

# **Faculty Senate Executive Committee**

## **Policies and Procedures Manual**

### **PURPOSE**

The Senate Executive Committee (EC) Policies and Procedures manual is intended to assist the EC members in the performance of their responsibilities to the Senate. The policies and procedures detailed in this document are not intended to supersede any CWU policies and procedures including the Faculty Code (Code) and Senate Bylaws. In case of a conflict, the Code and Bylaws Committee will control any conflicts.

### **ADOPTION AND AMENDMENT**

These policies and procedures for the conduct of the EC's operations shall be established on adoption by two-thirds majority vote of the EC members and approval by the Faculty Senate. Amendments to the Policy and Procedures may be passed with a two-thirds vote of EC members and approval by the Faculty Senate.

### **RESPONSIBILITIES**

#### **1. Powers and Duties**

In accordance with Section II.B of the Bylaws, the EC has the following powers and duties:

- a. to perform the leadership role for the Senate;
- b. to receive, evaluate and direct the disposition of all items directed to the Senate for consideration;
- c. to compile and publish the agenda in advance of each regular meeting of the Senate;
- d. to meet at least twice monthly to review Senate business during the regular academic year;
- e. to initiate matters for Senate consideration;
- f. to represent the Senate in discussions with the various committees, administrators, and other university groups or individuals;
- g. to represent the Senate in discussions with external organizations and groups (e.g., NWCCU, other Faculty Senates, Legislature);
- h. to create Senate standing and ad hoc committees as described in the Code;
- i. to nominate, subject to ratification by the Senate membership, all members of Senate standing committees, members of Senate ad hoc committees, a parliamentarian, and such other positions as may be necessary;
- j. to nominate a faculty legislative representative to the president; once approved, the nominee shall then be confirmed by the full Senate;
- k. to forward nominations for faculty positions on university standing committees and councils to the president and provost;
- l. to create the committee and provide the guidelines for selection of university Distinguished Faculty;
- m. to act on behalf of the Senate and exercise any of its powers. When necessary, such actions may be subject to ratification by the Senate at its next regular meeting;

- n. to receive and review proposed changes to the Code and Bylaws according to the respective amendment processes;
- o. to exercise other powers delegated to it by the Senate or assigned to it by the Code;
- p. to fill vacancies on the Executive Committee;  
other powers that are germane to the operation and function of the Faculty Senate that are not explicitly assigned to Senate subcommittees or other faculty organizations.

## **2. Committee Liaisons**

At the start of the academic year, the Chair appoints each EC member as a liaison to at least one of the Senate standing / ad-hoc committees or task forces. The EC member liaises between the EC and committee/task force to communicate and coordinate their activities. Liaisons should serve as a resource and support to the committee and advocate on behalf of the committee at the EC. The EC members will attend the meetings of their liaison committees. Following any meetings of their liaison committees, the EC member will submit a verbal or written report to the EC as determined by the Chair. Pertinent documents resulting from committee activities should also be distributed to the Chair and discussed at an EC meeting when appropriate.

## **3. Faculty Selection Process for Committees, Task Forces, and Councils**

The EC receives frequent requests from university constituents to nominate/recommend faculty members for various committees, task forces, or councils not directly under the authority of the Faculty Senate. When selecting faculty members for these committees, the EC shall send out a call for nomination to all faculty members. The EC will nominate faculty members based on a review of the nomination materials and discussions. Under extenuating circumstances, the EC may recommend members without sending a call for nomination. In instances of a committee member's persistent lack of attendance or consistent disrespect for the orderly operation of a committee, the EC may be called upon to facilitate the review of such allegations, or execute removal of the committee member.

## **4. Faculty Legislative Representative Selection Process**

The EC is responsible for nominating a faculty legislative representative to the president. The Senate office will send out a request for nomination to all faculty; self-nomination is allowed. The prospective nominees shall submit a detailed statement to the EC describing their goals and the vision for the position. After review of the materials, the EC will invite each of the candidates for an in-person interview. The EC will select the nominee based on their analysis of the statement and interview, and send their nomination to the president; once approved, the full Senate shall then confirm the nominee.

