

# Faculty Senate Policies & Procedures Manual

## Contents

Faculty Senate Policies & Procedures Manual .....	1
Executive Committee Procedures .....	2
Faculty Senate Chair Duties.....	2
Set Agendas .....	2
Schedule Meetings .....	2
Forward Communications .....	3
Outreach.....	3
Reports to the Senate.....	3
Time Management .....	3
Faculty Retirement Reception (currently suspended):.....	3
Recorder Duties.....	4
Digital Archiving .....	4
Elections and Appointments Committee Procedures .....	4
How to Conduct Faculty Senate Elections.....	4
Timeline .....	4
Entering Data for Excel ITS Voting File .....	5
Call for Candidates .....	7
Elections Announcement .....	8
Questions for Candidates in Faculty Elections .....	9
Conducting Faculty Senate Appointments to University Committees .....	10
Appointed Committee Selection Guidelines .....	10
Call for Appointed Committees.....	11
Student and Staff Senate Relations Committee.....	12
Faculty Forum Committee Procedures.....	12
Awards Committee Procedures .....	12

# Executive Committee Procedures

Meet with President/Provost monthly by scheduling with Office of the President

## Faculty Senate Chair Duties

### Set Agendas

- Organize issues of importance for the academic year and schedule any relevant guest speakers
- Create Agenda PDF with the following sections (in order):
  - Approval of Minutes of previous meeting
  - Announcements (upcoming events of note, if applicable)
  - Communications (note received emails/docs)
  - Committee Reports
    - Executive (as applicable)
      - Exec Meeting with President/Provost
      - EIU Think Tank update
      - Shared Governance Chairs update
      - Council of IL Univ. Chairs report
      - Council of University Senates (national) report
    - Elections and Appointments
    - Awards
    - Budget Transparency
    - Faculty Forum
    - Student and Staff Relations
    - Any ad-hoc committees
  - Provost's Report
  - Guest Speaker(s) (if applicable)
  - Discussions/Agenda Items
- The Agenda must be completed and forwarded to the Recorder for distribution, ideally one week prior to the meeting
- Guest speakers that have been invited to speak on an annual basis have included:
  - VPSA, VPUA, VPBA – each giving an overview of their sections for the year
  - New administrators to campus for introductory sessions
  - Chairs of CAA, CGS, COTE, CFR, Student Senate or Staff Senate if applicable/issues arise needing discussion
  - Director of Technology for annual update
  - Director of Athletics for annual update
  - Dean of Students, Dean of Student Success, Director of Health Center for annual updates on the student body

### Schedule Meetings

- Faculty Senate - 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month during the academic year. This usually means roughly 7 meetings in Fall and 8 meetings in Spring, with the last Spring meeting being an organizational meeting with newly elected members to organize the following year's Faculty Senate subcommittees.
  - Since COVID this has included a Zoom meeting attendance option. Currently this is a recurring meeting link: <https://eiu.zoom.us/j/93731062188>

- Note: The incoming Chair, Vice Chair, and Recorder should be added as hosts to this meeting, and outgoing execs removed
- Faculty Senate Exec – Can vary, but usually 3<sup>rd</sup> Tuesday of the month, and the calendar invite should include Senate Vice Chair and Senate Recorder, as well as the Provost. Organized with the President’s Office Secretary.
- Shared Governance Chairs – Usually scheduled for the 3<sup>rd</sup> Monday of the month, this is a Zoom meeting of the chairs to update each other on the activities of Senate, CAA, CGS, COTE, and CFR. Also includes Staff Senate and Student Senate chairs, if they wish to participate. This is an information sharing activity only.

### Forward Communications

This is usually done by adding communications as pdf documents to the calendar invite for a Senate meeting. Guest speaker slides/docs should be added in the same way.

