

STANDARD OPERATING PROCEDURES OF THE UMKC FACULTY SENATE

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These Standard Operating Procedures (SOP) are established and adopted by the UMKC Faculty Senate pursuant to the requirement of CRR 300.020.E.7.d of the Bylaws of the University of Missouri-Kansas City.

ARTICLE I: MEETINGS

A. Regular Meetings of the UMKC Faculty Senate. The meeting schedule for each semester shall be established by the Chair of the Faculty Senate ("Chair"), distributed to all Faculty Senate members and to all faculty members prior to the first Faculty Senate meeting of each semester, and posted on the Faculty Senate website. Such meeting schedules shall constitute notice of the date, time, and location of the regular Faculty Senate meetings listed. Meetings of the Faculty Senate shall be conducted in accordance with Robert's Rules of Order when requested by any Senator. Without such request, simplified procedures such as Martha's Rules may be used. If Robert's Rules are formally active, the Past-Chair shall act as the Parliamentarian. A one-page outline of these rules shall be available on the Faculty Senate website.

B. Quorums. A quorum for Faculty Senate meetings shall be a simple majority of voting members of the full Senate.

C. General Faculty Meetings. As specified by CRR 300.020.B.3, a general faculty meeting shall be called at least once per year. The Chair shall send a call for agenda items to all faculty members. The agenda shall include the following items: reporting of past business of the Faculty Senate to the faculty and reporting of Faculty Senate committees. Motions and resolutions which are part of the official published agenda for the meeting can be acted upon. A quorum of voting members of the Faculty Senate is required for any official business action at a general faculty meeting. A majority vote of voting faculty present and voting is required to pass any motion or resolution.

D. Special or Emergency Meetings. Special or emergency meetings of the Faculty Senate may be called by the Chair, and shall be called if requested by the Chancellor, Provost, 51% of the voting members of the Faculty Senate, or 10% of the voting faculty. The Chair shall give reasonable notice to the Faculty Senate and, if possible, to the faculty. Such notice shall state the date, time, place, and purpose of the meeting.

E. Agenda. The Chair shall prepare an agenda for each regular, special, and emergency meeting of the Faculty Senate and for any meeting of the general faculty. The agenda for any meeting, with relevant attachments, shall set forth the business to be conducted at the meeting. The Faculty Senate may take up such other business as it deems necessary or appropriate. The agenda shall be distributed by the Chair or the Chair's designee to all

members of the Senate in advance of any meeting, except where emergency time constraints make such distribution impracticable. The meetings of the Senate shall be conducted according to the following schedule:

1. Approval of agenda.
2. Corrections to, and approval of, minutes.
3. Report by the Chair or Past-Chair on the most recent meeting between the FSEC and the Chancellor and Provost.
4. Report by the Intercampus Faculty Council Representatives.
5. Report on recommended nominations for committee or task force assignments, with vote to approve.
6. Announcements.
7. Matters for action.
8. Matters for discussion.
9. Reports from committees and/or task forces.

F. Presentations to Senate. The Senate receives and appreciates the many requests by parties to come to Senate meetings and give formal presentations. Not all requests can be accommodated. As the Senate is a deliberative body, the preferred procedure will be to have presentation documents in advance for Senators to review, with the time spent in Senate meetings limited to brief presentations followed by question/answering. One determining factor as to whether the presentation request will be granted is if the Senate is requested to make a resolution or offer a vote of support as a result of the presentation. Presentation documents shall be added to the archived minutes on the Senate website.

G. Open Meetings. All Faculty Senate meetings shall be open, except during discussions and votes on awards, honorary degrees, personnel matters and issues of concern to Senators alone. The FSEC has the authority to determine if a particular meeting, discussion or vote shall be closed.

ARTICLE II: SENATE MEMBERSHIP AND DUTIES

A. Senators. CRR 300.020.E.1 defines the membership of UMKC Faculty Senate.

B. Staff Council and the Student Government Association Representatives. The Staff Council and the Student Government Association shall each provide a representative to Faculty Senate as non-voting Senators.

C. Absences and Alternates. Each member of the Senate may appoint a faculty member from his or her division or unit to assume his or her role at a particular meeting, including voting on motions. Any Senator who leaves the Senate before the completion of his or her term, however, shall be replaced by a new Senator as determined by his or

her respective academic unit.

