairs shall act as a liaison between the Faculty and the Administration on said matters. For non-union faculty, all matters that affect faculty rights and privileges, including, but not limited to, salary, tenure, promotion, benefits, and policies and procedures that affect such faculty rights and privileges, will be addressed by the Committee on Faculty Welfare, unless the College governance body, as described in Article IV of the Appendix to the Faculty Senate Constitution, notifies the Committee on Faculty Welfare that with regard to the College's faculty members that are not members of a union, the College will have stated matters handled by some other body, such as the College governance body itself, or for individual cases of renewal, promotion, or tenure, the College's established rules and procedures and the main campus's University Committee on Academic Personnel, or its successor. Membership on the Senate Committee on Faculty Affairs shall be determined by Faculty Senate Committee on Committees appointment. The Committee on Faculty Welfare shall report on its activities to the Faculty Senate on a periodic basis, with the frequency of such reports to be determined by the Faculty Senate Executive Committee. References to the Committee on Faculty Welfare in this paragraph mean the successor to Faculty Committee on Governance on the Health Science Campus, as such committee existed at the time these Rules were drafted.
- d. Senate Committee on Student Affairs. The Senate Committee on Student Affairs shall act as a liaison between the Faculty, the Student Government, and the Administration on matters of common interest that fall within the jurisdiction of the Faculty Senate, and shall study and make recommendations on such matters.
- e. Senate Committee on Elections. The Senate Committee on Elections shall be responsible for the annual reapportionment of Faculty Senate seats and for administering the provisions of the Appendix to the Constitution of the Faculty Senate and these Rules concerning the conducting of elections.
- f. Senate Committee on Academic Programs. The Senate Committee on Academic Programs shall study, report on, and make recommendations on

proposals to create new undergraduate degree programs and on proposals that change existing undergraduate degree programs by adding, substituting or deleting courses or to delete existing programs that impact across more than one college. The committee will review and make recommendations on all proposals that it reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the Committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. Deans may request an expedited review of academic program changes that are critical for accreditation or other significant reasons. Membership on this committee shall be determined by Faculty Senate Committee on Committees appointment and must include one representative from the University Libraries, and at least one faculty member from each of the colleges that grants an undergraduate degree. The provosts' offices may appoint a representative to this committee at their discretion

With respect to graduate curricular and educational matters, the Graduate Council Oversight Committee shall appoint a liaison to the Faculty Senate to give periodic reports on graduate curriculum and other issues related to graduate education. The Faculty Senate will have no jurisdiction concerning nor oversight of the graduate curriculum.

- g. Senate Committee on Undergraduate Curriculum. The Senate Committee on Undergraduate Curriculum shall act as a reviewing and recommending body for new undergraduate course proposals or changes in courses where, in the committee's judgment, the courses and changes impact across colleges. Curriculum changes that only affect one college will not be brought to the Senate. The committee will monitor curricular offerings for unnecessary course duplication and inconsistencies in credit hour/contact hour ratios. For information purposes, course deletions will be reported because such course deletions may impact other departments and colleges. The Committee will review and make recommendations on all proposals for new courses or amendments to existing courses that it reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the Committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. Course proposals will be made available to representatives before the Senate meeting. The entire set of proposals will be considered approved unless one or more Senators request that a specific proposal be brought to the table for discussion, tabling or a vote. Items tabled will be sent back to the Committee. Deans may request an expedited review of curriculum matters which are critical for accreditation or other significant reasons. Membership on the Senate Committee on Undergraduate Curriculum shall be determined by Faculty Senate Committee on Committees and must include one representative from the University Libraries, one representative from Student Government, and at least one faculty member from each of the colleges that grants an undergraduate degree. The provosts' office may appoint a representative to this committee at their discretion.
- h. Senate Committee on Committees. The Senate Committee on Committees shall review the overall Faculty Senate Committee structure. It shall make recommendations to the Executive Committee of the Faculty Senate

regarding new committees that may be desirable, as well as regarding committees that are inactive or whose functions have become redundant and should be eliminated or consolidated into one or more other committees. The Committee shall resolve jurisdictional disputes between committees. Except as otherwise provided in the Constitution, its Appendix or these Rules, the Senate Committee on Committees shall appoint the members of all Faculty Senate committees, with the chair of each such committee being appointed by the President of the Faculty Senate as required by Article VI.A.2 of the Constitution. The members of the Senate Committee on Committees shall be selected by the Executive Committee, and its chair shall be selected by the President of the Faculty Senate.

