

## **SECTION TWO**

### **200.00 COMMITTEES OF THE UNIVERSITY**

Section 200 describes many of the standing committees of the university. It is meant to serve only as a guide to those committees. The membership and function of some of these committees is governed by Section 300 and deference is given to that section when discrepancies exist.

#### **200.01 The Faculty Assembly**

The Faculty Assembly is an organization of all ranked faculty of the University. The Assembly is the major link between the administration and faculty on issues affecting members of the University faculty. The Faculty President is elected by majority vote of the entire Assembly and presides over the Faculty Senate. The Faculty Senate is composed of representatives of the various colleges and schools who are elected by their colleagues from those colleges or schools. The Faculty Senate represents the Assembly and acts on its behalf in a variety of capacities (see the Faculty Assembly Constitution in Appendix 200A).

#### **\*200.02 The Academic Council**

The Academic Council is a major guardian of the academic standards of Gonzaga University and the primary advisory body to the Academic Vice President regarding the university's programs, curriculum, academic policies, academic planning, and procedures. Consistent with these responsibilities, the Council shall participate in the development and review of the university's academic strategic plan. This includes the review of resources necessary to meet the needs of the academic strategic plan. Its members shall also review and provide recommendations on any action that has a bearing on the integrity of any academic program. Members of the Council are charged with bringing to the Council any matter they deem relevant to the welfare, integrity, and quality of the programs and curriculum of the university. The Academic Council membership shall consist of the following: the Academic Vice President, the Associate Academic Vice President, and or/the Assistant Academic Vice President, the Associate Academic Vice President for Diversity, the Assistant Academic Vice President for Global Engagement, the University Registrar, one appointed member of the Faculty Senate, the nine (9) Academic Deans, fifteen (15) elected faculty members, and five (5) students. The Council membership total shall be 29-35 representatives depending upon the representation from the Academic Vice President's Office. The Academic Vice President shall serve as the chairperson in an ex-officio capacity and shall be a non-voting member of the Council. The Associate Academic Vice President, the Assistant Academic Vice President, the Associate Academic Vice President for Diversity, the Assistant Academic Vice President for Global Engagement, the appointed Faculty Senate representative, and the University Registrar shall be regular non-voting members of the Council. They may be asked to serve on one or more standing committees at the request of the Academic Vice President. All Academic Deans shall be voting members of the Academic Council. Fourteen (14) faculty members shall be elected by the Faculty Assembly and shall consist of four (4) faculty members from the College of Arts and Sciences, two (2) faculty members from the School of Business (one shall be a graduate faculty representative), two (2) faculty members from the School of Education (one shall be a graduate representative), and one (1) faculty member each from Schools of Engineering and Applied Science, Professional Studies, Nursing and Human Physiology, the Foley Library, and School of Law, and the English Language Center/ MTSL (total of 6). In addition to the above faculty members, two additional faculty members shall be elected by the Faculty Assembly to serve on the Council. There shall be a total of five (5) student members: One shall be an officer of the Gonzaga Student Body Association (GSBA). The remaining four (4) other

members shall be appointed by the GSBA. At least one (1) student shall be a graduate student. Term of office of elected members is three years.

### **200.03 The Committee on Academic Freedom and Tenure**

The Committee on Academic Freedom and Tenure serves as a special hearing board for cases alleging an infringement of academic freedom that has or will result in non-renewal of contract or dismissal for cause (See Section 305.00). All other allegations of an infringement of academic freedom are handled by the Grievance Committee (See Section 307.00). The Committee issues a confidential report to the Academic Vice President who shall forward the report to the President for final decision. The Faculty Assembly elects the seven members of the Committee and seven alternates all of who must be tenured with rank of either Associate Professor or Professor. Members and alternates serve for two years.

### **200.04 The Committee on Admissions**

The Committee on Admissions carries out the policies of the University relative to admission of undergraduate students. Two members of the Committee are elected annually by the Faculty Assembly and five are appointed by the President. The Dean of Admissions is a member ex officio and serves as chairperson of the Committee. The Associate Dean of Admissions, the directors of Academic Advising and Assistance and of Disability Support Services, and one academic dean serve as permanent members of the committee.

### **200.05 The Committee on Academic Standing**

The Committee on Academic Standing carries out the policies of the University around the retention of undergraduate students. Two members of the Committee are elected annually by the Faculty Assembly and five are appointed by the President. The Director of Academic Advising and Assistance is a member ex officio and serves as chairperson of the Committee. The Associate Dean of Admissions, the Associate Dean of the College of Arts and Sciences, and one academic dean serve as permanent members of the committee.