D. Duties of the Senator. Each Senator shall:

1. attend all Senate meetings;
2. notify the FSEC if he or she will be absent from any particular meeting and identify the designated proxy attending as an alternate, if any;
3. review agenda and meeting documents before each meeting; and
4. serve as a liaison between his or her academic unit and the Senate by informing their academic unit constituents of relevant issues, gathering input on issues discussed by the Senate, and reporting back to Senate on general consensus from the academic unit.

ARTICLE III: COMMITTEES

A. Types of Committees. There are four types of committees for which Senate maintains some level of responsibility:

1. Senate Standing Committees
2. Senate Ad Hoc Committees
3. Other Standing Committees
4. Other Committees.

B. Senate Standing Committees. Senate standing committees are maintained by the Senate, are chaired by a Senator, and report to the Senate. Any Senate standing committee may, as it deems necessary, meet and confer with committees of other employee groups on issues of common concern. All Senate standing committees shall make one official yearly report at a general faculty meeting. Each Senate standing committee shall function in accordance with policies and procedures approved by the Faculty Senate. Senate standing committees are as follows:

1. **Faculty Senate Executive Committee (FSEC).** The FSEC shall, in accordance with CRR 300.020.E.5, consist of the Chair, Past-Chair and Chair-Elect of the Faculty Senate, and the two IFC representatives. The FSEC shall meet regularly to plan all meetings of the Faculty Senate. The FSEC shall, when necessary, (i) refer to other committees for their consideration issues that fall within a given committee's area of responsibility, and (ii) recommend to the Faculty Senate the establishment of ad hoc committees. The FSEC shall meet with the Chancellor, Provost, and/or other members of the administration as often as is deemed necessary and appropriate to discuss issues of concern to the Faculty Senate or general faculty.

a. Duties of the Chair. The Chair shall:

1. serve as chair of the FSEC;
2. lead all Senate meetings;
3. provide periodic updates to the Senate on the progress or resolution of issues of concern to the Faculty Senate and/or the general faculty;
4. manage the Senate graduate assistant;
5. be responsible for organizing campus-wide elections, including the election of the following year's Chair-Elect;
6. oversee the maintenance of the Faculty Senate website;
7. maintain the Faculty Senate bylaws and standard operating procedures, and supervise any efforts to amend them;
8. serve as a member of the Intercampus Faculty Council, the University Budget Committee, and the Faculty Senate Budget Committee.

b. Duties of the Past-Chair. The Past-Chair shall:

1. attend all Senate meetings, FSEC meetings, and meetings with the Chancellor and Provost;
2. serve as parliamentarian of the Senate should Robert's Rules be invoked;
3. chair Senate meetings should the Chair be absent; and
4. oversee the faculty evaluations of UMKC administrators, including the Chancellor, Provost, and all Deans, in accordance with the procedures contained in ANNEX A.

c. Duties of the Chair-Elect. The Chair Elect shall:

1. attend all Senate meetings, FSEC meetings, and meetings with the Chancellor and Provost;
2. create accurate minutes of all Senate meetings;
3. manage the Faculty Senate budget;
4. hire a graduate assistant for the upcoming academic year (i.e., the person who will be graduate assistant during Chair-Elect's tenure as Chair), to be in place by August 1;
5. ensure all Senate committees are populated and maintain an accurate list of all committee members.
6. ensure all other committees described in Articles III.C-E are populated with Senate representative(s) as described in those Articles and maintain an accurate list of all such committee representatives; and

7. manage the pool of faculty volunteers described in Article III.F, including maintaining a current list of faculty members who are in the pool and reaching out to the faculty to search for additional volunteers when necessary.

d. Transition of Officers. The date of transition of Senate officers shall be August 1 of each calendar year. Therefore, the Chair Elect shall advance to the office of Chair on August 1, the Chair shall advance to the office of Past-Chair on August 1, and the Past-Chair shall retire from the office of Past-Chair on August 1. A new Chair-Elect shall serve as a non-voting, ex officio member of Senate upon election and assume the duties of Chair-Elect on August 1.

e. Committee of Former Chairs of the Faculty Senate can meet regularly to advise the current chair of the Faculty Senate.

f. Other. The Chair, Past-Chair and Chair-Elect shall have access to the Campus N-drive, Faculty Senate email distribution lists, and the Faculty Senate website. The Chair, Past-Chair and Chair-Elect shall deposit their Faculty Senate documents and folders into the Campus N-Drive.