### Outreach

- Attend Council of Illinois Senate Chairs meetings, usually once per semester
- Virtually attend national Council of University Senates meetings, usually once per academic year
- Attend Council on University Planning & Budget (required attendance) and serve on two CUPB subcommittees
- It is recommended that annual or semi-annually the Chair should visit academic department meetings as part of a “listening tour” to hear directly from faculty

### Reports to the Senate

- As noted above in the SETTING AGENDA section
- CUPB summary

### Time Management

- Keep the chairs of the sub-committees on task, particularly for time-sensitive activities such as those related to Appointments & Elections, Awards, and Faculty Forum subcommittees
- Ensure that the Faculty Senate website is up-to-date with posted agendas, information, elections/appointments results, Think Tank membership, Senate membership, and awards results

### Faculty Retirement Reception (currently suspended):

- Historically, Senate has hosted a late spring retirement reception for faculty, with catering provided by EIU UPI and a small gift provided by the Provost’s office. This has been not well attended, and the President’s Office already hosts a retirement dinner. Currently EIU UPI is considering revamping this to be a new faculty reception/welcome instead, so this activity is currently suspended.
- If revived, it is the Chair’s responsibility to organize the reception:
  - Order catering with EIU UPI coordination
  - Reserve a space for the reception
  - Obtaining a list of retirees from the President’s Office and contact the faculty to invite them to the reception
  - Order the small gift for the retirees with Provost Office coordination
    - This is ordered from University Bookstore and must be done by March at the latest

# Recorder Duties

## Digital Archiving

- For digital archiving, each approved meeting minutes document must be submitted to the EIU institutional repository, The Keep.
- Prior to submission, for organizational, historical archiving, and discovery/research purposes, the meeting minutes must be consistently assigned a Volume and an Issue number under the following rules:
  - The Volume shall remain constant for the academic year, and should advance by 1 for each academic year, beginning with Volume 52 for 2023-2024 academic year.
  - The Number shall represent the order of meetings, beginning with “1” for the first meeting in the Fall semester, and advancing by 1 for each meeting.
    - Hence, as an example, for the academic year 2023-2024:
      - Approved minutes of the Aug. 29 meeting: Vol. 52, No. 1
      - Approved minutes of the Sept. 12 meeting: Vol. 52, No. 2
      - Etc.

# Elections and Appointments Committee Procedures

## How to Conduct Faculty Senate Elections

*Last updated 4/6/23.*

### Timeline

In January, notify the faculty members who have terms expiring on elected committees.

1. Sort the current Excel file of elected committees by name (“AY20XX-XX Elected Committees and Councils.xlsx” on the Faculty Senate website under the “Committees” menu tab).
2. Remove duplicate names, then copy and paste names into BCC email.
  - a. “Dear faculty serving on elected university committees, in preparation for spring faculty elections, we are verifying upcoming vacancies on elected university committees. According to our records (see attached), **only the individuals highlighted in yellow** have terms expiring this semester. If there is an error (or an additional vacancy due to resignation), please contact me by Tuesday January 17<sup>th</sup>. Otherwise, no action is needed.
3. Use the “Master Open Elected Positions.xlsx” file and select which vacancies need elections. Save new file as “202X Open Elected Positions.xlsx”

Send out a call for candidates for elected positions and associated files (See 20XX Call for Candidates.docx). Send announcements to faculty and chairs (**the listserv [UnitABChairs@eiu.edu](mailto:UnitABChairs@eiu.edu)**) **AND COLLEGE DEANS, including GRAD DEAN.**

Ask [Dustin White](#) (Marketing & Comm) for assistance setting up the Qualtrics voting survey.

Email Melissa Gordon ([mkgordon@eiu.edu](mailto:mkgordon@eiu.edu)) with the following request at least 1 day before needing the list of faculty electors:

- 1) Please run the error reports in the “Student>Academic Affairs>Faculty Election Lists” folder in Argos and add missing faculty information.
- 2) Then, run the “Student>Academic Affairs>Faculty Election Lists>Faculty Electors List>Faculty Eligible to Vote in Faculty Elections” report and save the results to a CSV file.

Note: Faculty without an I-9 or a signed contract will not be included in the results.

## Entering Data for Excel ITS Voting File

### Worksheet “Positions”

1. **Position Number.** Sequential number for each position that needs elected
2. **Position Title.** Description of the position that needs filled
3. **College or Area.** College or areas of election.
4. **Number of openings.** Votes allowed for this position
5. **Special Eligibility.** Any restrictions
6. **Meeting Times.** As such
7. **Voting Group.** This is to limit voting for positions to their respective colleges or area
  - a. At-large (ALL)
  - b. APERRC (by college)
  - c. CAA (by college)
  - d. CFR (by college)
  - e. CGS (by college)
  - f. COTE (**all voters**)
  - g. CUPB (by college)
  - h. Faculty Senate (by college)
  - i. Faculty Senate Unit B (**all voters**)
  - j. STHC (by college, LIB with college of lowest number of tenure track)
  - k. UPC (by college)
8. **Voting Group Code.** Banner code for college
9. **Write-In allowed for Position?** (Y/N)
10. **Candidates.** In the order received (1, 2, 3, ...), with as many columns as needed.

