**UNIVERSITY OF BALTIMORE FACULTY SENATE**

**CONSTITUTION**

***Approved UFS 10/22/12  
Approved by UB Faculty 2/6/13***

***Approved by Provost 3/13/13  
Approved by President 3/14/13***

***Revised 3/1/17***

***Approved by UB Faculty 4/10/17***

***Approved by Provost 4/13/17  
Approved by President 4/13/17***

The University Faculty Senate (UFS) of the University of Baltimore shall serve as the official voice of the university faculty in matters of its general concern. The purposes of this organization shall be (1) to represent the faculty in the governance of the university; (2) to formulate and recommend policies and procedures which guarantee each faculty member procedural and substantive due process; and (3) to act as a liaison with the University System of Maryland (USM) Council of University System Faculty (CUSF). UFS shall be comprised of representatives from each of the constituent schools or colleges, the library faculty, the adjunct faculty of the University of Baltimore, and UB’s representatives to CUSF.

UFS shall have authority to formulate and recommend policies, subject to the advice of the other governance bodies, specifically with regard to the following matters:

The UFS shall have the responsibility, central role and authority to make recommendations regarding all matters of academic concern which shall include, but are not limited to: curriculum matters, degree requirements, academic standards, academic freedom, admission policies and standards, student behavior, academic programs, promotion and tenure policies and standards, operation and administration of research, scholarship and creative activity.   
  
The UFS shall act as a consultative and advisory body on matters of faculty concern which shall include, but are not limited to: appointment of administrative officers with institution-wide responsibilities, budget and planning matters, university organizational structure, periodic reviews of academic departments and programs, and other matters affecting the educational quality of the university.

**Article I: Functions**

1. The functions of the University Faculty Senate shall include the following:
2. to approve new and revised academic programs and curricula;
3. to approve new and revised academic rules and university-wide academic policies;
4. to provide a means of participation by the faculty in the university decision-making process;
5. to provide a forum for the expression of concerns regarding faculty welfare;
6. to make recommendations to constituent faculty senates on issues which require action by an individual school or college;
7. to make recommendations to the University President, the Provost, the University Steering Council, and the Deans of the respective schools with respect to:
   1. standards and procedures for appointment, reappointment, promotion, tenure, and termination of service of members of the constituent faculties;
   2. standards for admission and retention of students, grading procedures, and degree requirements;
   3. standards and facilities for faculty development, research, and scholarship;
   4. standards for awarding of honorary degrees and nomination of candidates for such degrees;
   5. faculty workload, logistical support of faculty, and general matters of faculty welfare, including issues of academic freedom;
   6. university planning and resource allocation;
   7. any matters relating to academic standards or academic policies; and,
   8. matters that affect the university community as a whole;
8. to work in concert with the University Steering Council;
9. to recommend resolution to academic conflict among the represented schools upon the request of one of the constituent senates.
10. The UFS may assume other functions so long as they are not inconsistent with the powers granted in the present document. The powers of the Senate shall be limited so that they do not contravene with powers of the Board of Regents as provided in the statues of The University System of Maryland and the powers delegated by the board of regents to the chancellor of the University System of Maryland and to the President of the University.

**Article II: Membership**

UFS shall consist of three at-large members elected from the School of Law; the presidents of the faculty senates of the School of Business, the College of Public Affairs, and the College of Arts and Sciences; two at-large members elected from the School of Business; two at-large members elected from the College of Public Affairs; two at-large members elected from the College of Arts and Sciences; one at-large member elected from the library faculty; one at-large member elected from the adjunct faculty, and the university’s CUSF representatives. The University President and Provost are also members of UFS, but are nonvoting members. The at-large representatives from the academic units shall be elected to staggered three-year terms. The UFS must reapportion the membership if any schools are added to the University or if the faculty of one school consists of less than 15% of the full-time faculty.

Each senator shall be a faculty member in one of the represented units. Additional qualifications for senators may be determined by the faculty organization of each constituent faculty. Qualifications for the representatives to CUSF shall be determined by the UFS in accordance with CUSF requirements.

