

**Western New England University**  
**University Faculty Senate Bylaws**  
**Adopted April 5, 2021**  
**Amended Feb, 7, 2022 and May 18, 2022**  
**Effective 2022-23 Academic Year**

**University Faculty Senate**

The University Faculty Senate serves as the primary representative body for all university faculty (i.e., tenured, tenure-track, full-time, part-time, clinical and adjunct faculty) to the Western New England University administration. It is the expectation of the faculty that the administration will communicate with and maintain a collaborative partnership with the University Faculty Senate on all matters relevant to the academic mission of the institution. As the representative faculty body, the University Faculty Senate serves as the sole faculty recipient, voice and point of triage for new academic proposals, curricular matters, budgetary matters, compensation and benefits, handbook consideration, requests for faculty to serve on university committees, undergraduate and graduate academic standards, reviews and recommendations to the Provost for revisions to the academic calendar, and all other matters it deems pertinent to the academic mission of Western New England University (the University).

Senate Composition and Structure

The Senate is composed of twelve (12) academic unit voting members (Senators):

- Four (4) representatives from the College of Arts & Sciences
- Two (2) representatives from the College of Business
- Two (2) representatives from the College of Engineering
- Two (2) representatives from the College of Pharmacy and Health Sciences
- Two (2) representatives from the School of Law

In addition to regular voting members, each academic unit elects one Alternate who remains a non-voting member of the body unless called upon by their voting member to represent their academic unit in the event of an absence. Alternate members of the Senate shall not participate in regular Senate business unless representing a voting member in their absence, but may attend Senate meetings as a visitor to maintain familiarity with ongoing Senate matters.

Academic unit representatives are elected by a vote of all eligible faculty members (defined below) in their respective academic unit for a three-year term. Such elections take place in April of the preceding year with confirmation of those selected by each academic unit communicated to the Senate no later than May 15<sup>th</sup>. [Each Senate term begins with fall convocation, with meetings occurring only during the academic year, except for emergency sessions.]<sup>1</sup>

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<sup>1</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

The University President and Provost have standing invitations to attend University Faculty Senate Meetings in a non-voting capacity.

The University Senate is an executive board that oversees six Standing Committees. Individual Senators serve as liaisons to and attend the Standing Committee meetings in an ex-officio, non-voting capacity, unless a Senator is elected to serve on the Standing Committee (including Committee Chair). If so elected, in addition to their role as Senate liaison to the Standing Committee, the Senator maintains full membership (including voting rights) of the Standing Committee. The compositions and charges of the six Standing Committees are described below.

### Eligibility

[For the purposes of these Bylaws, the term “eligible faculty” shall refer to: all full-time faculty of the University regardless of status, title or length of service, and those faculty that have entered the phased Retirement Initiative Program. Such eligible faculty are considered voting members of the faculty for University Senate matters requiring such a vote, and may serve on all University Senate committees. “All faculty vote” refers to a University-wide vote of all eligible faculty members.]<sup>2</sup>

Assistant/Associate Deans with faculty status may vote on University Senate matters requiring such a vote, but may not serve as representatives of their academic unit as a Senator or on a Standing Committee. Deans with faculty status may not vote on Senate matters or serve on Senate committees. Senators must be either full-time faculty (tenured, multi-year clinical, or equivalent contract as appropriate to their academic unit), or those faculty that have entered the phased Retirement Initiative Program.

### Senate Positions

The University Senate President serves a 2-year term in alphabetical rotation as shown above. [The President is chosen by their respective academic unit consistent with that unit’s standard democratic process.]<sup>3</sup> Initial appointment for AY 2021-2022 is a Senator from the College of Arts and Sciences.

A University Senate Vice President is determined by the Senators at the first meeting of the academic year and serves for a 1-year term, which may be repeated for a second term. It is expected that the Senator named as Vice President will be a representative from the College or School that is alphabetically next-in-line to assume presidency of the Senate for at least one term immediately prior to assuming that role, thus ensuring efficient transfer of leadership. In no case may the President and Vice President be from the same academic unit.

The Senate Secretary is appointed from the faculty. This individual does not have voting privileges and may not be a sitting Senator, but may be a non-tenured faculty member. Duties of the Senate Secretary include recording, editing and filing minutes for each Senate meeting in a timely manner (typically within one week). The Senate Secretary receives a stipend from the Provost’s budget.