2. **Faculty Senate Budget Committee (FSBC).** The FSBC shall provide a forum for discussion of budget issues. The FSBC shall consist of a chair and two additional members of the Senate, who shall be selected by the Faculty Senate Executive Committee and approved by Senate. All members of the FSBC shall serve on the campus-wide University Budget Committee. Additionally, other faculty members (both Senators and non-Senators) may volunteer to serve on the FSBC. The Chair of FSBC must be a Senators when appointed. The Chair of the Faculty Senate shall serve on FSBC and UBC.
3. **Faculty Senate National Awards Committee (FSNAC).** The FSNAC shall be responsible for nominating faculty members for distinguished organizations and awards and working with academic units to generate these nominations. The FSNAC shall consist of five to six tenured professors from a variety of academic disciplines. Support will come from Faculty Affairs. The Faculty Senate shall appoint the members of the FSNAC and shall appoint one or two new members each year. Each member of the FSNAC shall serve three-year terms. At least one Senator shall serve on the FSNAC, and the Chair of the FSNAC shall be a Senator.
4. **Faculty Senate Oversight Committee (FSOC).** The FSOC monitors the grievance process and provides feedback on the process to the Faculty Senate, the faculty, the Provost and the Chancellor. The FSOC shall consist of three to six tenured faculty members, each serving for a three-year term. The Faculty Senate shall appoint the members of the FSOC

and shall appoint one or two new members each year. At least one member of the FSOC shall be a member of the Faculty Senate, and the Chair of the FSOC shall be a Senator. Each year, the FSOC shall present a summative and evaluative report to the FSEC, the Provost and the Chancellor. See CRR 370.010.C.11 for the specific procedures regulating the FSOC.

5. **Faculty Senate Academic Issues Committee (FSAIC).** The FSAIC, on behalf of the general faculty, addresses issues related to admissions procedures and requirements, degree programs and requirements, curricula, grading procedures, academic ceremonies, honorary degrees and titles, and any other issue of an academic nature which is the responsibility or prerogative of the general faculty. The FSAIC shall consist of nine members of ranked faculty from a broad selection of schools, and each shall serve for a three-year term. The Faculty Senate shall appoint the members of the FSAIC and shall appoint three new members each year. At least one member of the FSAIC shall be a member of the Faculty Senate, and the Chair of the FSAIC shall be a senator.
6. **Chairs of Standing Senate Committees:** The chair of each Senate standing committee must be a member of the Senate upon his or her appointment as chair. Notwithstanding anything else in this SOP, the chair may serve out his or her term as chair of his or her committee even after his or her Senate term ends. The FSEC shall make recommendations for Senate standing committee chair appointments, and the Senate shall approve all such appointments.

C. Senate Ad Hoc Committees. The Faculty Senate may establish or activate Ad hoc committees as needed. These committees may be formed in conjunction with the administration. At least one Senator must be a member of any Senate ad hoc committee. Other members may be non-Senator faculty members who are nominated or appointed by the Faculty Senate. Ad hoc committees that have been activated in the past and may be activated again include the following:

1. **Committee on Institutional Effectiveness (CIE):** The CIE, on behalf of the general faculty, analyzes and evaluates administrative structures and efficiencies and their budgetary consequences, and all other studies as directed by the Faculty Senate and the Office of the Provost. The committee shall report to the Senate and Provost its finding and explicitly provide recommendations which, upon approval, are presented to the Chancellor for action. Its other areas of interest include, Advancement, Admissions, Athletics, Communications and Marketing, Research, and Student Services.

D. Other Standing Committees: The following committees are maintained by other bodies of UMKC or the UM System. The Senate shall appoint, suggest or see that a committee member is elected to serve on these committees as detailed below:

1. **Intercampus Faculty Council (IFC).** The IFC serves as a liaison between the President

and his staff and the four campus faculties. It communicates to the President and his staff the views and concerns of the faculties. For details of the IFC, see https://www.umsystem.edu/ums/rules/collected_rules/administration/ch20/20.100_in_tercampus_faculty_council. Three UMKC faculty members serve on IFC, one of whom is the Chair of Senate. The two other members are chosen by campus-wide election as described in Article IV and serve three-year terms.

