

## **Academic Senate Constitution and By-Laws**

*(approved by the University Senate 11/5/2018; approved by the  
Towson University faculty electorate 3/8/2019)*

### **PREAMBLE**

The principle of shared governance, the process by which various constituents of a university contribute to decision making related to university policy and procedure, has been advocated by the American Association of University of Professors since 1966. In 2016 the Association of Governing Boards of Universities and Colleges (AGB) reiterated the importance of shared responsibility for the work of the university: “The fundamental principles and practice of shared governance in higher education are essential to the health, vitality, and future of America’s colleges and universities.” As the AGB notes, “When done well, shared governance strengthens the quality of leadership and decision making at an institution, enhances its ability to achieve its vision and to meet strategic goals, and increases the odds that the very best thinking by all parties to shared governance is brought to bear on institutional challenges. When done well, shared governance engenders an institutional culture of collective ownership and accountability for the institution’s present and future.”<sup>1</sup>

The central mission of the University is the advancement of learning in all of its forms: to generate, communicate, and conserve knowledge, as well as to encourage a critical awareness of the world around us. Faculty bring to this mission a unique scholarly and pedagogical expertise, acquired and maintained by means of extensive professional training and experience, as well as active and ongoing teaching and research that contributes to their respective fields of knowledge. They are accordingly charged by the university with unique scholarly and pedagogical responsibilities. Faculty are responsible for academic standards. Hence all degrees are conferred “on recommendation of the faculty.” As such, faculty must play a primary and critical role in guiding the academic mission of the University. Therefore, in accordance with the University System of Maryland policy on shared governance (I.600: <http://www.usmd.edu/regents/bylaws/SectionI/I600.html>), the Academic Senate shall meet and serve as a primary policy-shaping body of the University as well as the academic community's primary advisory body to the President.

This Academic Senate Constitution outlines lines of authority and responsibility for the shared governance of Towson University.

The authority afforded by shared governance policies means that the Academic Senate shall be held accountable to the strategic missions of Towson University and the University System

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<sup>1</sup> “Shared Governance: Is OK Good Enough?” Association of Governing Boards of Universities and Colleges (2016).

of Maryland. The work of the Academic Senate and of those who serve on it comprises a significant, serious responsibility. The Academic Senate must be responsive to the strategic mission and plan of the university and together with the University Administration should work toward outcomes that support the mission. Likewise, the Academic Senate should have substantive input into any changes or revisions to the strategic mission and plan of the university.

## **A. RESPONSIBILITIES OF THE ACADEMIC SENATE**

While this document establishes the functions and responsibilities of the University Academic Senate to steer policy, it also affirms that the ultimate promulgation of policy or veto resides in the Office of the President of the University. Nonetheless, presumption should be accorded to all Academic Senate recommendations. Should a Presidential veto occur, the President shall report all reasons for a veto to the Academic Senate in a timely fashion. Moreover, the Academic Senate shall report to the campus community any Administrative veto of policy or procedure recommended by the Academic Senate; any failure to enact a recommendation; or any action taken contrary to Senate recommendation, provided the recommendation falls under the purview of the academic affairs of the university (in accordance with USM policy I.600).

The Academic Senate shall have representation in all major taskforces and committees at the university. Such taskforces and committees must include an Academic Senate representative, nominated by the Senate chair and approved by a majority of the Executive Committee of the Academic Senate.

The Academic Senate shall have primary authority in the following areas, either in the Senate as a whole or through its committees:

1. Standards of admission to the University.
2. Requirements for academic degrees, including the evaluation of proposals for new academic programs and significant changes in existing academic programs, including the Honors College.
3. Standards for evaluating the policies and process of all regular and contingent faculty in the process of their appointment, promotion, and recommendations for tenure.
4. Academic salary recommendations.
5. Emeritus status.
6. Standards for educational and academic curricula, conduct, practice, and evaluation common to all elements of the University community.
7. The protection of the rights and privileges that are specified in the By-Laws of this Constitution.
8. Those matters not previously specified by legislative enactment which the President shall choose to refer to the Academic Senate.
9. Evaluation and approval of faculty development resources.
10. Approval of formation of new academic departments or colleges, or of reconfiguration or dissolution of departments or colleges (see the Appendix to the By-Laws).

11. Scheduling and organization of one meeting per semester with the executive committees (or four representative members) of TUSS, SGA, GSA, and the Academic Senate—to encourage communication and collaboration across the university. The president and/or Vice Presidents and Division Heads may be invited to these meetings when necessary. Additional meetings may be scheduled as needed.

The Academic Senate shall have significant authority in the following areas, either in the Senate as a whole or through its committees:

1. Long-range academic planning, including the review of academic plans submitted to MHEC, USM, or the Board of Regents.
2. Planning and development of campus physical facilities.
3. The appointment of all Vice President and President positions and significant divisional and policy-making appointments as appropriate. Hiring committees for these positions must include an Academic Senate representative, approved by the chairperson of the Academic Senate.
4. Academic organizational structure of the University.
5. Advisement in declaration of financial exigency
6. Inter-collegiate competition.
7. Changes to the university calendar.
8. The evaluation of faculty office, teaching, and research space and naming of major building projects.
9. Any other issues of concern to the constituency of the Academic Senate and/or the educational mission of the University.