## **5. Grupe Faculty Center**

The EC is responsible for the management of the Mary Grupe Faculty Center. The Center can only be used by faculty or for faculty-related events. The EC will review all requests to use Grupe according to the established guidelines (See Appendix A).

## **6. Faculty Issues**

Faculty bring up various issues or concerns through Senate meetings, open EC meetings, emails, and other forms of communication with the Senate. It is critical the EC take every

matter seriously and find ways to address each issue. The Chair typically takes the lead on reviewing the issues, delegating them to EC members depending on their expertise (if needed), and reporting back to the faculty with any findings, updates, or resolutions.

## **7. Position Statements or Resolutions**

Shared governance is critical to the success of our institution and faculty. The ability to improve the success of any institutional decision that impacts academics increases with faculty consultation through the process prescribed in the Code. Ideally, decisions will reflect a consensus between the administrative leadership and the appropriate bodies of the faculty. However, in some cases, administrators do not consult with faculty, blatantly dismiss faculty voice, or willfully violate CWU policies or procedures including the Code. The EC should always consider resolving the matter one-on-one with the involved parties. If those efforts fail, the EC will take the leadership role to voice faculty's objection, and officially register our concerns through the Chair's Senate report, a Senate resolution, or an EC position statement. The Chair, in consultation with the EC, will review each such situation on a case-by-case basis to determine the appropriate response. If the EC deems it necessary to voice our concern publicly, the Chair shall draft a statement with input from the EC and deliver it at a Senate meeting. Position statements will be posted on the Senate website.

## **8. Other Tasks**

Beyond the Executive and other committee meetings, the EC may assign additional duties to members, or reassign existing responsibilities. EC members are expected to perform these other duties as assigned by the EC and/or the Chair, assuming the scope of the duties falls within the assigned workload for the EC member.

## **MEMBERSHIP**

The faculty shall elect members of the EC, with such powers and duties as set forth in the Code and Senate Bylaws.

### **1. Committee Size**

The EC shall consist of the following eight voting members: the chair of the Senate, the chair-elect, a past Senate Chair, and five additional elected members. If the penultimate Senate chair is unable to serve as past Senate Chair, the next most recent past Senate chair available shall serve. The past Senate chair (immediate or appointed) will serve as a voting member of Senate and EC, even if not a current member of the Senate (Bylaws Section II).

### **2. Composition/Representation**

EC members will be elected from the eligible senators in the following manner:

- a. Each college shall elect two faculty each, with the exception of the College of Business and Library, which shall share one representative.
- b. The Senate shall elect an at-large member of the EC at a Senate meeting, preferably during spring quarter (Bylaws Section II).

### **3. Election**

- a. The Senate office shall oversee the election process and provide a list of senators eligible for nomination and election.

b. Elections shall be conducted by secret ballot via online survey during spring quarter.

#### **4. Appointment**

In the event of an unscheduled vacancy, whether due to resignation, sabbatical, medical leave, or other causes, the EC has the appointing power. The EC will appoint an eligible Senator for the remaining term or partial term.

#### **5. Terms**

- a. Terms shall be three years, beginning June 16<sup>th</sup> following election by the Senate.
- b. Members can serve on the EC for up to two consecutive full terms. A partial term of two years or more shall be treated as a full term, while a partial term of less than two years shall not be counted.

#### **6. Attendance**

EC members are expected to demonstrate their commitment to the Senate by regular attendance at EC, Senate, and liaison committee meetings, except when prevented by unforeseeable events. Members should give sufficient notice to the Chair about absences from any meetings which they are obliged to attend.

#### **7. Confidentiality**

The EC discusses many sensitive topics and members are privy to University information that may not be known to non-EC members; hence, confidentiality is essential.

Confidentiality also encourages open and candid discussion at meetings. EC members must keep all information about matters dealt with by the EC confidential. All information in the form of agendas, documents, electronic communications, or any other format which comes into a member's possession and relates to the work of the EC should be considered confidential unless otherwise stated. The obligation to maintain confidentiality continues to apply even after a faculty member has left the EC.