Representatives to CUSF, including an alternate, shall be selected by the UFS from a slate of nominees proposed by members of the USF and its constituent bodies. All persons with faculty status in the University are eligible to represent the university on CUSF. The number of representatives and the length of their terms are determined by CUSF.

Representatives to the UFS from constituent faculties shall be determined by a faculty body as determined by the membership of each represented unit. These elections shall be held annually before April 30, and the terms of office of the representatives-elect shall begin at the close of the annual meeting. Elections may be held at other such times as may be necessary as a result of reapportionment or to fill vacancies. The terms of such representatives-elect shall begin immediately.

The representatives to UFS from the constituent faculty units shall include at least one alternate with faculty status in that unit. Alternates, when called, have full voting rights at the meeting they attend to ensure unit representation. Alternates will serve as one of their unit’s representatives for a complete meeting including meeting continuations and electronic votes. An alternate is expected to serve the remainder of a senators term should a senator, for any reason, vacate their UFS position for any portion of an academic year. CUSF reps cannot send alternates to UFS meetings.

**Article III: Organization**

1. The annual meeting of the UFS shall be held in May of each year

At the annual meeting, the members of the UFS shall elect, by secret ballot, a President, Vice President, and Secretary. The terms of the office of the officers of the UFS shall end at the close of the following annual meeting. Officers are elected to one-year terms and may be reelected. The nomination process for officers is as follows: by April 5th of each year, faculty from each college and the library may select one UFS representative to be on the Officer Nominating Committee. The committee is charged to ensure at least one person is nominated for each position. They will begin by allowing one week for self-nominations and then reaching out to other UFS representatives as necessary. The Nominating Committee will report the slate of nominees at least one week prior to the UFS vote.

1. The UFS Executive Committee shall consist of the UFS officers, the immediate past UFS President, the presidents of the college senates, and a representative from the Law school.
2. The duties of the UFS President shall include:
   * 1. calling and presiding over UFS meetings;
     2. serving on the UFS Executive Committee;
     3. representing UFS on campus and, as appropriate to USM and other parties;
     4. serving on University Steering Council and representing UFS in shared governance on campus; and
     5. forwarding to the Provost, the University President, and the University Steering Council (as appropriate), as well as other university governance and management entities reports the UFS receives, results of approved agenda items, and other appropriate communications.
3. The Vice President shall assume the President's function in the President's absence or in the event of the President's withdrawal from office. The duties of the Vice President shall include:
4. replacing the President when the President is unable to be present;
5. serving on Executive Committee;
6. serving on University Steering Council; and
7. providing logistical support and coordination for UFS meetings.
8. The duties of the UFS Secretary shall include:
9. preparing and circulating minutes and agendas of all meetings to UFS members and alternate UFS members before approval, and publishing minutes to the broader University community after approval;
10. maintaining and publishing lists of UFS members, including alternates, and lists of membership of standing and ad-hoc committees of UFS; and
11. recording and attesting to votes of UFS.
12. The representatives to CUSF shall report monthly to the UFS on agenda items discussed by CUSF and make agendas and minutes of CUSF meetings available to UFS. If the UFS decides to take a particular position on any CUSF issue, or would like the CUSF representatives to raise any particular issue at a CUSF meeting, it will so instruct the CUSF representatives. CUSF representatives represent the University of Baltimore at CUSF and are expected to take positions in the best interests of UFS.
13. The UFS Executive Committee shall act on behalf of UFS between meetings in response to any emergency situation where a decision must be made before such time as the UFS can be canvassed or gathered. The Executive Committee cannot modify any action taken by UFS and must report on its actions at the immediate subsequent regular UFS meeting. The duties of the Executive Committee shall include:
    1. development, with UFS President, of the agenda;
    2. working with the standing committees as necessary; and
    3. coordinating UFS activities and agendas with Provost and University President.

H. If the President, the Vice President, or the Secretary resigns, an election will be held during the next scheduled UFS meeting, with at least a one-week period for nominations prior to the meeting. The senator elected will finish the current term of the officer, with a new election after that term ends.