## **B. MEMBERSHIP OF THE ACADEMIC SENATE**

The members of the Academic Senate shall be chosen according to the following rules:

1. The faculty electorate for the Academic Senate and its committees shall be all full-time faculty (tenured and tenure-track faculty, librarians, lecturers, senior lecturers, and clinical faculty). Full-time administrators shall not be included in the faculty electorate. Those faculty belonging to the faculty electorate may vote in elections for representatives of the Academic Senate and its committees and may serve on the Academic Senate and its committees.
2. Each college consisting of academic departments shall elect three senators. The senators elected by colleges shall be drawn from the college faculty electorate, which shall be interpreted as being full-time faculty members on a regular teaching appointment in an academic program or department represented by the college. The senators elected by colleges must be members of different programs within the college.
3. The professional librarians shall elect one Senator from among the full-time Faculty of the Library.

4. Six senators shall be elected at large by and from the faculty electorate, which shall be interpreted as including the professional librarians.
5. Two adjunct representatives shall be elected to three-year terms by a vote open only to adjunct faculty. Adjuncts must be currently employed in order to run for election or serve on the Academic Senate. In the event that the employment status of an adjunct representative on the Academic Senate changes, that representative shall be replaced by the adjunct who received the next highest number of votes in the relevant election. Elections for these positions shall be facilitated by the Provost's office and overseen by the TU-AAUP. The adjunct representatives shall receive compensation for this service, per USM policy.
6. A representative or alternate representative elected annually by members of TURFA (Towson University Retired Faculty Association) shall serve as a senator in a voting capacity.
7. The President of the TU-AAUP shall serve as a senator in an ex officio voting capacity.
8. Faculty senators, except for the President of the TU-AAUP and TURFA representative and alternate, shall be elected for three-year terms.
9. One Dean representative shall be appointed to a three-year term by the Deans' Council to serve as an ex officio and voting member of the Academic Senate. The Dean representative shall not serve more than two consecutive terms (six consecutive years).
10. One Chair representative shall be elected to a three-year term by the Council of Chairs to serve as an ex officio and voting member of the Academic Senate. The Chair representative shall not serve more than two consecutive terms (six consecutive years). The Dean and Chair representatives shall be from different colleges.
11. The Provost and Vice Provost shall be ex-officio and non-voting members of the Academic Senate and should regularly attend meetings of the Academic Senate and its Executive Committee.
12. The President of the University, the Dean of Graduate Studies, the Honors College Faculty Director (or a designee), the chair of TUSS (or a designee), the SGA president and vice president (or their designees), and the GSA president (or a designated representative of GSA) shall be ex-officio and non-voting members of the Academic Senate, and are encouraged but not required to attend.

### **C. OFFICERS OF THE ACADEMIC SENATE**

1. Elections for officers of the Academic Senate shall happen at the first Fall meeting of the Academic Senate. Officers shall serve two-year terms. No officer may serve more than 3 consecutive two-year terms in the same office. Senators are eligible to run for office again after a period of at least 2 years has been spent out of office. In the event that any officer is unable to complete a term to which they have been elected, a special election within the Senate shall be held.
2. A Chairperson shall be elected by and from the voting membership of the Academic Senate and shall perform the duties of the presiding officer of the Academic Senate and shall serve as Chairperson of the Executive Committee.

3. A Vice Chairperson shall be elected by and from the voting membership of the Academic Senate and shall have the responsibilities of assisting the Chairperson, presiding over the Academic Senate meetings in the Chairperson's absence, serving as the Academic Senate representative on the FACET advisory board, and serving as a liaison between TUSS, SGA, and GSA.
4. A Secretary shall be elected by and from the voting membership of the Academic Senate and shall be responsible for record keeping and the distribution of the minutes and reports.
5. A Member-at-Large of the Executive Committee shall be elected by and from the voting membership of the Academic Senate and shall be responsible for regularly collecting the minutes and annual reports of the committees of the Academic Senate, for communicating with chairs of Senate committees at the beginning and end of each Academic Year, and for bringing to the attention of the Academic Senate actions of its committees which need Academic Senate attention.
6. An administrative representative of the Provost's office shall be assigned to help support the business of the Executive Committee and the Academic Senate by providing assistance in elections, administrative and communication needs connected to the work of the Academic Senate, and monthly meeting agenda preparation and distribution.