#### **8. Role**

In the spirit of representation, EC members serve as liaison representatives between their colleges and the EC. At the same time, the EC members are faculty leaders who are advocates of all faculty irrespective of their college affiliation. EC members should strive to keep a balance between these two roles. Debate on issues brought before the EC should at all times be professional and courteous.

#### **9. Removal from EC**

If an EC member does not adhere to behavioral expectations (including attendance and confidentiality), any EC member may initiate a vote to remove the member. EC members can be removed from the committee by an absolute two-thirds majority via a confidential vote of all EC members.

### **SCHEDULE**

#### **1. Regular Meeting**

The EC will commence its regular operations on or after September 16 and end its business on or before June 15 of each academic year. The EC may decide to work on special projects

during the summer. In that case, the Chair will request workload compensation for EC members from the President's office. During the academic year, the EC will meet every Wednesday from 3-5pm excluding weeks when meetings of the full senate are held. The Chair may request additional meetings or extended meeting times with the consent of the EC.

## **2. Special Meetings and Additional Senate Business**

The Chair, with the consent of the EC, may call special meetings to address issues that need immediate attention or that require more time and discussion than can be handled during regular meetings. When possible, the Chair will facilitate additional discussions via e-mail between meetings rather than schedule special meetings. EC members should attempt to respond to emails from the chair in a timely manner.

## **3. Quorum**

A simple majority of the current membership of the EC shall constitute a quorum for the transaction of business at its meetings. For EC decisions to be valid and binding a quorum is required. However, the Chair may decide to hold or continue (due to early departures) a meeting without a quorum to discuss general items during which the EC will not take any official action.

## **4. Agenda**

The Chair will prepare the agenda and circulate it to the EC within a reasonable amount of time before the scheduled meetings. The EC members, especially members who are liaisons to committees or task forces, are expected to submit discussion or action agenda items for consideration by the EC for proposed action or resolutions. The Chair has the final approval of items included on the EC agenda. To be prepared for discussion, members should review the agenda and other material carefully prior to meetings.

## **5. Minutes**

The EC does not keep minutes of its meetings given the executive nature of its discussions, and to assure confidentiality about sensitive matters.

## **6. Closed Meetings (Executive Session)**

The EC meetings are ordinarily closed to visitors. However, the Chair with the consent of the EC can invite visitors to the EC meetings when needed to fulfill its business.

## **7. Open Meetings**

Each month, the EC meeting immediately following a full Senate meeting will be open to faculty, staff, students, and the public. The primary purpose of these meetings is for university stakeholders to meet with the EC to share their concerns or to participate and understand the EC operations. However, during an open meeting, the EC may decide to go into executive session (rendering the meeting closed) when the situation warrants it. The Chair shall determine the conditions for such closure.

## **8. Visitors**

In the spirit of shared governance, and as schedule permits, the EC will extend the opportunity to schedule at least one meeting a quarter with each of the following office holders: President, Provost, ADCO Chair, and UFC President.

## **9. Voting**

The EC makes hundreds of decisions every academic year, and most of them are made using consensus process led by the Chair. The Chair or any EC member may make a verbal motion on a particular decision, and a simple majority vote will be sufficient to take official action, unless otherwise outlined in the Procedures and Practice Manual.

# **OFFICERS**

## **1. Chair-Elect**

At the last Senate meeting of the academic year, the Senate shall elect a new chair-elect. The current chair shall solicit nominations from the eligible members of the EC and will oversee the election process.

Election to the position of chair-elect requires a three-year commitment to the EC: the first year as chair-elect, the following year as chair, and the third year as immediate past chair. Service to the EC takes priority over any existing terms of office, and the chair-elect remains a voting member of Senate for the three-year commitment.

The chair-elect shall serve in the place of the chair in the latter's absence. In the event of a vacancy in the chairship after the beginning of the chair's term of office, the chair-elect shall become the chair and serve as such for the remainder of the chair's term of office, and a new chair-elect shall be elected.

The chair-elect performs such duties and provides such advice that may be requested, such as: attend meetings as a resource at the request of the chair, support the ongoing Senate work and support the chair as needed.

The specific roles served by the Chair-elect as defined in the Code or Bylaws include:

- Member of the Bylaws and Faculty Code Committee
- Liaison to all non-senate committees, task forces, and councils.