### **200.06 The Athletic Council**

The Athletic Council is responsible for providing guidance and assistance to the Vice President for Finance and the Director of Athletics regarding all aspects of athletic and intramural programs. The University Faculty Athletics Representative is appointed by the President and serves as the council chairperson as well as faculty representative to the NCAA and pertinent athletic conferences. Two faculty are elected to the council by the Faculty Assembly. Two alumni, four students and one Student Development staff member also serve on the council. The Vice President for Finance, the Director of Athletics, the Director of the Alumni Association, the Assistant Athletic Director for Compliance, and the Senior Women Administrator are regular council members.

### **200.07 The Budget Committee**

The Budget Committee is an advisory committee to the Vice President for Finance and assists in the preparation of the University budget. The Vice President for Finance, who serves as Chairperson of the Committee, is a member ex officio as are all the vice presidents with operating responsibilities. Three members are elected by the Faculty Assembly to staggered three-year terms. Two members are elected by the Staff Assembly and one student representative is appointed by the GSBA. One member of the faculty or administration is appointed by the President. President of Faculty Assembly will appoint one member of the Senate.

### **200.08 The Committee on Commencement Awards**

The Committee on Commencement Awards advises the President on potential recipients of honorary degrees and awards and the selection of the Baccalaureate and Commencement speakers. The Academic Vice President, who serves as the Chairperson of the Committee, is a member ex officio. Two members are elected by the Faculty Assembly and five are appointed by the President. The Senior Class President also serves on the Committee as well as three other students appointed by the GSBA.

### **200.09 Gonzaga Research Council**

The Gonzaga Research Council administers the University grant fund for faculty research. Two members of the Council are elected annually by the Faculty Assembly and three are appointed by the President, who also designates the Chairperson.

### **200.10 The Grievance Committee**

The Grievance Committee acts as a special hearing board for cases alleging violations of faculty rights. The Grievance Committee has seven members, all of whom must be full time tenured faculty. Six members are elected by the faculty to a three year term. The President shall appoint the seventh member of the committee. The first set of members will be elected to staggered terms to provide continuity in membership thereafter. The Committee will elect a chairperson from its ranks for a one-year term each fall. (See Section 307.00)

### **200.11 The Library Committee**

The Library Committee is advisory to the Dean of the Library on Library policies, especially those relating to faculty. The Dean is the Chairperson ex officio. Three faculty members are elected by the Faculty Assembly and three are appointed by the President.

### **200.12 The Publications Board**

The Publications Board selects the editors of student publications and is advisory to them. The Chairperson is designated by the President from four members of the faculty who serve on the Board. Two faculty members are elected by the Faculty Assembly and two are appointed by the President. Three student members are designated by the GSBA. The Publications Board reports to the Vice President for Student Development.

### **\*200.13 The Committee on Rank and Tenure**

The Committee on Rank and Tenure has responsibility for recommending to the President members of the faculty for promotion in academic rank and for tenure. Through its recommendations this Committee carries responsibility for upholding the academic standards of the University. The Committee on Rank and Tenure consists of ten elected faculty members and the Academic Vice President. Committee faculty members will be elected by the following constituencies: one each from the Schools of Business, Education, Engineering and Applied Science, Foley, Law, Nursing and Human Physiology, and Professional Studies; three from the College of Arts and Sciences [one from the humanities, one from the natural sciences, and one from the social sciences]. The Academic Vice President and a faculty member will serve as co-chairs. The faculty co-chair shall be elected from among the ten faculty members of the committee at the first committee meeting in September and is a

voting member. The Academic Vice President is a non-voting member of the committee, except in cases where a tie-breaking vote must be cast. (See Section 303.13).

#### **200.14 The Harassment and Discrimination Committee**

The Harassment/Discrimination Committee hears formal complaints of harassment or discrimination when the faculty member is the accused, consistent with the hearing procedures described in Appendix 300C. Six members are elected by the Faculty Assembly. Members of this committee must be full-time tenured faculty, three must be female and three must be male.

#### **200.15 International Education Council**

The International Education Council (IEC) will be formally constituted for the first time in Fall, 2008. Its primary functions would involve the development of an institutional plan for global education initiatives, (including both Study Abroad and International Education programs), and the review of proposals for, and evaluations of, international exchange and faculty-led study abroad programs. The Associate Academic Vice President will serve as ex-officio chair of the IEC, and membership is expected to include appointed representatives of the Faculty Assembly, as well as representatives of the various departments currently involved with international education efforts (e.g., ISP, Study Abroad, International Program Development, Student Development).

