
FORTY-FIRST
ANNUAL REPORT
OF THE
HOFSTRA UNIVERSITY SENATE
2005-2006



HOFSTRA
UNIVERSITY™

FORTY FIRST ANNUAL REPORT

of the

HOFSTRA UNIVERSITY SENATE

2005- 2006

TABLE OF CONTENTS

Foreword From President Rabinowitz

| | |
|---|-----------|
| I. Introduction..... | 1 |
| II. Components of the Senate | |
| The Senate, 2005-2006..... | 2 |
| The Standing committees of the Senate, 2005-2006..... | 3 |
| The Subcommittees & Special Committees 2005-2006..... | 4 |
| The Senate, 2006-2007..... | 5 |
| The Standing committees of the Senate, 2006-2007..... | 6 |
| The Subcommittees & Special Committees 2007-2008..... | 7 |
| III. Responsibility, Structure and Bylaws of the University Senate..... | 8 |
| IV. Reports of the Committees of the Senate | |
| Senate Executive Committee..... | 22 |
| Undergraduate Academic Affairs Committee..... | 23 |
| Subcommittee on Academic Records..... | 25 |
| Graduate Academic Affairs Committee..... | 25 |
| Planning and Budget Committee..... | 27 |
| Subcommittee on the Library..... | 28 |
| Subcommittee on Academic Computing..... | 29 |
| Faculty Affairs Committee..... | 30 |
| Student Affairs Committee..... | 31 |
| Special Committee on Recruitment, Elections and Nominations..... | 31 |
| Special Committee on Athletic Policy..... | 32 |
| Special Committee on the Academic Calendar..... | 33 |
| Special Committee on Environmental Safety..... | 33 |
| V. Actions of the Senate..... | 35 |
| VI. Appendices | |
| A. UAAC's recommendations for Increasing International Student Presence on campus | 37 |
| B. UAAC's recommendations for changes to undergraduate grading policies..... | 66 |
| C. Timetable of Academic Records Committee meetings..... | 70 |
| D. Academic Records Committee Statistical Data..... | 71 |
| E. FPS #43 – Hofstra University Harassment Policy..... | 72 |
| F. Suggested revision of Faculty Statutes VII – University Senate..... | 85 |
| G. Change to format of Faculty Policy Series #14A-- Faculty Evaluation Form..... | 86 |
| H. 2007-2008 Academic Calendar..... | 89 |
| I. Recommendation for the elimination of the NC grade..... | 98 |
| J. 2008-2009 Academic Calendar..... | 99 |
| K. Increase of the Graduate Activity Fee..... | 107 |
| L. Graduate Academic Probation Policy..... | 108 |
| M. University Diversity Statement..... | 109 |
| N. Faculty resolution thanking President Rabinowitz..... | 110 |
| O. Resolution on recognition of the Graduate Student Organization (GSO)..... | 111 |

FOREWORD

PRESIDENT STUART RABINOWITZ



STUART RABINOWITZ, PRESIDENT

June 2006

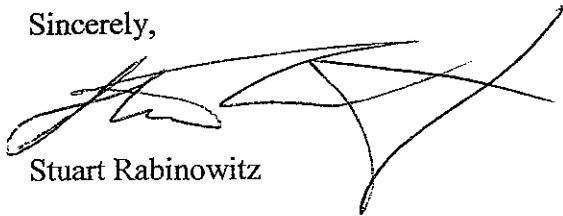
Professor Ellen Frisina
Chair, University Senate Executive Committee
Hofstra University
Hempstead, New York 11549

Dear Professor Frisina:

It is my pleasure to congratulate the University Senate on the success of the 2005-06 academic year. I appreciate and commend you for your dedication and leadership.

I have enjoyed working with you and your colleagues this year and look forward to another successful term for the Senate.

Sincerely,



Stuart Rabinowitz

SR/idf

I

INTRODUCTION

INTRODUCTION

Ellen T. Frisina, Chairperson
Senate Executive Committee

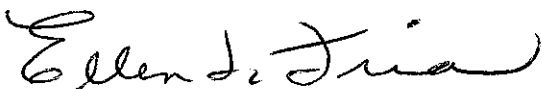
A full and fulfilling academic year has passed with major strides taken to ensure that the University Senate and its committees are fully representative of all constituencies. The elected Senators and Senators-at-Large are, to a person, to be commended for spending much time, patience, effort and thought in meetings and discussions. Through their efforts, and with the support of our faculty colleagues and Hofstra administration, we developed policies and procedures that continue to strengthen and improve all functions and services at the University.

