

STANDARD OPERATING PROCEDURES OF THE UMKC FACULTY SENATE

[Approved by the faculty Senate March 6, 2012; presented at the All Faculty Meeting, Spring 2008]

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

ARTICLE I MEETINGS

1. **Regular Meetings of the UMKC Faculty Senate.** The meeting schedule for each semester shall be established by the chairperson of the Faculty Senate, distributed to all Faculty Senate members and to all faculty 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. Formal implementation of these Rules is required when requested by any member of the Senate. Without such request, simplified procedures may be used. If Robert's Rules are formally active, the vice-chair will act as the Parliamentarian. A quorum for Faculty Senate meetings shall be a simple majority of voting members of the full Senate.

2. **General Faculty Meetings.** As specified by CRR 300.020.B.3, a general faculty meeting will be called at least once per year. A call for agenda items will go out to all faculty. The agenda will contain as required items: reporting of past business of the Faculty Senate to the faculty; 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. Business can be conducted by majority vote of voting faculty present and voting.

3. **Special or Emergency Meetings.** Special or emergency meetings of the Faculty Senate may be called by the chairperson, and shall be called if requested by the Provost/Chancellor, 51% of the voting members of the Faculty Senate, or 10% of the voting faculty. The chairperson 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.

4. **Agenda.** The chairperson shall prepare an agenda for each regular, special, or 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 will be distributed by the chairperson or designee to all members of the faculty in advance of any meeting, except where emergency time constraints make such distribution impracticable.

5. **Open Meetings.** All Faculty Senate meetings shall be open, except discussion and votes upon awards, honorary degrees, or personnel matters.

ARTICLE II SENATE MEMBERSHIP

1. **The composition of the UMKC Faculty Senate** is defined by CRR 300.020.E.1.
2. **Non-voting Senate members.** The Faculty Senate accepts the presence of non-voting senators, representing part-time faculty and the Staff Assembly.

ARTICLE III SENATE COMMITTEES

Standing Committees. The following standing committees are defined by the Faculty Senate. The Faculty Senate shall make every effort to maintain continuity of committee membership. Any committee of the Faculty Senate shall, as they deem necessary, meet and confer with committees of other employee groups on issues of common concern. All standing committees shall report regularly to the Senate. Official yearly reporting of committees is expected at general faculty meetings. Each committee shall function in accordance with policies and procedures approved by the Faculty Senate. The chair of each standing committee shall be a member of the UMKC Faculty Senate.

1. **Executive Committee.** In accordance to CRR 300.020.F.6, this committee shall consist of the Chair, Vice-Chair, and Secretary of the Faculty Senate, and the two IFC representatives. It shall be the responsibility of this committee to meet regularly and to plan all meetings of the Faculty Senate. Among its duties, this committee shall be responsible for referring to the standing committees for consideration, those issues which arise during an academic year which fall within a given committee's area of responsibility; and for recommending to the Faculty Senate the establishment of ad hoc committees. The Executive Committee shall meet with the Provost/Chancellor 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.
2. **Faculty Welfare Committee.** This committee shall, on behalf of the general faculty, address issues related to health care, retirement, and other benefits of the faculty, issues involving tenure, grievance procedures, or legal matters which might affect the faculty.
3. **Academic Issues Committee.** This committee shall, on behalf of the general faculty, address 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.
4. **Administrative Issues Committee.** This committee shall, on behalf of the general faculty, address issues of strategic planning efforts and review of any other issues related to the administration of the institution which affect the faculty. The committee shall review and propose processes and procedures related to implementation or change of Collected Rules and Regulations for the University and the campus, and of Senate Standard Operating Procedures. The committee shall administer the uniform procedures described in the Standard Operating Procedures, as approved, for the nomination and election of officers of the Faculty Senate and for those committees where faculty representation is the responsibility of the Faculty Senate. The

committee shall conduct faculty evaluations of UMKC administrators as defined by CRR 300.020.D.3.f.

The Nominations Committee (a subcommittee of the Administrative Issues Committee) shall review the nominations, elections, and appointments of faculty to campus and UM System committees, and review their composition and procedures.

A. This committee shall be responsible for conducting and reviewing the procedures and instruments for administrative review and for reviewing the results of all faculty evaluations of UMKC administrators, including Chancellor, Provost, and all Deans. 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 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. The administrator review shall occur every other year, based on the academic calendar of August to May. For a new administrator, the first review shall occur in the academic year in which they have been in the position for at least 9 months. If they have served less than 9 months, the first review will be in the following academic year. (See example) (i) The administrator is officially informed by the committee in the fall (no later than October) of the review year that a faculty evaluation will be performed before the end of the academic year, (ii) given a copy of the evaluation form, (iii) Who will be the evaluating faculty (iv) The administrator is reminded that a portfolio is expected and that it should be made available without constraints to all evaluating faculty.