### Worksheet “Voters”

- In the Argos report of eligible faculty voters, recode the “College” field as “0” for any library faculty who have “F 12 LIB” in the field “ECLASS\_DESC” (e.g., Todd Bruns teaches a class in LCBT but should be listed under the library faculty).
- Copy the columns EMAIL and HOME\_COLLEGE into ITS voting file under “Voters” worksheet
- **Group (College) codes**  
 0=Library (“No College Designated” is “Library”)  
 12=Health and Human Services  
 13=Business & Technology  
 14=Education  
 15=Liberal Arts & Sciences

### Candidate Responses (Word document)

- Sort by Position Title and with the Position Question(s) included
- Paste candidates' responses to the questions into the document in the order received
- Post the file to the Faculty Senate website for linked access in the Qualtrics ballot

After collecting and entering candidate information:

1. Send voting files to Dustin White (Web Specialist, EIU Marketing and Communications)
  - a. Confirm accuracy of ballot by requesting exported Word version of the survey including the question logic.
  - b. Send voting email invitation (below) to Dustin, with request to send reminder email for uncompleted surveys (the same text as initial invitation)
2. After voting period ends:
  - a. Obtain results from EIU Marketing and Communications.
  - b. Combine write-in names that have more than one variation of the name
  - c. Prepare tables with positions, candidates, and votes.
  - d. Inform senate of results.
  - e. Inform winning candidates of their election results.
  - f. Senate recorder distributes results to faculty email list.
  - g. Post results on senate website.

## Call for Candidates

From: Jeffrey R Stowell, Faculty Senate Elections Chair

Subject: Call for Nominations for Elected Committees

Dear Faculty Colleagues,

1. Do you want to show your commitment to the importance of shared governance?
2. Do you want to establish friendships with great people outside of your department who are dedicated to serving EIU?
3. Do you want to learn more about how the institution works?
4. Do you need to boost your service portfolio for an upcoming evaluation? (Check your DAC)
5. Do you want to increase your sense of purpose and belongingness as an employee of EIU?

If you answered yes to any of these questions, then serving on an elected university committee can help. There's never been a better time to get elected to a university committee.

**[If the deadline is extended,** include *"In the attached list of open positions, I've indicated the number of candidates we have running at the moment. You'll see there are X positions with no one running."*

We have [X] elected positions open on [X] University Councils and Committees that must be filled to maintain our strong shared governance at EIU. All elected positions require being full-time Unit A or Unit B faculty, or Chair. Any additional restrictions for a specific position are noted in the attached Excel file. All positions, except where otherwise noted, are for 3-year terms that begin in the fall semester.

Information about elected and appointed committees, including the current committee rosters, is available from the [Faculty Senate website](#) under the "Committees" tab.

Attached to this email you will find:

1. An Excel file with a list of open positions, including eligibility requirements and committee meeting times (make sure your schedule can accommodate the meeting time!).
2. A list of questions to which candidates must respond when submitting their nomination. Not all positions require responses.

To declare your candidacy for any elected position, please email the position(s) in which you are interested in running **AND**, if applicable, your brief answer to the required question in the text of your email, by 4:00 pm, January 23rd, to Jeff Stowell ([jrstowell@eiu.edu](mailto:jrstowell@eiu.edu)). Nomination forms with signatures are no longer required!

It is crucial that our faculty participate in shared governance by serving on university councils and committees. EIU needs you!

Thank you for considering this request. If you have questions about the election process, please contact Jeff Stowell, Faculty Senate Elections Chair

PS. After the elections, there will be a call for appointed (non-elected) positions.

## Elections Announcement

From: Jeffrey R Stowell, Faculty Senate Elections Chair

Subject: **[Fall/Spring] [Year] Faculty Elections now OPEN**

Voting for faculty positions on elected committees is now open until **[Date]** at Noon. Voting only takes a few minutes and it shows your appreciation for those who are willing to serve on elected university committees.