The UFS voting members may hold a vote of no-confidence in order to recall any UFS officer or voting member of the UFS. The vote is held in two tiers. First, the reasons for such recall must be given, in writing, to the UFS and the officer or representative being recalled at least twenty (20) days written prior to the no-confidence vote. At a regular or special meeting the reasons for recall are delivered to the senate. A secret ballot vote on whether to hold the no-confidence vote will be held. This secret ballot constitutes the first tier and is also the written notice given to the UFS and the officer or member being recalled. This ballot requires a majority vote.

After at least twenty days have passed, the second tier takes place. Here, a vote for recall by at least sixty (60) percent of the membership will be sufficient to recall that officer or representative and prompt election of a replacement, for officers, in the same manner as described for resignation of officers, for college/school representatives and CUSF representatives by the appointment of the alternate to finish out the term.

1. The Senate shall by a 2/3 majority vote to adopt or amend such bylaws as necessary to carry out its functions.

**Article IV: Meetings**

1. The UFS shall meet monthly during the academic year. Additional meetings may be called during the year. All meetings of the UFS are open to any member of the university community.
2. A meeting of the UFS shall be called when it is deemed necessary by the UFS President or when a meeting is requested by three members of the UFS or by any of the constituent faculty senates. A meeting must be held within ten working days of receipt of written request for a meeting by either of the two groups mentioned above.
3. The agenda shall be prepared by the UFS President and circulated to all members five calendar days before the scheduled meeting. Any item of business must be put on the agenda if requested by any of the constituent faculty senates or by at least three members of the UFS. Individuals who wish to make a statement concerning issues on the agenda must notify the UFS President at least 24 hours in advance of the meeting. This advance notice provision may be waived at the discretion of the UFS President or by majority vote of the UFS.
4. In order for the UFS to conduct business at a designated meeting, a majority of the voting UFS members must be present. If the UFS fails to assemble such a quorum, the UFS President may circulate another notice of a meeting to all senators for a second meeting. At this meeting the UFS may conduct business without the necessary quorum if the written notice was delivered to all members by campus mail or email at least ten calendar days before the scheduled meeting.
   1. Voting on resolutions at meetings will be conducted by a show of hands or voice vote; voting by alternate methods (including, but not limited to, mail, campus mail, hand-carried mail, email, and web-based methods) may be authorized on recommendation of the UFS executive committee and approved by a majority of attendees or by a majority of the membership by electronic voting. There will be no proxy voting unless approved for a particular vote as described for alternate methods.
   2. By a majority vote at a meeting, at the request of the UFS President, the UFS may hold an electronic vote on an issue it has discussed at a meeting. The electronic vote will be distributed by email within 3 days of the conclusion of the meeting and be required to be cast by one week after the meeting ends. Electronic votes must be sent to the officers of the senate. If the UFS calls for a “private” electronic vote, the votes are to be sent to the Vice President and the Secretary of the UFS who will announce an outcome. Once an electronic vote is completed it will become part of the official minutes of the meeting where it was authorized.

**Article V: Committees**

The UFS shall have the authority to create UFS committees and to delegate functions to these committees.

1. UFS shall elect representatives to University Governance committees as required by existing and modified university governance documents agreed to and endorsed by UFS.
2. Standing committees shall report their activities to the UFS at least twice per year according to a schedule determined by the UFS President, and at the request of the UFS.
3. A short-term or ad-hoc committee may be created with a majority vote of the UFS.

**Article VI: Amending the Constitution**

An amendment to this constitution shall be made only in the following manner:

1. The proposed amendment must either be approved by a 2/3 majority of the UFS membership or be contained in a petition from any of the constituent faculty senates. The UFS resolution containing the proposed amendment or the petition, as the case may be, must fully describe the proposed amendment and its purpose;
2. Within three weeks after the UFS’s approval of the proposed amendment or the receipt of the petition, as the case may be, the secretary shall deliver by mail or e-mail a ballot containing the proposed amendment to all faculty of the University who have been designated as members of their constituent faculty senates.
3. The proposed amendment shall be accepted as an amendment to this constitution if approved by a majority of the voting faculty, provided at least 50 percent of eligible faculty members participate in the voting.