C. Review results of deans are provided to the Dean, the Provost, 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 office in consultation with the Senate executive committee and made available to the faculty of the respective unit, and the Deans will meet with their faculty no later than October of the following year to discuss the results. Additionally, the chairperson of the faculty governance body of the respective unit shall prepare a report on how the unit's dean has addressed the evaluation results with the faculty. This document will be forwarded to the faculty of the school, the Provost, and the Faculty Senate's Administrative Issues committee for its files and to serve as a reference for the next evaluation.

5. Budget Committee. The Faculty Senate Budget Committee (FSBC) will consist of a chair and two additional Senate representatives, who have been elected by the Faculty Senators to represent faculty on the campus-wide University Budget Committee, and any additional members who have volunteered as Senator or as official or unofficial representative faculty members of any academic unit. This committee 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.

6. Committee on Organizational Structure and Community Outreach (COSCO). This committee shall, on behalf of the general faculty, analyze and evaluate administrative structures and efficiencies and their budgetary consequences, and all other studies as directed by the Faculty Senate. The committee shall report to the Senate its finding and explicitly provide the Senate with recommendations which, upon approval by the Faculty Senate, are presented to the Provost/Chancellor for action.

7. Undergraduate Curriculum Committee. This committee is responsible for reviewing and making recommendations regarding undergraduate education at UMKC. Membership will consist of one faculty member from each of the schools, three faculty members from the College of Arts and Sciences (one from Humanities, Social Science, and Science and Mathematics), one member from the Libraries and one member elected from the Faculty Senate or the Academic Issues Committee of the Senate. In addition, the Vice Provost for Academic Affairs and the Registrar will serve as ex office, non-voting members. Faculty members will elect their representative colleagues in each school/division. The committee will elect a chair and a secretary from the committee membership who will serve a maximum of three consecutive terms.

ARTICLE IV ELECTIONS, NOMINATIONS AND APPOINTMENTS

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

A. Responsibility for these election procedures rests with the Administrative Issues Committee. It will invoke the participation of the chair of Faculty Senate at those steps where official public Senate invitations or actions are appropriate.

B. Requests for nominations, including self-nominations, will be distributed to all eligible faculty in January of the academic year which ends the term of office. Typically this request shall be combined with requests for nominations of faculty for participation on other committees (see IV.2) and may be combined with the reminder to the faculty governance entities of academic units to elect new Senators for those members whose terms of office will end during the academic year in progress.

C. 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.

D. In those cases where the number of nominations, acceptable to the nominees, is less than the number of positions to be filled, the Chair of the Academic Issues Committee and the Chair of the Faculty Senate 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.

E. 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 of the Academic Issues Committee.

F. Nominees are invited by the chair of the Academic Issues Committee to provide a short biographical sketch and reasons why the nominee should be considered for the position.

G. All UMKC Academic units have a Blackboard site that is used for voting. Faculty with voting rights are entered into the Blackboard site after the Faculty Senators from that Academic unit verifies eligibility. The list of eligible faculty will be verified during each Fall Semester. The chair(s) of the Administrative Issues Committee is responsible for maintaining the Blackboard sites.

H. When an item appropriate for faculty input is identified, the Administrative Issues Committee will administer the electronic voting. In Blackboard, a survey tool is the method used to ensure confidentiality. With the survey tool, only the results are available to members of the Administrative Issues Committee. Blackboard does not provide a method to view how someone has voted, only if they have voted.

I. Voting periods are determined by the Administrative Issues Committee, but as a general rule the period of time for voting to occur should encompass no more than two weeks.

J. Results of the voting will be viewed by two (2) members of the Administrative Issues Committee and the result will be provided to the Executive Committee of the Faculty Senate within two (2) weeks.

K. The chairperson of the Administrative Issues Committee 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 (see IV.2.B).

L. Terms of office start with the beginning of the next academic year, typically in August, unless specified otherwise.

M. Coordinated transfer of office responsibilities is suggested for the period between the time of election and the time that the position is officially assumed.

2. Procedures for nominations and appointments of faculty and senators on committees.

The Nominations Committee, a subcommittee of the Academic Issues Committee, is responsible for the process and timely completion of nominations, elections or appointments of official

faculty representatives on standing campus committees, and for the election, selection, or nomination of faculty representatives or senators on various other committees and task forces. Unless specified otherwise, the process described in IV.1 shall be used.

Where defined, Collected Rules and Regulations determine the process parameters. If not defined by CRR or by these Standard Operating Procedures, an appropriate process will be developed by the Academic Issues Committee, presented to the Faculty Senate for approval and, when approved, added to these Standard Operating Procedures.