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<sup>2</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>3</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

The University Senate President or designee represents the faculty at meetings of President's Council, Management Council, Board of Trustees, and Board of Trustees Academic Affairs Committee.

#### Senate Operations and Meetings

Senate quorum is achieved when 7 of 12 voting Senators or their Alternates are present, with all academic units represented.

[The Senate meets once a month on Mondays at 3:30 PM during the academic year: The first Senate meeting is held on the first Monday of the academic year, and subsequent meetings are held on the first Monday of each month, beginning with October. However, no meetings are held between Commencement and Convocation, or during breaks on the University Calendar (for example, Winter Break), except for emergency sessions as defined below.

[In addition to these regularly scheduled meetings, the Senate may, at its discretion, elect to convene in emergency session during or outside the academic year. Calling an emergency session requires an affirmative vote of at least 7 of 12 Senators. Notification about the emergency meeting and its purpose must be communicated to the campus community (via e-mail and University Posts) at least 48 hours in advance.

[The Senate hosts all-faculty meetings no fewer than two (2) times per year for governance or faculty development purposes. The Senate President and the Senate Vice President work together to set the agenda for all-faculty meetings; the Vice President is responsible for organizing and coordinating the all-faculty meetings.]<sup>4</sup>

A "consent agenda" for Standing Committee actions will be established at each Faculty Senate meeting to affirm any Standing Committee's vote prior to action, with a required vote of 7 of 12 Senators, except on matters requiring a supermajority (at least 8 of 12 Senators).

To facilitate active negotiation between Senators and equitable outcomes for members of all academic units, a special set of voting rules shall be applied when Senators are voting on matters pertaining to salary adjustments, raises, merit pay, sabbatical, leave time and personal benefits. When voting on these matters, a supermajority (at least 8 of 12 Senators) must vote in support of the motion and at least one Senator from every academic unit must vote in the affirmative for a motion to be passed.

The Senate is responsible for a) regularly reviewing the responsibilities, organizational structure, and procedures of the University Senate; b) making recommendations concerning changes to rules and procedures of operation and amendments to the governance structure; c) updating the University Senate information available on the University's Faculty Governance website and the University's faculty handbooks; and d) establishing procedures and sit in review for all faculty appeals of denial of tenure and/or promotion.

The Senate is responsible for carrying out all faculty voting including, when required, amendments to these Bylaws.

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<sup>4</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

Senate as Nominations and Rules Committee

The Senate functions as a University-wide Nominations and Rules Committee, with the Senate Vice President overseeing this process to ensure that all Standing Committees of the University Senate are properly constituted by the beginning of the following academic year.

[When required, the election of Standing Committee Chairs begins in February with a call for self-nominations or nominations. All nominations are due by the last business day of February; the confirmed slate of candidates will go to an all faculty vote no later than the first business day of March. The election will last seven days, with results of the election being communicated to the University community no later than March 15<sup>th</sup>.

[On the first Monday of April, the Vice President will send each academic unit a list of representatives who are currently serving and those representatives whose terms expire at the end of the academic year. The list will include meeting times for the Senate (as set forth in these Bylaws) and for all Standing Committees, as established by the Committee Chairs.]<sup>5</sup>

With the exception of Standing Committee Chairs, who are elected by an all faculty vote, a democratic nomination and confirmation process for populating Committee membership shall be used for faculty members. While the exact process is determined within each academic unit, the process shall allow all eligible faculty members in their respective academic unit to vote on their representatives to each of the Senate Standing Committees. [Results of all academic unit elections must be reported to the Senate for confirmation no later than the last Friday of April.

[The Senate may, at its discretion, establish any ad hoc committee or sub-committee, whose membership consists only of Senators, via a formal Senate vote. However, if membership outside of the Senate is required for these committees, representatives must be elected from their respective academic unit, consistent with that unit's standard democratic process.]<sup>6</sup>

The Senate will receive for confirmation the names of representatives from the faculty elected by their academic unit to serve on the Standing Committees, sub-committees, or ad hoc committees. In addition, the Senate shall receive nominations and appoint faculty members to serve on committees of the Administration, Student Affairs, and Athletics. When faculty are requested to serve as members of Administration, Student Affairs and Athletics committees, the Senate shall be notified and promptly conduct the nomination/appointment process. The Senate shall then notify faculty members electronically via email of their committee assignments.

