

## **THE UNIVERSITY ASSEMBLY**

**Proposed:** October 28, 2008

**Adopted:**

The University Assembly is established by and operates under the Statutes of Northwestern University.

### **Article I: Authorization**

#### Section 1: Functions

The University Assembly, subject to the powers vested in the Board of Trustees, shall regularly meet, deliberate, and pass resolutions about matters of general University interest, including the teaching and research programs, and campus life. It may also make recommendations and pass resolutions on particular issues referred to it by the President or Provost of the University, the Board of Trustees, or the Faculty Senate.

#### Section 2: Membership

The membership of the University Assembly consists of all full-time regular faculty members in both tenure track and non-tenure track positions. This includes administrators with a faculty appointment within the University.

#### Section 3: Officers

The University President will preside over meetings of the University Assembly. The Faculty Senate Chair, in consultation with the University President or his designate, will establish its agenda. The University President will represent the University Assembly to the Board of Trustees or its Executive Committee. The University President will deliver the State of the University address at the Fall meeting of the University Assembly. The Assembly will meet twice more each year, in the Winter and Spring.

#### Section 4: Bylaws

The University Assembly shall have the power to adopt and amend bylaws governing its composition, organization, and procedures.

## **BYLAWS OF THE UNIVERSITY ASSEMBLY**

**Proposed: October 28, 2008**

**Adopted:**

### **Article I: Functions**

The University Assembly, subject to the powers vested in the Board of Trustees, shall:

Section 1: Consider, make recommendations, and pass resolutions concerning matters of general University interest, including the teaching and research programs, and campus life.

Section 2: It shall consider, make recommendations, and pass resolutions on any matters referred to it by the President of the University, the Board of Trustees, or the Faculty Senate.

### **Article II: Membership**

Section 1: The membership of the University Assembly consists of all full-time regular faculty members in both tenure track and non-tenure track positions.

Section 2: Membership also includes administrators with a faculty appointment within the University.

Section 3: While the Faculty Senate is the elected, representative body of the faculty, when the University Assembly is convened with a quorum (10% of membership), it becomes the ultimate decision-making body of the faculty at Northwestern University.

### **Article III: Officers**

Section 1: The University President presides at meetings of the University Assembly. The Chair of the Faculty Senate, in consultation with the Executive Committee (see Article IV), establishes its agenda.

Section 2: The University President will represent the University Assembly to the Board of Trustees or its Executive Committee.

### **Article IV: Executive Committee**

Section 1: The Executive Committee of the University Assembly consists of the President of the University, the Provost, the Associate Provost for Faculty Affairs, the Chair of the Faculty Senate, the immediate past chair of the Faculty Senate, and the chair-elect of the Faculty Senate.

Section 2: The Executive Committee will publish an agenda one month prior to the meeting of the University Assembly.

Section 3. The Executive Committee will be available to convene on an emergent basis in addition to regularly scheduled, quarterly meetings.

#### **Article V: Meetings**

Section 1: The University President will preside over meetings of the University Assembly. The Faculty Senate Chair, in consultation with the Executive Committee, will establish its agenda and convene meetings at fixed dates in October, February, and May. The University President will deliver the State of the University address at the first biannual meeting of the University Assembly.

Section 2: Additional meetings can be called by petition of at least 100 members of the University Assembly. The faculty must be given a minimum of two weeks notice for all such special meetings with agendas made available one week in advance.

Section 3: There is no required quorum for the University Assembly to meet. However a quorum consisting of 10% of the membership is necessary to pass resolutions.

Section 4: The Faculty Senate Chair in consultation with the Executive Committee shall determine the order of business in any meeting of the University Assembly. Robert's Rules of Order shall govern the conduct of the meetings except as the University Assembly may prescribe.

Section 5: All recommendations and resolutions made by the University Assembly will be reported to the full faculty within a week following a meeting.

Section 6. Additions to the agenda may be submitted one week prior to the University Assembly meeting with a petition of 75 signatures.

#### **Article VI: Amendments**

These bylaws may be amended at any meeting of the University Assembly by two-thirds vote providing that at least 10% of the faculty is present and that notice of any proposed amendment has been sent to the membership one week in advance of the meeting. If 10% of the faculty is not present, the proposed amendment is sent to the Faculty Senate which is the elected representative body of the faculty as a whole. The bylaws will be considered amended if two thirds of the full membership of the Faculty Senate votes its approval.