Official representative faculty appointments to committees, which are the responsibility of the Senate or which follow official requests for such appointments made to Senate, will be announced during regular faculty meetings. Such announcements will be delayed for appointments that require official letters of appointment of nominees. The announcements will be made available to all faculty through the Minutes of the Senate meetings and by posting to the Faculty Senate website.

A. Campus Promotion and Tenure Advisory Committee. [*Passed in Senate 4/19/2005*]

1. The faculty membership of the UMKC Campus Promotion and Tenure Advisory Committee will consist of one (1) elected representative from each UMKC school with regular faculty, headed by a dean, and of three (3) elected representatives from the College of Arts and Sciences. The annual representatives will be appointed by the Faculty Senate following an election process in each unit in accordance to CRR 310.050.B.2 and 3, to be declared open and fair by the Faculty Senators of the unit and to be completed before the end of the Spring Semester for the following academic year to allow the Chair of the Faculty Senate to report the composition of the Committee for the next academic year to the Chancellor in a timely manner, consistent with CRR 310.050.B.1 requirements.

2. For each Committee seat with an expiring term of appointment, the faculty of the unit represented, through their faculty Senators and/or the chair of the faculty governance body of the unit, will be requested by the Chair of the Academic Issues Committee to elect during the preceding Spring Semester from among the faculty of the unit one (1) nominee.

3. Full-time tenured faculty members on continuous appointment with less than 50% administrative appointments are eligible to be nominated.

4. For academic units where a large fraction of full-time faculty have non-tenured faculty status, full-time non-tenured faculty with the rank of professor and with less than 50% full-time administrative appointments may be nominated.

5. Each nominee is forwarded by the Senate to the Chancellor for appointment to a three (3) year term.

6. The Chancellor has the right, once, to refuse the proposed nominee and to ask for reconsideration by the faculty of the nominee elected.

B. Academic Grievance Hearing Panel. [*Passed in Senate 3/15/2005 and 4/19/2005*]

Refer to CRR 370.010, section C for membership, terms and qualifications for members of the Grievance Panel.

C. Standing Committee on Research Dishonesty. [*Passed in Senate 3/15/2005*]

1. The membership of the UMKC Standing Committee on Research Dishonesty will consist of one (1) elected representative from each UMKC school, headed by a dean, and from UMKC Libraries, and three (3) elected representatives from the UMKC College of Arts & Sciences.
2. The annual representatives will be appointed by the Faculty Senate following an election process in each unit in accordance to CRR 420.020.B.3 and 4, to be declared open and fair by the Faculty Senators of the unit and to be completed before the end of the Spring Semester for the following academic year.

D. University Budget Committee.

1. The UBC responsibility is defined by CRR 140.020.B: “Faculty must be meaningfully involved through regular on-going mechanisms with the total University fiscal situation. Appropriate committees with faculty members at the system and campus levels shall be created or designated to advise in educational planning, to appraise resource needs and fiscal conditions, and to advise on allocation and reallocation of resources.”
2. Currently three Senators are the faculty representatives on the UBC to advise provost and chancellor in matters of campus budget.
3. The 3 Senators are elected by the Faculty Senate to serve 2 year terms, or until their term as Senator ends. One of these is elected as the chair of the Faculty Senate Budget Committee and is expected to function with the provost as one of the co-chairs of the UBC.

E. Additional standing committees with official representation of faculty provided through the Faculty Senate. These include:

1. The University of Missouri System Faculty Committee on Tenure. Two UMKC faculty serve as primary members and two as designated alternates in staggered terms. As part of the yearly campus-wide elections, one UMKC faculty representative and one alternate are elected from among nominees for a 2 year term.
2. Facilities Advisory Committee. Election of six faculty, representing diverse groups on campus, are elected from among nominees for staggered 2 year terms.
3. Parking and Traffic Committee. The Faculty Senate elects from among nominees yearly one faculty member to serve for a staggered 3 year term.

4. UMKC Research Advisory Council. One Senator is elected by Faculty Senate for a 2 year term.

Nominations for these and other campus committees that require or request faculty or Senate representatives should be requested from among eligible faculty by an open call for nominations. If possible, elections should be the basis of any selection. Only as a matter of last resort should Senators and officers of the Faculty Senate be involved in “picking nominees”.

ARTICLE V ADOPTION AND AMENDMENT

These Standard Operating Procedures shall be adopted or amended upon affirmative vote of two-thirds of the Faculty Senate and upon ratification by the Voting Faculty as described in article I.2 of these Operating Procedures.

Approved by the Faculty Senate March 6, 2012.
Presented at the All Faculty Meeting, Spring 2008.