## **2. Chair**

As chief executive officer of the Senate, the chair shall coordinate and expedite the business and budgets of the Senate and its committees. The chair shall be the presiding officer at all meetings of the Senate, at all faculty forums, and at general faculty meetings upon request of the president of the university. The chair shall serve as official representative and spokesperson of the faculty and the Senate in communication with the faculty, the BOT, the administration, the student body, and other groups regarding matters that are not mandatory subjects of bargaining. In this capacity, the chair or the chair's designee shall have the right to ex officio voting membership on any university committees and councils on which the Executive Committee deems that faculty ought to be represented.

The specific roles served by the Chair as defined in the Code or Bylaws OR by practice may include:

- Prepare, coordinate, and lead the following meetings/events
  - Full Senate meetings
  - Executive Committee Meetings
  - Faculty Forums
- Supervise Faculty Senate administrative assistant
  - Complete performance evaluations
  - Approve payable time and absence requests
- Serve as a member or Ex officio member of the:
  - Senate Budget and Planning Committee (BPC)
  - President's Budget Advisory Committee (PBAC)
  - Provost Council (PC)
  - University Policy Advisory Committee (UPAC)
  - Commencement Committee
  - Academic Department Chairs Association (ADCO)
  - Summer Session Advisory Committee
  - Naming Committee
- Attend the following one-on-one or general meetings:
  - President
  - Provost
  - Board of Trustees
  - All faculty forums

### **3. Past-Chair**

The past-chair performs such duties and provides such advice that may be requested, such as: attend meetings as a resource at the request of the chair, support the ongoing Senate work and support the chair as needed.

The specific roles served by the Past-Chair as defined in the Code or Bylaws include:

- Member of the Budget and Planning Committee
- Liaison between the FLR and the EC
- Presidential Budget Advisory Committee (PBAC)
- Member of ADAPT committee

## **Appendix A**

### **Grupe Faculty Center (GFC) Use Policy Central Washington University**

The Grupe Faculty Center (GFC) is primarily for the use of CWU faculty. The GFC is an academic, collaborative space where faculty can go to have a quiet space, grade papers, connect with colleagues, and host faculty-related social events. The Faculty Senate welcomes CWU faculty to utilize the GFC conference rooms for meetings, luncheons, conferences, receptions and events directly related to faculty activities.

#### **1. GFC Facilities**

- The GFC includes chairs, couch, love seat, white board table, conference table, WiFi, computer kiosk, audio/video equipment for video conferencing, charging station for electronics, TV/AV equipment, and dividers for privacy if desired, and kitchen.

#### **2. GFC Use General Policies**

- Eligible faculty may gain entrance by having their CWU Connection card encoded by the LockShop.
- Current CWU policies and procedures must be followed.  
<http://www.cwu.edu/resources-reports/>

#### **3. GFC User Responsibilities**

- Set-up, tear-down and clean-up is the responsibility of the individual who requested use of the facility.
- If kitchen is used, it must be cleaned. No dishes are to be left on the counter or sink.

#### **4. Eligibility for Use**

- Meetings or events that are faculty led or that would benefit the faculty as a whole may submit a use request during the available schedulable hours listed below.

#### **5. Restrictions on Use**

- No alcohol may be served or consumed prior to 5:00 p.m. and an alcohol banquet permit must be acquired.

#### **6. Scheduling:**

- Availability of the GFC is between the hours of 6:00 am – 10:00 pm and at the sole discretion of the Faculty Senate.
- Faculty must request to use the GFC using the form on the Faculty Senate website.

#### **7. Application for Use:**

- To request use of the GFC, please request a use form. Once the request has been received by the Faculty Senate Office, a determination will be made if the request fits the eligibility criteria for facility use. Once the determination has been made, normally within 5 business days, an email confirming or denying the event will be sent. If additional information is needed to make the determination, you will be contacted within the 5 business days.

#### **8. Approval Process:**

- The faculty senate reserves the right to refuse to permit the use of the GFC.
- Faculty Senate Office approves the requests to use the facility. Appeal of a denial of use of the facility may be submitted in writing to the Faculty Senate Executive Committee who will make a final determination.