Special thanks to the members of the Senate Executive Committee, who meet monthly (and tirelessly) to develop the agenda for the University Senate. The brightness and depth of members David Diamond (Chair of the Faculty Affairs Committee), Irene Fizer (Chair of the Graduate Academic Affairs Committee), Gregory Maney (Chair of the Undergraduate Academic Affairs Committee), and Will Nirode (Chair of the Planning and Budget Committee), make the task of chairing this committee much less complex, and much more pleasurable. Being at meetings with colleagues who truly care about Hofstra, and work hard to ensure that the University fully and best serves all of us, is what I like most about this group. A close second though, is the quick wit, easy dialogue, and compassion and understanding that this fine group of faculty exhibit and share. We were gratified to be able to welcome student representation back to the SEC, when freshman Cristal Kayel was chosen Chair of the Student Affairs Committee and has begun working to reinstate student interest and students' voices in University Senate affairs.

Without a doubt, the work of the Senate Executive Committee is made more pleasant and important by the extraordinary input and full participation of Herman Berliner, Provost and Senior Vice President for Academic Affairs, and Liora Schmelkin, Vice Provost for Academic Affairs. Their insights and strength, as well as unwavering generosity of time and patience, are a major reason the SEC – and therefore, the University Senate – operate smoothly, almost effortlessly.

The SEC reports to the full University Faculty, making recommendations for new policies, and changes and improvements in existing policies, and welcomes input from the faculty for new issues to be discussed and developed. I thank my faculty colleagues who attend these meetings. Those who attend are noted for taking the time and effort to help move Hofstra forward. In addition, as SEC Chair, I attend University Board of Trustees meetings to report on the decisions of the Senate; they too deserve thanks and praise for unfailing support of both the concept and procedures of shared governance.

I look forward to a second year as SEC Chair, working with exceptionally caring colleagues.



Ellen T. Frisina

II

COMPONENTS OF THE UNIVERSITY SENATE

2005 – 2006

and

the 2006 – 2007 Senate

THE SENATE 2005 – 2006

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Ellen Frisina

Ex-officio: President Rabinowitz; Campus Life, Holly Seirup/Gina Crance; Enrollment Management, Gigi Lamens/Jessica Eads;
Dean/HCLAS, Bernard Firestone; President SGA, Benjamin Solis

| | | | | | |
|-----------------------------------|---|--|--|---|--|
| <i>Humanities:</i> | <u>Elected:</u> Fizer Janer Zhou | <u>At-Large:</u> Anastasio Klinkowstein | Roskin Torpey | Zapata | |
| <i>Social Science:</i> | <u>Elected:</u> Maney Shih | Cobb D'Innocenzo Furey | Gurevich Mazzoleni Motta | Parker Rodrigue Saff | |
| <i>Natural Science:</i> | <u>Elected:</u> Nirode Pumo Silberger | Akbik Bhargava Clendening Divakaren | Eswarathasan Ghorayeb Greenwell Heath | Ismailescu Krause Liang Pillaiakkamnat | Ryan, D Wachter-Jurcsak Williams, J. |
| <i>Business:</i> | <u>Elected:</u> Karagozoglul Martin Petra | Cosares Kim, W | Lally Lee, K | Lenaghan Venuti | |
| <i>SOEAHS:</i> | <u>Elected:</u> Davey Lodato-Wilson | Fusco Gordon | Halliday Hines | Miletta Stacki | Torff |
| <i>Communication:</i> | <u>Elected:</u> Frisina | Fletcher Kaplan | Ingles Kelly | Smith, G | |
| <i>Law:</i> | <u>Elected:</u> Diamond | Grossman | Krieger | Simon, R. | Wu |
| <i>New College:</i> | <u>Elected:</u> Filippi | Hollander | Longmire | Valerius | |
| <i>University Studies:</i> | <u>Elected:</u> Levy | Friedlander Flaton | Pulis | Rosenthal | Unruh |
| <i>Library:</i> | <u>Elected:</u> Martorella | Burke, M. Dolan | Grafstein Harpel-Burke | Kreisel Lopatin | Simon Singh |
| <i>Chairperson:</i> | <u>Elected:</u> Kamberova | | | | |
| <i>Staff:</i> | <u>Elected:</u> Grande | | | | <i>Senior Support Specialist:</i> Porr, Caroline. |
| <i>Adjunct:</i> | <u>Elected:</u> Pioreck | | | | |
| <i>Students:</i> | <u>Elected:</u> Bisanz, Fonte, Hunker, Kayel | Beckerman-Roclau Kelleher | Khan Lanier | Overdorf Perniciaro | Ross Sabia |