Individual Senators serve as liaisons to University Senate Standing Committees, Budget Advisory Committee, Enrollment & Retention Committee, Student Senate/Board of Trustees Student Affairs Subcommittee, and Adjunct Faculty. Determination of individual Senators to serve in these liaison capacities are determined via nomination and selection using a written ballot process agreed upon by the Senators. Each Senator (or Alternate designee) serving as liaison will report regularly on the work of the respective entity under their purview to the University Senate and ensure communication is effective between that entity and the Senate.

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<sup>5</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>6</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

### Removal of Senator

Any Senator (or Alternate designee) deemed to be derelict in their duties as determined by the remaining members of the Senate may be subject to review and removal as liaison to a Standing Committee with the additional possibility of dismissal from the University Faculty Senate. Prior to any punitive action being taken, the Senate President and Vice President are responsible for meeting at least once privately with the Senator (Alternate) in question to address challenges and establish a plan for improvement. Removal of a Senator from Senate duties requires 8 out of the remaining 11 Senators to vote in favor of removal.

[Should a Senator resign or be removed from office, that Senator will be replaced by their academic unit, consistent with that unit's standard democratic process.]<sup>7</sup>

Should Senators move for a vote of no confidence in the Senate President's leadership, 7 out of the remaining 11 Senators must vote in favor of removal in order to remove the Senate President from that position.

[Should the Senate President resign or be removed from office, the academic unit of the outgoing President will elect a replacement to serve as Senate President, consistent with that unit's standard democratic process. The replacement then finishes the two-year term of the outgoing President. The academic unit of the outgoing President will determine whether that individual will continue to serve on the Senate or be removed.]<sup>8</sup>

### **Standing Committees of the University Senate, their composition and charges**

There are six Standing Committees of the University Senate, each chaired by an eligible faculty member nominated and elected via all faculty vote, who then serves as Chair and representative of their academic unit during their term of office. Senators may be nominated and elected via all faculty vote to serve as a Standing Committee Chair; if so elected, in addition to their role as Senate liaison to the Standing Committee, the Senator also serves as both Chair and representative of their academic unit during their term of office. A Senator or Alternate may represent their academic unit as a voting member of a Standing Committee if confirmed by the Senate via the Nomination and Rules process.

[Upon being elected, Standing Committee Chairs are responsible for establishing regular meeting days/times prior to the Committees being populated and for communicating those days/times to the Senate Vice President. Committee meetings should be established for the third week of each month, but Standing Committee chairs reserve the authority to schedule additional meetings as needed.]<sup>9</sup> It is the responsibility of the Standing Committee Chairs to schedule and attend regular meetings, establish and follow an agenda, and to generate and post minutes that include a record of all motions considered and votes taken. Standing Committee representatives (including Chairs) all serve two-year terms, which are renewable.

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<sup>7</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>8</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>9</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

Any Standing Committee may determine that its work is best served by the establishment of sub-committees, possibly with additional faculty representation. [If membership outside of the Standing Committee is required for these sub-committees, representatives must be elected from their respective academic unit, consistent with that unit's standard democratic process. Unless the charge of a sub-committee dictates a different service time, all sub-committee representatives serve two-year terms, which are renewable.]<sup>10</sup> All sub-committees must be approved by the Senate, and the work of all sub-committees will be reported to the Senate by its Standing Committee. In reporting to the Senate, the Senator Liaison (or Chair if that is the same individual) shall note the nature of votes that have taken place, the disposition of each member's vote and whether there was unanimous support for a motion being submitted.

[If an opening on a Standing Committee occurs during the two-year term, the affected academic unit will elect a new representative to fill the vacancy for the remainder of the term. If a Standing Committee Chair vacancy occurs during the two-year term, the academic unit of the outgoing Chair will elect a replacement to serve as a committee member. Once the vacancy is filled, members of the Committee will elect a chair to serve for the remainder of the two-year term. In the event that no current member of the Committee wishes to serve as chair, the Senate Liaison will serve as a non-voting temporary chair until a University-wide election is held to fill the chair's position. Once the election is held, the newly elected Chair will replace a sitting representative of that academic unit. If an academic unit has more than one sitting representative, the academic unit will designate the representative who will step down.]<sup>11</sup>