## **APPENDIX 200A: FACULTY ASSEMBLY CONSTITUTION**

### **Gonzaga University**

### **Faculty Assembly**

### **CONSTITUTION**

#### **Article I – Name**

The name of this organization shall be the “Faculty Assembly of Gonzaga University.”

#### **Article II – Reasons for Organization**

The variety and complexity of the tasks performed by the University require collaborative processes based on the interdependence between the Trustees, Regents, administration, faculty, and students. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort.

The Faculty Assembly is the entity by which the whole faculty can fulfill its responsibility to participate in the governance of the University. At times this participation will involve approval of recommendations made by the President and administration; at times it will involve initial recommendations made by the faculty, subject to the development and endorsement of the President or appropriate governing body.

#### **Article III – Powers, Duties and Functions**

Section A. Faculty are encouraged to actively participate, directly through the Faculty Senate and through the University Committee structure, in the review, revision, and planning of all aspects and activities of the University affecting faculty. This includes the curriculum; the budget; the Jesuit, Catholic, and humanistic mission of the University; methods of instruction; research; faculty status; faculty compensation and benefits; and those aspects of student life which relate to the educational process.

Section B. The Faculty Assembly shall have the following powers, duties and functions on behalf of the Faculty Assembly, the Faculty Senate and its officers:

1. Pass resolutions and participate in the forming, reviewing, and recommending policy changes for the faculty.
2. Serve as a direct line of communication between the faculty and the President, Board of Trustees, Board of Regents, and students.
3. Provide a forum for faculty to discuss and resolve issues raised by the Faculty Senate, students or the University administration.

## **Article IV – Membership of the Faculty Assembly**

Section A. The Faculty Assembly shall consist of all full-time members of the ranked faculty, as defined in the Faculty Handbook. All members of the Faculty Assembly shall be entitled to vote in Faculty Assembly elections.

Section B. Questions concerning qualification for membership in individual cases shall be resolved by majority vote of the Faculty Senate.

## **Article V – Faculty Senate (Officers and Membership)**

Section A. The Faculty Senate consists of the Faculty President and the Senators elected from each of the schools, departments or programs of the University and in specified proportion, according to the Faculty Senate Bylaws.

Section B. The duties of the Faculty Senate, its Officers and Senators are specified in the Faculty Senate Bylaws.

## **Article VI – Officers of the Faculty Assembly**

Section A. The officers of the Faculty Assembly shall consist of the Faculty President, Senate Vice President and Senate Secretary.

Section B. Any member of the Faculty Assembly is eligible to be Faculty President. Any member of the Faculty Senate is eligible to serve as Senate Vice President or Senate Secretary.

Section C. The duties of the officers shall be as follows:

1. The Faculty President shall preside at all regular and special meetings of the Faculty Senate and of the Faculty Assembly. The Faculty President shall be a voting member of the Faculty Senate.
2. The Senate Vice President shall perform all the duties of the Faculty President when the Faculty President is temporarily absent or unable to act.

Section D. In light of the extensive duties required of this position, the Faculty President shall receive a release from two regular courses per semester (*awaiting final administrative approval*).

## **Article VII – Meetings of the Faculty Assembly**

Section A. The Faculty Assembly shall meet at a time and place determined by the Faculty Senate at least once each semester. Additional meetings may be called by the Faculty Senate or by petition of 10% of the members of the Faculty Assembly.

Section B. For the purposes of transacting business, it shall be necessary that a quorum be

present and voting. A quorum shall consist of 20% of the membership of the Faculty Assembly.

Section C. A simple majority of those present and voting shall carry the motion.

Section D. Non-members may be invited to a meeting of the Faculty Assembly, but the right of non-members to address the Faculty Assembly may be limited to those whose petition has been approved for the agenda in advance of the meeting.

Section E. The Faculty Assembly may adopt or amend the Constitution from time to time as deemed necessary by the Faculty Assembly for the conduct of its business, or the regulation of its affairs, all subject to and in keeping with the provisions of this Constitution.

Section E. The rules of parliamentary procedure as contained in Roberts' Rules of Order shall govern meetings of the Assembly.