**THE COMMITTEES OF THE SENATE 2005 – 2006
THE STANDING COMMITTEES**

| ELECTED | | | AT-LARGE | ADVISORY RESOURCE PERSONNEL |
|--|--|---|---|--|
| <u>Faculty:</u> | <u>Students:</u> | <u>Other:</u> | <u>Faculty:</u> | <u>Permanent Guest/ Adviers:</u> |
| <u>EXECUTIVE:</u> | | | | |
| Chair: Frisina, E Berliner Diamond Fizer Maney Nirode | Kayel | | | Permanent Guest: Schmelkin |
| <u>UNDERGRADUATE ACADEMIC AFFAIRS:</u> | | | | |
| Chair: Maney Levy Martin, S. Pumo Wilson, G. | Solis | Lamens/Eads | Anastasio Gordon Ismailescu Kelly Singh | Cucciniello Hickling Schmelkin |
| <u>GRADUATE ACADEMIC AFFAIRS:</u> | | | | |
| Chair: Fizer Davey Shih | Ajemian Perniciaro | | Bhargava Grafstein Kim Khan | Crance Cucciniello Cunningham |
| | | | | Jean-Louis Schmelkin Seely |
| <u>PLANNING AND BUDGET:</u> | | | | |
| Chair: Nirode Janer Martorella Petra | Bisanz | Staff: Grande Chairperson: Kamberova | Ghorayeb Simon Stacki | Lukesh Rubey |
| <u>FACULTY AFFAIRS:</u> | | | | |
| Chair: Diamond Karagozoglu Pioreck Silberger Zhou | | | Fletcher Furey Liang Martorella Pulis | Firestone Schmelkin President AAUP: Gellman |
| <u>STUDENT AFFAIRS:</u> | | | | |
| Filippi | Chair: Kayel Bisanz Fonte Hunker Perniciaro (Graduate) | | D'Innocenzo | <u>Student Senators At Large:</u> Beckerman-Rodau Kelleher Khan (Graduate) Lanier Adviser: Boscarino-Green |
| | | | | Overdorf Ross Sabia |

THE SUB-COMMITTEES, 2005 - 2006

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Records

Bohannon, Cobb, Crance, Cucciniello, Giminiani-Caputo, Friedlander, Haile, Hickling, McCarey, Oppenheim, Pumo, Williams, Unruh

OF PLANNING AND BUDGET

On the Library

Burke, M.; Grafstein, Lopatin, Rosenthal, Rubey, Wu, Zapata

On Academic Computing

Cosares, Heath, Hines, Juckiewicz, Lukesh, Rubey, Spieler, Tabron, Udey

OF FACULTY AFFAIRS

On Grievances

Greenwell, Krieger, Lally, Longmire, Miletta, Motta, Unruh

THE SPECIAL COMMITTEES, 2005-2006

On Recruitment, Elections and Nominations

Frisina, Gurevich, Harpel-Burke, Pillaipakkamnatt, Porr, Schmelkin, Venuti

On Athletic Policy

Barnes, Bod, Clendening, Crance, Cucciniello, D'Innocenzo, Eads, Frey, Hayes, Ingles, Johnson, C.; Klinkowstein, Kreisel, Lamens, Lee, Lenaghan, Lewis, Lynch, E.; McCarthy, Murphy, O'Malley, Schmelkin, Seirup, Torff

On Academic Calendar

Crance, Cucciniello, Grande, Greenwell, Hastings, Henwood, O'Malley, Nirode, Restivo, Saff, Schmelkin

On Environmental Safety

Akbik, Burke, D.; Eads, Filippi, Grossman, Halliday, Kakoulidis, Krause, Roskin, Ryan, D.; Wachter-Jurcsak