**Article VII: Ratification**

1. This document shall be ratified through the following procedures:
2. Ratification by the faculty through a mail or email vote. This document shall be considered ratified if it is accepted by a majority of those responding within ten working days to the mailing from each of the constituent schools or colleges, provided that at least 50% of the faculty of each constituent school or college responds to the mailing;

2. Acceptance by the president of the university;

3. Following ratification, the Senate will initiate the election of the first UFS members. Thereafter, the above procedures will be followed.

***By-Law I: Awarding of Honorary Degrees***

* 1. The University shall award to deserving candidates as honorary degrees the degrees of Doctor of Laws and Doctor of Humane Letters and such other degrees as may be appropriate.
  2. The Degree of Doctor of Laws, Doctor of Humane Letters and other like degrees shall be regarded as of equal dignity. The choice of which degree is to be awarded will be governed by the nature of the candidate's meritorious service, his/her prior academic achievements and personal preferences. Aside from these considerations, the Degree of Doctor of Laws will normally be awarded in recognition of outstanding public service, particularly that which is beneficial to the university, whereas the Degree of Doctor of Humane Letters will normally be awarded in recognition of outstanding achievements in Education, the Arts, the Humanities, and other disciplines of significant value to the university and the public. Similar standards and considerations will apply to the awarding of other honorary degrees.
  3. The names of candidates proposed for nomination as recipients of honorary degrees shall be submitted to the UFS as early as practicable prior to the scheduled date for the awarding of the degree. To ensure that the appropriate university administrative officials will have sufficient lead time to obtain necessary approval of the nominations, to communicate with prospective candidates, and to arrange for the printing of degrees and programs, the UFS will give the highest priority to the nomination of candidates for honorary degrees and will, if need be, schedule a special meeting for that purpose. The recommendations of the UFS concerning nominations for honorary degrees shall be communicated to the University President as soon as practicable prior to the scheduled date for the awarding of the degree.
  4. All UFS deliberations and actions on the nominations of candidates for honorary degrees will be held in the strictest of confidence. The names of nominees, including prospective nominees whose nominations were not approved and of those who were nominated but who declined to accept the degree, shall not be divulged without the approval of the University President and the prospective nominee concerned.
  5. The preparation of the citations for honorary degrees, arrangements for their presentation and other matters pertaining to the degree ceremony shall be the responsibility of the appropriate administrative offices of the University.

***By-Law II: The Election of Representatives to the Council of University System Faculty (CUSF)***

1. Representatives to CUSF (the statewide USM senate) shall be selected by the UFS from a panel of names proposed by members of the UFS and by the constituent faculty senates. Terms shall be staggered.
2. Every effort should be made to ensure that the two representatives to CUSF are from different academic units.
3. At least one month prior to selecting a representative to CUSF, the president of the UFS will notify the presidents of the constituent faculty senates of the pending selection and request nominations.
4. No person may serve as both an elected representative from her/his school to the UFS and a CUSF representative unless no other faculty member has been proposed or is willing to serve.
5. The new representatives will be certified by the Senate, and the name of the new representatives, including alternates, will be transmitted by the president of the Senate to the president and secretary of CUSF.

***By-Law III: UFS Standing Committees***

The following shall be standing committees of the UFS:

* Graduate Council
* General Education Council
* Council on Research, Scholarship, and Creative Activity
* Honors Council
* UFS Executive Committee
* Faculty Work Life Committee
* Officer Nominating Committee
* Academic Support Committee
* Academic Policy Committee
* Faculty Appeals Committee.

Each of the Standing Committees shall furnish the UFS with a copy of its charter and/or by-laws for approval by UFS. Each Standing Committee is to report to the UFS on a rotating basis at least twice per year and as requested by UFS.