## **Article VIII – Elections**

Section A. The Faculty President shall annually appoint an Election Committee consisting of no fewer than three members of the Faculty Assembly, subject to confirmation by the Faculty Senate. The Election Committee shall conduct all elections for the Faculty President, Senators, and the elected faculty members on University and Faculty Committees. Schools, departments or programs are permitted to conduct their own elections for their Senators or faculty members on University and Faculty Committees, provided that they notify the Elections Committee of their intention to do so, and provide the Elections Committee with the name of the person elected.

Section B. In preparation for each election, the Election Committee shall invite faculty to nominate themselves for any open position for which they are eligible by filing a declaration of candidacy. The Election Committee may establish further procedures for the conduct of such elections, but all voting shall be by secret written ballot. The committee shall certify the election procedures and results to the Faculty Senate, and such certification shall remain a part of the permanent Faculty Assembly records.

Section C. No candidate shall be elected to any position unless the candidate receives a majority of the votes cast for that position at the election, and if no candidate receives such a majority, a run-off election shall be conducted within seven days following the prior election to choose between the two candidates receiving the greatest number of votes for the position. In the event of a tie in any run-off election, the winner shall be decided by coin toss.

Section D. The Faculty President shall be elected by the Faculty Assembly to a two-year term. The election shall be held the Fall semester. Senators shall be elected in the Spring semester to staggered, three-year terms.

Section E. Except as provided in Section F, the Faculty President and Senators elected shall take office at Commencement in May and shall hold office until the Commencement of the following year.

Section E. At its first meeting after the Spring elections, the Faculty Senate shall invite all the

Senators-Elect to attend. At that meeting, the members of the next Faculty Senate shall choose Senators to serve for one year as Senate Vice President and Senate Secretary with terms beginning at Commencement.

## **Article IX – Vacancies**

Section A. If the Faculty President is unable, because of death, resignation, retirement, or otherwise, to complete the term for which he or she was elected, the Election Committee shall conduct a special election to fill the vacancy. Until such election is completed, the Faculty Vice President shall serve as Faculty President. If the Faculty Assembly President is temporarily unable to serve, such as by illness or sabbatical leave, the Faculty Assembly Vice President shall serve as Faculty President.

Section B. If the Faculty Vice-President is unable, temporarily or permanently, to fulfill the duties of the office during the term for which he or she was elected, the Faculty Senate shall conduct an election to fill the vacancy.

Section C. If any Senator is unable, temporarily or permanently, to fulfill the duties of the office during the term for which he or she was elected, the Election Committee shall conduct a special election to fill the vacancy. In any such election, the Election Committee shall make clear the time period for which the replacement shall serve. Schools, departments or programs are permitted to hold their own special election internally, provided that they notify the Elections Committee of their intent to do so and provide the Elections Committee with the name of the person elected.

Section D. If any elected faculty member of a University or faculty committee cannot, temporarily or permanently, fulfill the duties of the office during the term for which he or she was elected, the Faculty President shall appoint a replacement, subject to confirmation by the Faculty Senate. Exceptions to this rule occur in such circumstances where the committee in question has bylaws that expressly require that a replacement be elected by the Faculty Assembly. In such cases, the Elections Committee shall conduct a special election. In either case, the Faculty President (in cases where she/he appoints) or the Elections Committee (when conducting a special election) shall clearly indicate the time period for which the person appointed/elected is to serve.

## **Article X – Recall**

Section A. The Faculty President may be recalled from office by a vote of the Faculty Assembly. A recall election shall be conducted by the Election Committee, if either: (i) 60% of the members of the Faculty Senate request such an election; or (ii) 30% of the members of the Faculty Assembly sign a written petition for such an election. The Faculty President shall be recalled if at least 50% of the members of the Faculty Assembly vote in the recall election and at least 60% of those voting vote in favor of recall.

Section B. The Senate Vice President may be recalled any time by a vote of more than 50% of the members of the Faculty Senate.

Section C. A Senator may be recalled from office by a vote of the school or department that the Senator Represents. A recall election shall be conducted by the Election Committee if 50% of the faculty

members of the school or department sign a written petition requesting such an election. The Senator shall be recalled if at least 60% of the faculty members of the school or department vote in favor of recall.

#### **Article XI – Amendments**

Section A. This Constitution may be amended by a majority vote of those responding to a written poll of all members of the Faculty Assembly.

Section B. Proposed amendments to the Constitution must be presented in writing to the members of the Faculty Assembly at least 30 days prior to voting on such.

(Revised September 2019)