## THE FACULTY SENATE

**Proposed: October 28, 2008**

**Adopted:**

The Faculty Senate is established by and operates under the Statutes of Northwestern University

### **Article I: Authorization**

#### Section 1: Functions

The Faculty Senate, subject to the powers vested in the Board of Trustees, shall consider, make recommendations, and pass resolutions concerning matters of general university interest, including the educational and research programs, the hiring, tenure and promotion system, and campus life. It is the elected and representative body of the faculty. The Faculty Senate will strive to protect academic freedom, promote excellence, equity, and diversity within the faculty and student body, and advance the general welfare of the university as a whole.

#### Section 2: Membership

The membership will consist of tenured and tenure track faculty that proportionally represent individual schools and colleges; university wide (“at-large”) tenured and tenure-track faculty members representing the entire faculty; and university wide full time non-tenure faculty representing the entire full time non-tenure track faculty

#### Section 3: Presiding Officer

An elected Chair will preside over regular and special meetings of the Faculty Senate. In addition the Chair will convene the Executive Committee of the Faculty Senate (see Article III), and meet with the President, the Provost, the Associate Provost for Faculty Affairs, and the Board of Trustees or its Executive Committee.

#### Section 4: Bylaws

The Faculty Senate shall have the power to adopt and amend bylaws governing its organization and procedures. The bylaws may provide for such standing and special committees as may be needed.

## THE BYLAWS OF THE FACULTY SENATE

**Proposed: October 28, 2008**

**Adopted:**

### **Article I: Functions**

Section 1: The Faculty Senate, subject to the powers vested in the Board of Trustees, and subject to the authority of the University Assembly, shall consider, make recommendations, and pass resolutions concerning matters of general university interest including the educational and research programs, the hiring, tenure and promotion system, and campus life. It is the representative and elected body of the faculty..

Section 2: The Faculty Senate will strive to protect academic freedom, the faculty appointment and promotion processes, the tenure system, and encourage excellence, equity, and diversity within the faculty, student body and university as a whole.

Section 3: The Faculty Senate will consider and make recommendations concerning retired faculty, faculty remuneration and benefits, and improvement of the intellectual and social environment for faculty and students.

Section 4: The Faculty Senate will consider and make recommendations concerning student life, including athletics, and co-curricular activities

Section 5: The Faculty Senate will represent the faculty in any revisions to the Faculty Handbook, in developing criteria for reviewing senior university administrators, and in supervising the evaluations of their performances.

Section 7: The Faculty Senate shall be responsible for selecting faculty members to serve on Presidential and Provost Search Committees.

Section 8: When appropriate, the Faculty Senate will constitute a Committee on Cause for individual faculty members.

### **Article II: Membership**

Section 1: The voting membership of the Faculty Senate will include (a) 27 tenure track faculty that proportionally represent individual schools and the college; (b) nine university wide (“at-large”) tenure track faculty members representing the entire tenure track faculty; and (c) nine university wide full time non-tenure track faculty representing the entire full time non-tenure track faculty. Only full time non-tenure track faculty members who have completed at least one three-year appointment are eligible for election.

Section 2: Faculty Senate members will serve for three years, with the exception of the immediate past chair who may at his or her discretion serve a fourth year. Procedures for election shall be determined by the Senate.

Section 3: Each year one third of the members will be chosen in elections supervised by the Faculty Senate in conjunction with the schools and the college. Elections for the following academic year must be completed before the end of the spring quarter.

Section 4: If an elected member misses three consecutive meetings without notice the Executive Committee may replace that member with a temporary appointment to serve out the remainder of the academic year while organizing an election for the member's replacement.

Section 5: If an elected member must miss up to a year of service due to professional or personal reasons, the Executive Committee has the discretion to appoint a one year replacement.

Section 6: Every five years, the Faculty Senate will review the proportional representation of the schools and the college. If faculty representation needs to be reapportioned across the schools and the college, then the Faculty Senate will treat the reapportionment as a change in the Bylaws.

Section 7: Except under pressing personal and professional circumstances, all members of the Faculty Senate are expected to serve on one of the Faculty Senate's Standing Committees.

### **Article III: The Executive Committee**

Section 1: The Executive Committee of the Faculty Senate shall be composed of the Chair, Immediate Past Chair, the Chair Elect, and the Chairs of the Standing Committees.

Section 2: The Chair Elect must be selected from Faculty Senate members who are serving in the first year of their elected term.

Section 3: The Chair Elect and the Chairs of the Standing Committees must be selected at the last regular Faculty Senate Meeting in the spring quarter.

Section 4: The Executive Committee will serve as a Committee on Committees to take chair nominations from the Standing Committees and present them to the Faculty Senate for confirmation.