- i. Senate Committee on the Core Curriculum. The Senate Committee on the Core Curriculum shall act as a reviewing and recommending body for formulating and articulating guidelines for the implementation of the University-wide core curriculum, for reviewing and recommending courses to be included in the core curriculum, for collecting data on core course offerings, and for monitoring syllabi to ensure that course objectives meet core requirements. The committee will review and make recommendations on all proposals that it reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the Committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. This Committee shall oversee the implementation of the University's Transfer Module and approve courses that are proposed for inclusion in the document. This Committee will institute and implement ongoing assessment methods for evaluating the efficacy of the University core curriculum. Membership on this Committee shall be determined by Faculty Senate Committee on Committees, and must include one representative from the University Libraries, and one percent of the faculty from each of the colleges that grants an undergraduate degree. The provosts' offices may appoint a representative to this committee at their discretion. For purposes of determining the one percent representation described in the preceding sentence, the number of representatives shall be one percent of the faculty from each applicable college rounded down to the nearest whole number, provided, however, that each such college shall have a minimum of one representative.
10. Appointments of Faculty Senate representatives to University Administrative Standing Committees and committees of The Board of Trustees with faculty membership shall be made by the Executive Committee of the Faculty Senate following Senate elections and preceding the year in which such appointments are to be held. Such appointments shall be made anew each year as needed. Faculty representatives to these committees may be asked to present progress reports from time to time at the discretion of the Executive Committee of the Faculty Senate. In addition to the foregoing, the Executive Committee of the Faculty Senate shall be responsible for recommending faculty representatives for university committees appointed by the President of the University, its Provosts or other administrative bodies; provided, however, that such recommendations shall be made by the Executive Committee of the Faculty Senate only after said Executive Committee has requested nominations, by written communication or by e-mail, in the discretion of the Executive Committee, for each such position from the University Faculty. Such nominations shall be duly considered but not be binding upon the Executive Committee

of the Faculty Senate in making its recommendations. Faculty members nominated by the Executive Committee of the Faculty Senate for appointment by the President of the University, its Provosts or other administrative bodies as faculty representatives on University committees shall serve no longer than four consecutive years. The president may appoint additional faculty representatives to university committees at the president's discretion.

Article V. Rule Amendment

The Rules of the Faculty Senate may be amended by a vote of two-thirds of those in attendance at a duly convened meeting of the Faculty Senate at which a quorum is present at the time of the vote.

Article VI. Election and Removal of Officers.

1. The Senate shall elect all of its officers and representatives at the first regular or special meeting following the spring semester faculty elections. **Ballots may be cast only by those persons who will be members of the Senate in the following fall semester**, including those persons newly elected to the Senate.
2. (a) Every person who was elected to the Senate and who has completed a one-year term shall be considered eligible to serve as President-Elect, except that the immediate Past-President shall be ineligible for election to the office of President-Elect. Notwithstanding the foregoing, said requirement shall not apply to the election of the first President-Elect, after which time this sentence shall be deleted from these Rules.

(b) Nominations for President-Elect shall be made from the floor. Each member of the Senate shall cast one ballot for a single nominee for President-Elect. The nominee receiving the greatest number of votes shall be elected, provided that these are a majority of the total votes cast. In the event that no nominee receives such a majority, a run-off election shall be held between the two nominees receiving the highest number of votes.
3. (a) Nominations for members of the Executive Committee shall be made from the floor.

(b) Nominations must be from a representative from a college that reports to the same provost as the college of the nominee.

(c) Each member of the Senate shall vote for not more than two of the nominees from the colleges that report to the same provost as said member to serve on the Executive Committee. The two nominees from the colleges reporting to each of the provosts receiving the highest number of votes shall be considered elected.
4. (a) The Executive Committee shall nominate a person for the office of Executive Secretary. Additional nominations may be made from the floor.

(b) The Senate shall elect the Executive Secretary in accordance with the procedures used for the office of President-Elect.

5. (a) Nominations for the Representative to the Faculty Advisory Committee of the Ohio Board of Regents shall be made from the floor.