#### Undergraduate Programs Committee

- Eight (8) members; composed of members from Colleges/School awarding undergraduate degrees as follows: two (2) individuals each from BUS and ENGR, three (3) individuals from A&S, and one (1) individual from PHS.
- *Ex-officio* non-voting: Senator (Liaison); Provost; Vice President of Student Affairs; Director of Assessment; University Registrar
- *Quorum*: 6 of 8 voting members present with representation from 3 of 4 academic units

CHARGE: The Undergraduate Programs Committee considers for endorsement prior to final approval and implementation any new undergraduate degree or major program, certificate or course, or any major change in an existing degree or major program, certificate or course proposed by a Dean, the Provost, or President and first received by the University Faculty Senate or proposed by the Senate's Strategic Planning and Future Directions Committee. The UPC establishes policies governing General University Requirements (GUR), curriculum and related assessment policies and practices, including the approval of new courses intended to satisfy the existing General University Requirements; establishes undergraduate grade requirements for

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<sup>10</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>11</sup> Amendment in brackets received final approval from the University Faculty Senate on Feb. 7, 2022.

graduation and the granting of degrees; recommends registration and advising policies, and approves registration and advising policies involving commitment of faculty time and responsibilities; recommends policies and standards with regard to the status of “good standing,” probation, and dismissal, academic honors, and related matters; functions as a review board on

all undergraduate student appeals of dismissal for failure to meet academic standards; provides advice and leadership in undergraduate student life policy formation, coordination, and implementation including those involving issues of intercollegiate athletics or other athletic and recreational activities; recommends policies and standards related to undergraduate online teaching and learning, and coordinates with the Vice President of Student Affairs on student disciplinary action and the All University Disciplinary Board. In addition, the Committee evaluates administration efforts with respect to admissions and retention related to undergraduate programs in the Colleges/School of the university; considers proposals for faculty contributions to enrollment or retention efforts, and makes recommendations for faculty development activities appropriate to enhancing enrollment or retention efforts.

One (1) Undergraduate Programs Committee representative from each academic unit serves on the University’s Enrollment & Retention Committee (in addition to other faculty as determined by the chair of the Enrollment & Retention Committee).

The Undergraduate Programs Committee does not have jurisdiction over respective curriculum that are specific to a School or College unless inauguration of, or proposed changes in, curriculum of one School or College directly impacts the curriculum or resources of another School or College. The Committee Chair is responsible for communicating the outcomes of all Committee endorsements and actions to the Senate in a timely manner, particularly when the vote of the committee is not unanimous.

#### Graduate Programs Committee

- Five (5) members; composed of one (1) individual from each academic unit awarding graduate degree(s).
- *Ex-officio* non-voting: Senator (Liaison); Provost; University Registrar
- *Quorum*: 4 of 5 voting members present

**CHARGE:** The Graduate Programs Committee considers for endorsement prior to final approval and implementation any proposed or new graduate degree or major program, or certificate, or any major change in an existing degree or major program, or certificate proposed by a Dean, the Provost, or President and received by the University Faculty Senate or proposed by the Senate’s Strategic Planning and Future Directions Committee. New courses or modifications of existing courses in any graduate program will be communicated to the Committee for its information. With the exception of accreditation and mission requirements for a particular academic unit, the Committee establishes graduate grade requirements for graduation and the granting of degrees; recommends registration and advising policies involving commitment of faculty time and responsibilities, reviews academic unit policies and standards with regard to the status of “good standing,” probation, and dismissal, academic honors, and related matters; provides advice and leadership in graduate student life policy formation, coordination, and implementation; recommends policies and standards related to graduate online teaching and learning. In addition,

the Committee evaluates administration efforts with respect to faculty involvement in admissions and retention related to graduate programs in the Colleges/School of the University, considers proposals for faculty contributions to enrollment or retention efforts, and makes

recommendations for faculty development activities appropriate to enhancing enrollment or retention efforts.

One (1) Graduate Programs Committee representative from each academic unit will serve on the University's Enrollment & Retention Committee (in addition to other faculty as determined by the chair of the Enrollment & Retention Committee).

The Graduate Programs Committee does not have jurisdiction over respective curriculum which are specific to a School or College unless inauguration or proposed changes in the curriculum from one School or College has a direct impact on the curriculum or resources of another School or College. The Committee Chair is responsible for communicating the outcomes of all Committee endorsements and actions to the Senate in a timely manner, particularly when the vote of the Committee is not unanimous.