Section 5: When directed by the Faculty Senate, the Executive Committee will meet with the Board of Trustees or its Executive Committee to discuss matters relevant to the well being of the University.

## **Article IV: Meetings**

Section 1: The Faculty Senate shall hold meetings on a fixed schedule from October through June. Special meetings of the Faculty Senate can be called for by the Executive Committee or by petition of one third of the Faculty Senate. The schedule for the regular meetings must be communicated to the Faculty Senate by September first.

Section 2: The agenda for the meetings must be conveyed to the Faculty Senate five days before the regularly scheduled meetings. The agenda for special meetings must be sent to the Faculty Senate at least one day in advance of the meetings.

Section 3: The order of business in any meeting of the Faculty Senate shall be determined by the Chair in consultation with the Executive Committee. Robert's Rules of Order shall govern the conduct of the meetings except as the Faculty Senate may prescribe.

Section 4: When necessary, the Executive Committee can call for an electronic referendum by the Faculty Senate if it provides both a justification for the referendum and a balanced analysis of the issue to be voted on. If one third of the Faculty Senate indicates that a referendum is not appropriate, then a special meeting of the Faculty Senate may be called.

Section 5: Fifty one percent of the voting members of the Faculty Senate constitute a quorum. Only members present at the time of the vote are eligible to vote on any question or motion. In the absence of a quorum, discussion may occur at the discretion of the chair, but no action may be taken except adjournment to a specified future time. Faculty Senate Members may attend electronically if pressing circumstances prohibit attendance.

Section 6: All actions taken by the Faculty Senate must be communicated to the membership of the University Assembly, unless issues of confidentiality are raised.

## **Article V: Committees**

Besides the Executive Committee, there are three categories of faculty committees that are essential for the Faculty Senate to fulfill its functions in Article I. They are Faculty Senate Standing Committees, University Standing Committees, and Special Faculty Committees.

### **Section 1: Faculty Senate Standing Committees**

- a. The primary objectives of each standing committee for the year must be identified by the committee and approved by the Faculty Senate. Other issues may be referred to the committees by the Faculty Senate as the need arises. The committees can decline to address these issues.
- b. Committee chairs are elected by the Faculty Senate on nomination from the Executive Committee. Before the last regularly scheduled Faculty Senate

meeting of the year, current chairs should recommend chairs for the next academic year. Chairs must be members of the Faculty Senate when nominated.

- c. Committee chairs will serve a one year term that is renewable.
- d. Committee chairs are to:
  - (1) help recruit committee membership for Faculty Senate confirmation;
  - (2) establish committee agendas and procedures, and lead meetings.
  - (3) report committee recommendations to the Faculty Senate; and
  - (4) file an annual written report with the Faculty Senate.
- e. Committees may establish attendance policies that authorize the chair to terminate committee membership.
- f. Standing committees may have appropriate university administrators serve as ex- officio members of committees.

### Section 2: University Standing Committees

- a. The faculty chairs of University Standing Committees that share the same functions as the Faculty Senate shall meet or otherwise confer at least once a year with either the Faculty Senate, its Executive Committee, or an appropriate Faculty Senate Standing Committee.
- b. The Faculty Senate, through its Executive Committee, shall have a consultative role in the recruitment of faculty members for the key University Standing Committees identified in the Standing Rules of the Faculty Senate.
- c. These key University Standing Committees shall send copies of their annual reports, excluding confidential information to the Faculty Senate.

### Section 3: Special Faculty Committees

- a. The Executive Committee can recommend the establishment of special faculty committees to investigate and make recommendations concerning specific issues.
- b. The Faculty Senate must approve the formation and duration of all special committees recommended by the Executive Committee.

## **Article VI: Bylaws**

Section 1: The Faculty Senate shall adopt bylaws that it deems necessary to conduct its business.

Section 2: The bylaws may be adopted or amended by a two thirds vote of the full membership of the Faculty Senate provided that the proposed bylaws or amendments were submitted in writing to the Faculty Senate at a prior meeting.

**Article VII: Standing Rules**

Section 1: Standing Rules can be adopted by majority vote of the Faculty Senate to establish governance procedures and content areas with respect to matters that are too specific to be described in the Bylaws.

Section 2: The Standing Rules may be suspended or changed by a majority vote of the Faculty Senate.

Section 3: The Standing Rules must be consistent with the University's Statutes and the Faculty Senate's Bylaws.

**Article VIII: Transition**

The General Faculty Committee shall have the authority to provide for all procedures needed to implement the transition from the previous governance structure to the new governance structure described in these new Statutes and Bylaws.