(b) The Senate shall elect the Representative to the Faculty Advisory Committee of the Ohio Board of Regents in accordance with the procedures used for the office of President-Elect.
6. An officer or member of the Executive Committee may be removed upon a motion being duly raised and seconded that is approved by a majority of the members of the Faculty Senate in attendance. Upon any such removal except of the President of the Faculty Senate or the Past-President, the Faculty Senate shall immediately hold an election to fill the vacancy created by such officer's removal in accordance with these Rules. Upon the removal of the President of the Faculty Senate, the then current President-Elect shall become the President of the Faculty Senate and an election shall be held to fill the position of President-Elect. Upon the removal of the Past-President of the Faculty Senate, the then current Parliamentarian shall fulfill the duties and responsibilities of the Past-President. Notwithstanding the foregoing, any vote to remove a representative to the Executive Committee elected by the members of Faculty Senate representing colleges reporting to one of the Provosts shall be conducted only by members representing Colleges that report to that Provost. Furthermore, any election under this section 6 shall apply only to the remainder of the term of the person who was removed.
7. If any officer or member of the Executive Committee ceases to serve in the Faculty Senate for whatever reason, including resignation, retirement, leave, sabbatical, scheduling conflict, illness or dismissal for failure to attend Faculty Senate meetings, such person shall be deemed to have vacated his or her position as an officer or member of the Executive Committee. Upon any such vacancy except of the Presidency of Faculty Senate or the Past-President, the Faculty Senate shall hold an election in accordance with these Rules at its next regularly scheduled meeting to fill the vacancy. Upon a vacancy in the Presidency of Faculty Senate, the then current President-Elect shall become the President of the Faculty Senate and an election shall be held to fill the position of President-Elect. Upon the removal of the Past-President of the Faculty Senate, the then current Parliamentarian shall fulfill the duties and responsibilities of the Past-President. Any election under this section 7 shall apply only to the remainder of the term of the person whose vacancy was filled.

Article VII. Election of Faculty Representatives to University Committees and Other Bodies. *(NOTE: THIS SECTION DOES NOT APPLY TO ELECTION TO UCAP OR UCS. SEE FACULTY SENATE CONSTITUTION APPENDIX II FOR ELECTORATE, ELIGIBILITY AND ELECTION PROCEDURES FOR THESE BODIES.)*

1. The Faculty Senate shall elect faculty representatives for three-year terms to the Athletic Committee.

The terms of office for other University committees or other bodies that hereafter may be created with the authorization of elected faculty representation shall be as follows: Where three positions are elected by the Faculty Senate, the terms shall be for three years; where two positions are elected, the term shall be for two years; and where one position is elected, the term shall be for one year. Such elections shall be held in accordance with the following procedures:

- a. Each nomination for office, whether by petition or from the floor of the Senate, shall have the approval of the nominee and be supported by five other full-time faculty members, three of whom are not members of the nominee's college.
 - b. The names of nominees presented by petition shall be listed as an agenda item for a meeting of Faculty Senate scheduled at least two meetings prior to the election of Senate officers. At such meeting other persons may be nominated from the floor, and nominations then will be closed.
 - j. At the next meeting of the Senate following nominations, the elections of representatives shall be held. Election to each office shall be by a majority of those voting. In case of a tie between two nominees, the decision shall be made by lot in the presence of the Senate.
2. The Faculty Senate Executive Committee shall designate one Senator from each college that has a term expiring on the Academic Program Advisory Council to convene the Senators of each such college for the election by majority vote of a representative to that committee. The results of these elections shall be announced at the nomination meeting of the Faculty Senate.
 3. The same person may not be elected to more than one of the University committees or other bodies that are covered by these procedures. No more than one person from any college may be elected to any one committee. Faculty members holding an administrative position above the rank of department chair shall not be eligible for election to any of these committees.
 4. A vacancy in any office of elected faculty representative shall be filled by conducting a new election in accordance with these procedures.

Article VIII. Reporting Responsibility

1. Each representative to a University committee or other body who has been elected or appointed by the Faculty Senate shall report to the Executive Committee of the Faculty Senate whenever appropriate concerning the issues presented to and decisions made by such committee.

The President of the Faculty Senate shall provide a copy of this Article to each representative at the time of election or appointment.