#### Personnel, Benefits & Handbooks Committee

- Twelve (12) members; composed of four (4) members from Arts and Sciences and two (2) individuals from each of the other four Colleges/School.
- *Ex-officio* non-voting: Senator (Liaison); VP Finance & Administration
- *Quorum*: 10 of 12 voting members present with representation from all academic units

CHARGE: The Personnel, Benefits & Handbooks Committee evaluates and recommends policies related to human resources issues that affect all faculty regardless of academic unit, specifically: cost of living and merit increases, salary compression, retirement benefits, fringe benefits, leaves of absence, and sabbaticals; endorses recommendations for faculty achieving emeritus status; coordinates, when necessary due to mission or accreditation requirements, non-standard human resources policies or procedures in faculty handbooks of all academic units. The Committee receives and considers research and teaching grant proposals from faculty that require some measure of internal funding (not including funding received by the university for use by a specific academic unit), encouragement, or released time, and acts as the agent of the faculty in preparing recommendation for funds and/or space. The charge of the Committee does not include oversight or approval of handbook or personnel issues derived from any mission or professional accreditation specific to a given academic unit. Salaries of new hires and raises within units will continue to be solely within the purview of the deans of the respective units.

In making any report on a policy affecting the faculty of any academic unit on campus, the Personnel, Benefits & Handbooks Committee shall make an explicit inquiry into how the particular issue being reported on is handled at peer institutions of each unit, both with regard to procedure and substance. Any report from the Committee shall specifically include this comparative data. Academic units retain exclusive jurisdiction over their respective personnel issues, promotion and tenure policies, course loads, definition of rank, faculty evaluation, internal sabbatical processes and other personnel matters relating to the academic mission of the unit.

No salary data shall be shared with the Committee without the consent of the academic unit representatives from that unit. In the event salary data is disclosed it shall be presented in a way that does not identify the salary of individual faculty members either directly or indirectly. In cases where anonymous data, though lacking names, is presented in a way that makes identification of individual faculty members possible it shall be excluded.

The Personnel, Benefits & Handbooks Committee Chair is responsible for communicating the outcomes of all Committee endorsements and actions to the Senate in a timely manner. In cases where endorsements are not unanimous, the Committee chair will specifically note this in their report to the Senate.

The Personnel, Benefits & Handbooks Committee Chair and one (1) committee representative from each academic unit will serve on the University's Budget Advisory Committee (in addition to other faculty as determined by the chair of the Budget Advisory Committee).

One (1) Personnel, Benefits & Handbooks Committee representative from each academic unit will serve on the University's Benefits Committee (in addition to other faculty as determined by the chair of the Benefits Committee).

#### Strategic Planning and Future Directions Committee

- Ten (10) members; composed of up to two individuals from each academic unit.
- *Ex-officio non-voting*: Senator (Liaison)
- *Quorum*: 6 of 10 voting members present with representation from all academic units

CHARGE: The Strategic Planning and Future Directions Committee monitors changes in the external environment of higher education as well as trends within the University that inform academic programs, practices and policies of the university including technology related to academic needs; consults with the Senate's undergraduate and graduate programs committees before endorsing inauguration of new academic programs or elimination of existing programs based on changing environmental circumstances; recommends policies that encourage professional development and teaching effectiveness across the university; monitors availability of financial support for professional development activities and provision for improved facilities; recommends general policies for library development, reviews all proposals presented to it, and establishes criteria and priorities for action on these proposals by the University. The committee shall encourage creative undertakings by the faculty in those broad areas called scholarship and research, including innovations in interdisciplinary research and educational efforts, and encourage programs which will actively involve our students in research.

### Diversity & Inclusion Committee

- Five (5) members; composed of one individual from each academic unit.
- *Ex-officio* non-voting: Senator (Liaison); Chief Human Resources Officer; Assistant Dean of Diversity Programs and Services
- *Quorum*: 4 of 5 voting members present

CHARGE: The Diversity & Inclusion Committee addresses all issues related to diversity and inclusion at the university and makes recommendations that will promote each of these in all academic and social manifestations; develops strategies for the recruitment of a diverse faculty, staff, and student population; encourages and facilitates curricular initiatives related to diversity and pluralism; receives, discusses and where appropriate responds to incidents of bias on campus that are reported; supports the development through Human Resources of affinity support groups for underrepresented faculty and staff; facilitates effective communication and collaboration between the University Senate and other university divisions concerned with any of the above issues; provides annual professional development opportunities for faculty and staff with respect to diversity and inclusion.