A few important notes about the electronic voting process:

1. Some positions are elected by voters in a specific college whereas other positions are elected by all faculty. You will only see positions for which you are eligible to vote.
2. Candidate statements appear in a [single document](#) linked from the Faculty Senate website under "Committees" (Note: you may see candidate response for positions besides the ones for which you are eligible to vote, and not all positions require candidate responses).
3. Where allowed, voters may enter names of individuals as "write-in" candidates. However, we recommend that you have permission of the individual before entering their name.
4. Only you should vote using the link at the bottom of this email. It is unique to you. Do not forward it to someone else to vote.
5. Once you click "Submit" your vote is recorded and you cannot vote again.

Thank you for voting!

Jeffrey R. Stowell

Faculty Senate Elections Chair

INDIVIDUAL LINK TO COMPLETE SURVEY HERE



## Questions for Candidates in Faculty Elections

Your response must be less than 4,000 characters and should be in paragraph form with no bulleted lists or special formatting. Your response to the appropriate question(s) will be available to faculty at the time of voting.

**Academic Program Elimination Review Committee:** Under what circumstances do you consider it appropriate to eliminate an academic program? What kind(s) of information should the members have available in the decision-making process?

**Council on Academic Affairs:** How do you perceive your role as an individual CAA member? What would you like to accomplish as a CAA member? What do you see as the major challenges CAA faces in the next three years?

**Council on Faculty Research:** No questions.

**Council on Graduate Studies:** What issues do you believe the Council on Graduate Studies should address? What contributions do you hope to make?

**Council on Teacher Education:** What issues do you believe the Council on Teacher Education should address? What contributions do you hope to make?

**Council on University Planning and Budget:** What do you think should be the role of faculty in university planning and budget?

**Faculty Senate:** What issues and concerns do you think the Faculty Senate should address next year?

**Sanctions and Terminations:** No questions.

**University Personnel Committee:** The main responsibility of the UPC member is to evaluate teaching performance, research/creative accomplishments and service contributions of faculty (generally in a discipline other than his/her own) for the purpose of retention, promotion, and tenure, and to justify these decisions in a written form to the faculty. The decisions are made solely based on documents provided by the faculty (i.e., student and peer evaluations and abstracts) without the benefit of observing faculty teaching ability or research potential. Please respond briefly and concisely to the following two-part question:

1. In your opinion, what characterizes a competent teacher and a competent researcher?
2. What sort of indications would you look for in faculty portfolios to establish this?

# Conducting Faculty Senate Appointments to University Committees

1. Confirm with appointed committees any upcoming vacancies (optional)
2. Send out announcement for nominations (see Appendix)
3. Elections & Appointments committee will deliberate about who should serve in each position.
4. Send out emails to volunteers and committee chairs so they know who the new members are.
5. Update faculty senate web site of appointed committees

## Appointed Committee Selection Guidelines

These guidelines are not in the senate bylaws, but if followed they can facilitate the greatest number of people having the opportunity to be involved in university service.

- 1) If someone volunteered for more than 1 committee, appoint them to one of their choices that does not have other volunteers and only appoint them to a second committee of their choice if there are no other volunteers for that 2<sup>nd</sup> committee.
- 2) If someone agreed to fill either a college-specific position or an at-large spot, move them around accordingly to where we have the fewest volunteers.
- 3) If someone did not self-nominate, do not consider them further.
- 4) Assuming there are no self-statements that would appear to jeopardize the functioning of the committee, then the last considerations should be in most cases to favor junior faculty who need opportunities to get involved.
- 5) All other things being equal: flip a coin or choose a random number generator to select the candidate

## Call for Appointed Committees

Dear EIU faculty,

Self-nominations are being sought for position openings on Appointed Committees for [term].

Please see the attached Excel file for a list of the vacancies and length of service. Please consider volunteering for one or more of the positions! If you would like more detailed information about the elected or appointed faculty committees at EIU, please see the [table](#) on the Faculty Senate website.

Please email [Stephen Kozlowski](#) with your name and the position(s) in which you are interested. You may also include a brief personal statement about your interest and/or qualifications for serving in the position(s), but it is not required.

**The deadline is Monday, April 11 at 5 pm.**

Thank you for your support and contribution to shared governance at EIU.

Faculty Senate Elections & Appointments Committee

## Student and Staff Senate Relations Committee

See Senate Bylaws

## Faculty Forum Committee Procedures

See Senate Bylaws

## Awards Committee Procedures

See Senate Bylaws