2. **University Faculty Committee on Tenure** is a UM System committee and shall hold hearings within the jurisdiction of regulation CRR 310.050 involving personnel in the several academic divisions of the campus it represents. Two UMKC professors serve as primary members and two as designated alternates. Committee members are not appointed or approved by Senate but are elected as part of the yearly campus-wide elections. Each winter semester one primary member and one alternate are elected from among nominees for a two-year term. FSEC will call for nominations during the winter semester and include this election within the campus-wide election.
3. **University Budget Committee (UBC)** shall provide a forum for discussion of budget issues and broad campus input to and the capability for factual analysis and feedback on budget matters for the faculty representatives on the campus budget committee. The UBC responsibility is defined by CRR 140.020.B: Details on this committee are available at <https://www.umkc.edu/finadmin/budget/ubc.asp>
All Senate members of the Faculty Senate Budget Committee are members of the UBC. The Chair of the FSBC is expected to serve as the secretary of the UBC.”
4. **Facilities Advisory Committee.** The Facilities Advisory Committee facilitates the updating of the University’s master plan and development of annual capital plans. See <https://www.umkc.edu/finadmin/cfm/fac.asp> for details on this committee. The Faculty Senate is entitled to have six representatives on the committee. Each year three faculty members shall be nominated by the FSEC and approved by the Senate for two-year terms. The group of Senate representatives shall reflect the diversity of UMKC.
5. **Research Advisory Council.** The Research Advisory Council serves as a campus-wide committee and advises the Provost and Chancellor on matters relating to research and scholarship. For details see: <http://ors.umkc.edu/office-of-research-services/research-advisory-council>. The Faculty Senate is entitled to have one representative on the committee. Every other year, the FSEC shall nominate one faculty member to represent Senate and to serve on the committee for a two-year term. The Faculty Senate shall approve appointment.
6. **Undergraduate Curriculum Committee.** The Undergraduate Curriculum Committee is

responsible for reviewing and making recommendations regarding undergraduate education at UMKC. See <https://info.umkc.edu/ucc/> for full details of this committee. The Faculty Senate is entitled to have one representative on the committee. Every other year, the FSEC shall nominate one faculty member to represent Senate and to serve on the committee for a two-year term. The Faculty Senate shall approve appointment.

7. **Parking and Traffic Committee.** The Parking and Traffic Committee has jurisdiction over all violations and appeals of all parking violations on campus. See full details on this committee at <https://www.umkc.edu/finadmin/parking/committee.cfm>. The Faculty Senate is entitled to have three representatives on the committee. Every year the FSEC shall nominate one faculty member to serve on the committee for a three-year term. The Faculty Senate shall approve each appointment.

E. Other Committees. Other committees and task forces consists of committees and task forces for which the Senate has no formal obligation to nominate or appoint members but which the Senate can agree to help populate by nominating faculty from the pool of volunteers.

F. Pool of Faculty Volunteers. A pool of faculty volunteers willing to serve on committees and task forces as the need arises shall be maintained by Faculty Senate. Pool members shall be identified and appointed to committees and task forces pursuant to the following procedures:

- a. FSEC will request via email for faculty volunteers willing to serve on committees. Willing faculty members should provide their name, discipline, areas of expertise and interest, and verification that their chairs/supervisors approve of their service.
- b. A request for faculty volunteers shall take place at the beginning of each academic year and during each academic year as needed.
- c. As FSEC receives requests for faculty members to serve on committees and task forces, the FSEC shall nominate members of the pool deemed best suitable to match the need of each requested service and shall put forward its nominees to the full Senate for approval.
- d. Approved appointments shall be recorded in the minutes of the Senate meetings.

ARTICLE IV: NOMINATIONS AND ELECTIONS

Election procedures for Senate Officers and IFC representatives. Election procedures shall be consistent with terms and conditions defined by CRR 300.020.E.2, including the following standard assumptions and processes.