THE SENATE 2006 – 2007

Officers: President of the Senate, Provost Herman Berliner; Chair, SEC: Ellen Frisina

Ex-officio: President Rabinowitz; Campus Life, Gina-Lyn Crance; Enrollment Management, Jessica Eads; Dean/HCLAS, Bernard Firestone;
President SGA, Peter DiSilvio

| | | | | | |
|-----------------------------------|---|--|-----------------------------|-------------------------------------|-------------------------|
| <i>Humanities:</i> | <u>Elected:</u> Fizer Janer Zhou | Klinkowstein | Roskin | <u>At-Large:</u> Valerius | Zapata |
| <i>Social Science:</i> | <u>Elected:</u> Gurevich Maney O'Byrne | Armenia Cobb | D'Innocenzo Eliot | Furey McEvoy | Motta Shih |
| <i>Natural Science:</i> | <u>Elected:</u> Nirode Pumo Silberger | Bhargava Doboli | Greenwell Heath | Krause Liang | Pillaipakkamnat Ryan |
| <i>Business:</i> | <u>Elected:</u> Karagozoglu Petra Yoo | Cosares Kim, W | Kulviwat Lally Lee, K | Lenaghan Sengupta Slavin | Spieler Thelan |
| <i>SOEAHS:</i> | <u>Elected:</u> Duarte Lightfoot Lodato-Wilson | Frierman Fusco | Halliday Hines | Miletta | Torff |
| <i>Communication:</i> | <u>Elected:</u> Frisina | Caliendo Finucane | Ingles Pounds | Smith, G | Thakur |
| <i>Law:</i> | <u>Elected:</u> Diamond | Krieger | Wu | | |
| <i>New College:</i> | <u>Elected:</u> Filippi | Longmire | | | |
| <i>University Studies:</i> | <u>Elected:</u> Levy | Friedlander Flaton | Pulis | Rosenthal | Unruh |
| <i>Library:</i> | <u>Elected:</u> Martorella | Grafstein Harpel-Burke | Kreisel | Lopatin | Simon |
| <i>Staff:</i> | <u>Elected:</u> Grande | <i>Senior Support Specialist:</i> Porr, Caroline. | | | |
| <i>Adjunct:</i> | <u>Elected:</u> Pioreck | <i>Chairperson:</i> | | <u>Elected:</u> Kamberova | |
| <i>Students:</i> | <u>Elected:</u> Kayel Hunker LaFemina Legnetti Perniciaro | Beckerman-Ross | Bisanz | Galgano | Milito Shono |

THE COMMITTEES OF THE SENATE 2006 – 2007
THE STANDING COMMITTEES

| ELECTED | | | AT-LARGE | ADVISORY RESOURCE PERSONNEL |
|---|---|----------------------|--|---|
| <u>Faculty:</u> | <u>Students:</u> | <u>Other:</u> | <u>Faculty:</u> | <u>Permanent Guest/ Adviers:</u> |
| <u>EXECUTIVE:</u> | | | | |
| Chair: Frisina Berliner Diamond Fizer Maney Nirode | Kayel | | | Permanent Guest: Schmelkin |
| <u>UNDERGRADUATE ACADEMIC AFFAIRS:</u> | | | | |
| Chair: Maney Levy Pumo Lodato-Wilson Yoo | DiSilvio Hunker | Eads | Eliot Caliendo Thelan | Cucciniello Hickling Schmelkin |
| <u>GRADUATE ACADEMIC AFFAIRS:</u> | | | | |
| Chair: Fizer Duarte Gurevich Lightfoot | Perniciaro | | Bhargava Grafstein Kim Khan (Graduate Student) | Crance Drummer Jean-Louis Schmelkin |
| <u>PLANNING AND BUDGET:</u> | | | | |
| Chair: Nirode Janer Martorella Petra | Legnetti Staff: Chairperson: | Grande Kamberova | Frierman Simon Slavin Srivastava | Lukesh Rubey |
| <u>FACULTY AFFAIRS:</u> | | | | |
| Chair: Diamond Karagozoglu Pioreck Silberger Zhou | | | Finucane Flaton Furey Kulviwat Pulis | Firestone Schmelkin President AAUP: Gellman |
| <u>STUDENT AFFAIRS:</u> | | | | |
| Filippi | Chair: Kayel Hunker LaFemina Legnetti Perniciaro (Graduate) | | Smith, G SGA President: DiSilvio GSO President: Perniciaro | <u>Student Senators At Large:</u> Beckerman-Rodau Bisanz Galgano Milito Shono Adviser: Boscarino-Green |