### Global Programs Committee

- Five (5) members; composed of one individual from each academic unit.
- *Ex-officio* non-voting: Senator (Liaison); At least one representative from the Offices of Study Abroad and International Students and Scholars; Director of Study Abroad, International Students Coordinator
- *Quorum*: 4 of 5 voting members present

CHARGE: The Global Programs Committee reviews the international issues related to academic and co-curricular programs at the University. It addresses its recommendations via the Senate to relevant academic and administrative units.

The Global Programs Committee facilitates communication and collaboration between the University's academic and administrative units about these key areas of interest: Curricular and co-curricular programs, services, and initiatives related to international issues and global awareness; efforts to recruit and support international students and scholars; and support for faculty and students who seek to conduct international research and/or study, intern, or work abroad.

### **Amending the Bylaws**

[Any amendment to these Bylaws must originate as a formal motion by a Senator during a Senate meeting, and must be seconded by a Senator from a different academic unit. The proposed amendment may then be opened up for a Senate discussion, but should not be voted on at that time.]<sup>12</sup> If a proposal has been seconded and discussed, it must then be announced to the faculty in writing via email and all-University announcement for a period of at least one month prior to a vote so that it may be discussed by Senators with their academic unit.

At the next Senate meeting, the proposed amendment will be voted on by the Senate. In order to pass, the amendment must be affirmed by a supermajority of Senators (8 out of 12) with at least one Senator from each academic unit voting in the affirmative. [If these criteria are met, the amendment is passed. If these criteria are not met, then any Senator can make a formal motion that the proposed amendment be put to an all-faculty referendum vote. If this motion is seconded by a Senator from a different academic unit, the University Senate is bound to honor the request for a referendum vote of the University. If the motion is not seconded as indicated above, then the proposed amendment is dead.]<sup>13</sup>

Any University Senate referendum regarding changes to the Bylaws will require a supermajority of 66% of the faculty vote overall and simple majority in 3 out of 5 Colleges and School to pass. The vote will be conducted online over a period of 7 days.

### **Sunset Review**

At the conclusion of the fifth academic year operating within this structure, an all faculty, online referendum vote will be held to determine whether this structure shall continue. To continue, a supermajority of 66% of the faculty vote overall and simple majority in 3 out of 5 Colleges and School must vote in the affirmative.

If the faculty votes to reject continuation, the University Faculty Senate will appoint a committee charged with proposing a replacement model during the next academic year. Until a new system is approved by the faculty via the adoption standard for a new structure, the existing structure will remain in place.

### **Adoption Standard for New Structure**

Approval of a new University Faculty Senate structure requires that a minimum 50% + 1 of voting members of the faculty participate in the vote, that 66% of votes cast overall are yes, and that a minimum 50% of votes cast in each academic unit are yes. The vote will be conducted online over a period of 7 days.

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<sup>12</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

<sup>13</sup> Amendment in brackets received final approval from the University Faculty Senate on May 18, 2022.

**Important Dates<sup>14</sup>**

Fall Convocation	Start of Senate terms
First Monday of Academic Year	1 <sup>st</sup> Senate Meeting
First Monday of October	2 <sup>nd</sup> Senate Meeting (subsequent meetings first Monday of the month)
First Monday of February (odd-numbered years)	Call for self-nominations and nominations for Standing Committee Chairs
Last business day of February (odd-numbered years)	Deadline for Standing Committee Chair nominations
First business day of March (odd-numbered years)	Election of Standing Committee Chairs begins
March 15 <sup>th</sup> (odd-numbered years)	Deadline for electing Standing Committee Chairs
First Monday of April (odd-numbered years for Standing Committee positions; every third year for Senate positions)	Vice President informs academic units of current and open Senate and Standing Committee representative positions
April (odd-numbered years for Standing Committee positions; every third year for Senate positions)	Units elect Senate and Standing Committee representatives
Last Friday of April (odd-numbered years)	Deadline for units to inform Senate of Standing Committee representatives
May 15 <sup>th</sup> (Every third year)	Last day for units to inform Senate of new Senators

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<sup>14</sup> Timetable amendment received final approval from the University Faculty Senate on May 18, 2022.