1. Responsibility for these elections procedures rests with the Chair who will communicate official public Senate invitations or actions as appropriate.
2. Requests for nominations, including self-nominations, will be distributed to all eligible faculty members in January of the academic year which ends the term of office.
3. In those cases where the number of nominations, acceptable to the nominees, equals the number and type of positions, no formal ballot will be required. Information about new membership for positions filled in this manner will be distributed on behalf of Faculty Senate. This information may be part of the ballots for those positions where the number of nominees exceeds the number of positions.
4. In those cases where the number of nominations, acceptable to the nominees, is less than the number of positions to be filled, the FSEC will consult in order to identify additional nominees to fill the slate. Efforts to obtain nominees should continue even if this means that prescribed representation of defined academic units – if any – is not followed. Positions which cannot be filled in this manner remain vacant but should be filled, if possible, at the next scheduled or interim election.
5. In those cases where the number of nominations, acceptable to the nominees, exceeds the number of positions to be filled, the slate on the election ballot shall list the nominees in the order in which the nominations were received by the Chair.
6. Nominees are invited by the Chair to provide a short biographical sketch and reasons why the nominee should be considered for the position.
7. All UMKC academic units have an electronic, password-protected platform that is used for voting. Faculty with voting rights are entered into this system after the Faculty Senators each academic unit have verified eligibility. The list of eligible faculty will be verified during each Fall Semester. The Chair is responsible for confirming the electronic sites.
8. When an item appropriate for faculty input is identified, the Chair will administer the electronic voting. In a password-protected data collection system, a survey tool is the method used to ensure confidentiality. With the survey tool, only the results are available to members of the FSEC. The password-protected data collection system does not provide a means of viewing how someone has voted, only whether that person has voted.
9. Voting periods are determined by the FSEC, but as a general rule the period of time for voting to occur should encompass no more than two weeks.
10. Results of the voting will be viewed by the FSEC and the result will be provided to the faculty and the Faculty Senate within two (2) weeks.
11. The Chair prepares a report of all election tallies and final election results for presentation during the next scheduled Faculty Senate meeting. The Minutes of the Faculty Senate represent the official announcement of the election results, without formal reporting on nominations which require official letters of appointment.
12. Terms of office start with the beginning of the next academic year, typically on August 1,

unless specified otherwise.

ARTICLE V: ADOPTION AND AMENDMENT

These Standard Operating Procedures shall be adopted or amended only upon affirmative majority vote of a quorum of the Faculty Senate. The Faculty Senate shall amend these standard Operating Procedures to ensure they remain consistent with the UMKC Faculty Senate Bylaws (CRR 300.030.E.7d & 7e).

ANNEX A:

Process for Faculty Evaluation of UMKC Administrators:

- a. Rules in academic units that define voting rights for the unit determine who will be invited by the committee to participate in the review. The committee will propose to the Senate for confirmation the group of evaluating faculty for those upper-level administrators where evaluation by all campus voting faculty appears inappropriate, as for instance for the evaluation of the Dean of the School of Graduate Studies.
- b. Unit faculty input for a Dean under review shall occur in conjunction with the Provost's office, when such person reports to the Provost. Deans will undergo a 360 evaluation, coordinated through the Provost's Office, during the fall semester after completing three years in their position. Subsequent evaluations will then occur at three-year intervals. Deans will be officially informed of the impending evaluation by the Office of Institutional Research eight (8) weeks prior to the start of the Fall semester and be provided with a copy of the evaluation form. Each Dean undergoing evaluation will be given an opportunity to provide a short (1-2 page) summary of their activities over the three years under review. This summary will be placed at the beginning of the evaluation survey. Administrators and Deans who report to the Chancellor will be evaluated in the Fall semester after they have completed five years of service. These individuals will be notified by the Vice Chancellor of Human Resources eight (8) week prior to the evaluation process. A copy of the evaluation form will be provided, and the opportunity to provide a short (1-2 page) summary of their activities over the years under review. This summary will be placed at the beginning of the evaluation survey.
- c. Evaluations will occur during the Fall semester. The evaluation surveys, along with the administrator's summary and the Senate-approved survey items will be placed in a password-protected system. Once final dates for the evaluation are determined, all eligible voting faculty for each unit will be sent an invitation to participate in the evaluation. The invitation will include information regarding access to the evaluation materials and the closing date of the evaluation.
- d. All aspects of the evaluative procedure will be overseen by the members of the Administrative Issues Committee. Once the evaluation period is complete, the survey site will be closed and the results will be tabulated.
- e. Review results are provided to the Dean, the Provost or Chancellor (as appropriate), and the Faculty Senate Executive Committee. Evaluation results for upper-level administrators are provided to the next- higher rank, including the UM President in case of evaluation of the Chancellor. A summary of the results will be compiled by the Provost's/Chancellor's office (as appropriate) in consultation with the Faculty Senate Executive Committee and be made available to the faculty of the respective unit, and the Deans/Provost will meet with their faculty/faculty Senate no later than semester break week of the semester following their evaluation to discuss the results. Additionally, the chairperson of the faculty governance body of the respective unit/Senate shall prepare a report on

how the Dean/Provost has addressed the evaluation results with the faculty. This document will be forwarded to the faculty of the school, the Provost/Chancellor (as appropriate), and the Faculty Senate's Administrative Issues Committee for its files and to serve as a reference for the next evaluation.