THE SUB-COMMITTEES, 2006 - 2007

OF UNDERGRADUATE ACADEMIC AFFAIRS

On Academic Records

Bohannon, Cobb, Crance, Cucciniello, Giminiani-Caputo, Friedlander, Haile, Hickling, McCarey, Oppenheim, Pumo, Unruh

OF PLANNING AND BUDGET

On the Library

Fusco, Kreisel, Lopatin, Rosenthal, Rubey, Sengupta, Simon, Wu, Zapata

On Academic Computing

Armenia, Cosares, Doboli, Heath, Hines, Juckiewicz, Lukesh, Rubey, Spieler, Tabron, Udey, Valerius

OF FACULTY AFFAIRS

On Grievances

Greenwell, Krieger, Lally, Longmire, Miletta, Motta, Unruh

THE SPECIAL COMMITTEES, 2006-2007

On Recruitment, Elections and Nominations

Frisina, Harpel-Burke, Pillaipakkamnatt, Porr, Schmelkin, Shih, Venuti

On Athletic Policy

Barnes, Bod, Crance, Cucciniello, D'Innocenzo, Eads, Frey, Hayes, Ingles, Johnson, C.; Klinkowstein, Lee, Lenaghan, Liang, Lewis, Lynch, E.; McCabe, McCarthy, Murphy, O'Malley, Pounds, Schmelkin, Sewell, Torff

On Academic Calendar

Crance, Cucciniello, Grande, Greenwell, Hastings, Henwood, Kayel, O'Malley, McEvoy, Nirode, Restivo, Schmelkin

On Environmental Safety

Akbik, Burke, D.; Halliday, Kakoulidis, Krause, Roskin, Ryan, D.

III

RESPONSIBILITY, STRUCTURE AND BYLAWS OF THE SENATE

RESPONSIBILITY AND OPERATION OF THE SENATE

Authority to administer the academic operations of the University is vested by the State of New York in the Board of Trustees and derives from it through the President and the Provost to the deans and departmental chairpersons. Responsibility for shaping academic policies concerning the University as a whole, and for supervising all matters referred by the Board of Trustees, the President, or the Provost, rests in the University Senate, which consists of ex-officio members, elected members, and appointed members who represent all the internal constituencies of the University. Specifically, faculty, students, staff, and chairpersons are represented by elected senators: 20 faculty, five students, one staff member, one chairperson. The ex-officio members are the President, the Provost, the Vice President for Enrollment Services, the Vice President for Campus Life, one academic dean, the President of the Student Government Association, and the President of the Graduate Student Organization. Thus, representation in the policymaking institution of the University is both broad and deep.

The decisions of the University Senate, on all matters save those involving changes in Faculty Statutes or the Faculty Policy Series, are conclusive, subject to the endorsement of the Provost, the President, and, when necessary, the Board of Trustees. In practice, motions passed by the Senate are transmitted to the Provost and, by the Provost, to the President. The responsibility for the implementation of endorsed Senate actions rests with the Office of the President. Changes in Faculty Statutes or in Faculty Policy Series are usually initiated in the Senate or one of its committees, and must be approved at a Full Faculty Meeting before being transmitted to the Provost, the President and the Board of Trustees for approval. Once changes are approved, these shall be incorporated in the Faculty Statutes or Faculty Policy Series by the Senate Office.

The Chairperson of the University Senate Executive Committee is obliged to report at the quarterly faculty meetings. At such time, he or she may present proposed changes in Faculty Statutes or in Faculty Policy Series to the Faculty for its action. Action items will be identified as, changes, deletions, or additions to the Faculty Statutes, Faculty Policy Series, or other. Other Senate business is reported to the Faculty meeting as information. If faculty members wish to contest University Senate actions, Faculty Statutes provide for the petitioning of the President to call a special meeting. The President may call such a meeting, at his/her discretion on the petitioning of any ten members of the faculty. He or she must call such a meeting on the petition of ten members of the faculty in the instances where the contested Senate action has been passed without the affirmative votes of a majority of the faculty constituency of the Senate.

Faculties of the schools, colleges, and other autonomous units of the University develop academic policy for their own units. When policy development involves more than one school, college or unit, or is University-wide, or when external review mandates University governance review, the Senate has the responsibility of review and the authority to veto, subject to the approval of the Provost, the President, and the Board of Trustees. To provide adequate communications, the Chairperson of the Senate Executive Committee receives all the minutes of all the standing committees and faculty meetings of the University and its subunits. Chairpersons of corresponding unit committees receive minutes of the Senate and its committees.

The Chairperson of the Executive Committee and the Chairperson of the Senate Planning and Budget Committee represent the Senate at meetings of the Board of Trustees. The Senate Executive Committee is composed of the Chairpersons of the Standing Senate Committees, the Provost, and its own Chairperson who are elected by the full Senate for a two-year term. The immediate past Chairperson of the Executive Committee shall serve as an ex-officio member, without a vote, for the first semester of the subsequent academic year. The function of the Executive Committee is to route incoming matters to the appropriate standing committees, to review and prepare for Senate consideration all matters coming to it from the standing committees or elsewhere, to oversee the work of the various committees and subcommittees, to recommend to the Senate changes in its structure, to nominate members of the University community to serve as senators-at-large on the various committees, to nominate elected senators for service on its committees, to maintain liaison with appropriate officials and organizations within the University community, and to prepare the quarterly and annual reports of the University Senate. Individuals or academic units or other organizations within the University community who wish to direct matters to the attention of the Senate should write to the Chairperson of the Executive Committee. Matters coming from the Faculty Meeting to the Senate are also first referred to the Senate Executive Committee.

Meetings of the University Senate are open to all interested members of the Hofstra community, who may also attend meetings of standing committees by notifying appropriate chairpersons. Although non-senators may not vote in the Senate or committee meetings, the Senate traditionally extends speaking privileges to its guests upon request.

FACULTY STATUTES VII - UNIVERSITY SENATE

A. NAME AND PURPOSE

1. There shall be a University Senate, composed of ex-officio members, elected members, and appointed members as provided in the sections which follow.
2. The Senate shall have general powers of supervision over all educational matters concerning the University as a whole, and over matters referred to it by the Board of Trustees, the President or the Provost of the University.
3. The Senate shall have powers to adopt bylaws governing its organization and procedures.
4. The decisions of the Senate, in all matters save those involving changes in these Statutes or the Faculty Policy Series, shall be deemed conclusive, subject to the approval of the President and the Board of Trustees.
5. After any vote of the University Senate, the President in considering his/her action--in recognition of the importance of the views of the faculty and students:

- a. may determine the sense of the faculty by vote at a regular faculty meeting, or by convening a special faculty meeting for that purpose, or by calling for a student referendum, or by other means;
- b. may call a faculty meeting at his/her discretion on a petition by any ten members of the faculty;
- c. must do so on a petition by ten members of the faculty where a matter has been passed by the University Senate without the affirmative votes of a majority of the faculty members of that body.

B. MEMBERSHIP

1. Ex-officio Members

Ex-officio members of the Senate shall be the President, the Provost, one academic dean, a representative designated by the Vice President for Campus Life, a representative designated by the Vice President for Enrollment Services, the President of the Student Government Association, and the President of the Graduate Student Organization. Ex-officio members are full members of the Senate and have a vote.

2. Elected Members

- a. Full-time faculty members shall total twenty: three each from each Division of Hofstra College of Liberal Arts and Sciences, and from the School of Business, three from the School of Education and Allied Human Services, one each from New College, the School for University Studies, the School of Law, the University Library, and the School of Communication. Only teaching members of the regular professoriate shall be eligible for election by the full-time faculty to Senate membership. In addition, there shall be one member elected from the adjunct faculty. Student members shall total five, one elected from the graduate student body, and four elected from the undergraduate student body.

Student senators shall be currently enrolled and have at least a 2.0 cumulative grade point average, shall have successfully completed nine semester hours in the semester prior to election (except graduate students who shall simply be matriculated). There shall be one full-time staff member elected by the full-time members of the staff. There shall be one member elected from the chairpersons. All elected senators are full members of the Senate and shall have a vote.

- b. The term of office for faculty, staff, and chairperson senators specified under a. above shall be three academic years. No senator shall serve more than eight successive years. Student senators shall serve for one academic year.
- c. All voting members of the faculty shall be eligible to vote in senatorial elections in the unit of which they are members. Students shall be eligible to vote in the

unit of their current registration, or if unclassified, be a self-designated member of that unit.

- d. The Executive Committee of each unit shall appoint in March a committee to nominate candidates for its vacant Senate seats, and shall supervise the election in its unit. For one academic week, following publication of the slate, names may be added by petition of five voting faculty members. After a second academic week, completed ballots shall be sent through the mail. The Senate Executive Committee shall appoint a nominating committee for the Library which will follow the same process. The New College faculty, the School of Law faculty, the chairpersons, the staff, and administrators shall devise their methods of election. Student elections shall be conducted through the Office of the Dean of Students. Eligible students may be nominated by petition of at least 50 voters, or by the Special Committee on Recruitment, Elections and Nominations (SCREAN) if fewer than two eligible students are nominated by petition. SCREAN shall monitor the qualifications and elections of student members of the University Senate.
- e. When an elected senator announces that he or she is unable to carry out the responsibilities of office for some part of the elected term, not to exceed two semesters, the Executive Committee of the Senate shall nominate a temporary senator from the same unit for appointment by the Senate; in other cases, the senator shall resign and his/her seat shall be filled for the remainder of his/her term by regular election. If an elected senator misses three meetings in one academic year of the Senate or of the committee to which the senator was assigned, the Senate Executive Committee has the right to declare that seat vacant and to appoint the individual receiving the next highest number of votes in the Senator's election, or, if that person is not available, to appoint another person from the same constituency to complete the senator's term. This procedure shall not apply to the Chairperson of the Senate Executive Committee.
- f. When the Chairperson of the Senate Executive Committee is unable to carry out the responsibilities of office for longer than two academic months, he or she will resign and the President of the Senate shall appoint a temporary chairperson from the Senate until the Senate shall elect a replacement.
- g. The Chairperson of the Executive Committee may be asked to resign at any time by the Executive Committee and forced to, on its motion, by two-thirds majority vote of the Senate. In such a case, the procedure outlined in B, 2, f, above shall go into effect.

3. Appointed Members

- b. The Senate shall have the power to appoint for a period of two academic years, additional members of the faculty, administration, chairpersons, student body, or staff to serve as senators-at-large on a specified standing committee of the Senate.

Senators-at-large have the option of serving one additional two-year term, if the Chair of the committee and the senator-at-large are in agreement.

- c. Senators-at-large shall be full voting members of the Committee on which they serve and may participate in deliberations of the Senate, but shall not vote in the Senate. If a senator-at-large misses three meetings in one academic year of the committee to which assigned, the Senate Executive Committee will have the right to declare the appointment vacant and to appoint another senator-at-large from the same constituency to complete the senator-at-large's term.

C. ORGANIZATION OF THE SENATE

1. Officers

- a. The President of the Senate shall preside over sessions of the Senate; in his/her absence, a member of the body designated by him/her shall preside; in the absence of a designated presiding officer, the Senate shall elect a temporary one.
- b. The Senate as a whole shall elect one of its faculty members to be Chairperson of the Executive Committee. The term of the Chairperson of the Executive Committee normally shall be two academic years. He or she may succeed himself/herself as Chairperson for one term provided he or she is confirmed in this post first by the Senate and then by his/her original constituency. If a term as Chairperson of the Executive Committee shall have the effect of extending a term of a senator from three to four years, the Chairperson must be confirmed in this extension by his/her original constituency.
- c. The Senate shall elect a secretary who need not be a member of the body. He or she shall keep a record of the proceedings of the body and reports submitted to it. He or she shall notify the members of all meetings, regular or special, and shall provide each member with a copy of the minutes of the previous meeting. The minutes, reports, and proceedings of the Senate shall be public within the University.

2. Meetings

- a. Regular meetings of the Senate shall normally be held each month of the academic year. Before a vote may be taken on an item presented for action, senators must have had at least two working days published notice.
- b. Special meetings may be called by the President, the Executive Committee, or by a petition of one-fifth of the members, which must be in writing.
- c. No quorum shall be constituted without the presence of one-half of the elected members of the Senate. In all matters not governed by these provisions, Henry M. Robert's Rules of Order, 75th Anniversary Edition, shall be considered binding.