#### **D. THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the Officers of the Academic Senate and the Provost (ex officio and non-voting) and Vice Provost (ex officio and non-voting).
2. The duties of the Executive Committee are the following:
  - a. Receiving suggestions for the agenda and setting the agenda for each monthly meeting. The agenda for each meeting of the Academic Senate shall be prepared and distributed by the administrator providing support to the Senate, in advance of regularly scheduled meetings.
  - b. Assuming interim responsibility between the regularly scheduled meetings of the Academic Senate. Such interim responsibilities may be assigned to it by the Academic Senate.
  - c. Initiating emergency action, subject to Academic Senate review at the Academic Senate's next meeting.
  - d. Maintaining the committee structure of the University.
  - e. Ensuring that information concerning all proceedings of the Academic Senate shall be disseminated to all members of the University community. The Academic Senate chair shall update the campus community regarding Academic Senate business at least once a semester.
  - f. Informing itself of the administrative disposition of all decisions of the Academic Senate requiring implementation.
  - g. Checking areas in which implementation may be questionable to insure that such decisions of the Academic Senate have been implemented.

- h. Articulating the activities of the different governing bodies of the Colleges and the Library requiring interpretation or application of University policy and procedure by the Academic Senate or as they seek action by the Academic Senate.

## **E. MEETINGS**

1. The Academic Senate shall meet at least once each month, during the regular school year, normally on the first Monday of each month. Two-thirds of the voting membership shall constitute a quorum.
2. When necessary, the Academic Senate shall convene during the summer to address specific issues that may arise.
3. Meetings shall be conducted according to Roberts Rules of Order, and decisions shall be arrived at by majority vote.
4. Meetings shall be open to all members of the University community, but participation shall be limited to members of the Academic Senate unless the Chairperson invites nonmembers to speak on a particular issue. All Academic Senate meetings are open to the public, in accordance with Title 10-505 of the State Government Article of the Annotated Code of Maryland. State law permits closed sessions in certain limited circumstances as provided in Title 10-508 of the above referenced Article. In order for the Academic Senate to hold a closed session, the secretary of the Academic Senate shall file a statement of reasons with the Member-at-Large, and the Executive Committee shall close the meeting if the business of the Academic Senate is for the limited purpose set forth in the statute. Academic Senate meetings that are closed may act only on matters that are exceptions provided under Maryland law.
5. The Executive Committee of the Academic Senate may convene a special session of the Academic Senate when necessary and will be obliged to do so when requested by the Academic Senate Chairperson, a majority of the Academic Senate Executive Committee, or a petition signed by at least 50% of the Academic Senate members.
6. The agenda shall be determined by the Executive Committee. Any member, group, or organization of the academic community may submit agenda items for consideration, though the Executive Committee retains authority to defer or decide against inclusion of agenda items. The Executive Committee reserves the right to revise submitted agenda items, although the attribution of any agenda item to any particular party relies upon that party's agreement to any revision or editing of that item.
7. The Academic Senate may adopt By-Laws governing the conduct of the Academic Senate business upon approval of a majority vote of the Academic Senate. Two meetings are needed in order to amend or adopt By-Laws of the Academic Senate: the first meeting to propose the change and the second to ratify it.

## **F. BY-LAWS**

The Academic Senate may adopt By-Laws governing the conduct of the Academic Senate business upon approval of a majority vote of the Academic Senate. Two meetings are needed in

order to amend or adopt By-Laws of the Academic Senate: the first meeting to propose the change and the second to ratify it. The following shall be a part of these By-Laws:

1. The AAUP 1940 Statement on Academic Freedom and subsequent statements on Academic Freedom, tenure, and dismissal of faculty members (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>).
2. The AAUP 1966 Statement on Government of Colleges and Universities (<https://www.aaup.org/report/statement-government-colleges-and-universities>).
3. The Joint Statement on Rights and Freedoms of Students (<https://www.aaup.org/report/joint-statement-rights-and-freedoms-students>).

## **G. AMENDMENTS**

Amendments to this constitution may be proposed by two-thirds of the membership of the Academic Senate or by a petition of 20% of the membership of the TU-AAUP.

A properly proposed amendment shall be ratified by a vote in which all full-time faculty members of the university (i.e., the Faculty Electorate) are eligible to cast a ballot. A majority of those eligible must vote in order to constitute a quorum, and a two-thirds majority vote of the ballots cast is required to ratify the amendment.

## **BY-LAWS OF THE ACADEMIC SENATE**

### **A. ELECTORATE**

1. The faculty electorate for the Academic Senate and its committees shall be all full-time faculty (tenured and tenure-track faculty, librarians, lecturers, senior lecturers, and clinical faculty). Full-time administrators shall not be included in the faculty electorate. Those faculty belonging to the faculty electorate may vote in elections for representatives of the Academic Senate and its committees and may serve on the Academic Senate and its committees. Faculty members on leave or on sabbatical shall retain all benefits, privileges, and opportunities of membership.

### **B. ELECTION OF SENATORS**

1. Election of faculty members of the Academic Senate shall take place before the last day of classes in the spring semester. The terms of office of elected faculty Senators shall begin and end with the first Senate meeting of the Academic Year. Election of faculty Senators who do not represent a college or school shall be conducted by the TU-AAUP according to rules established by the Academic Senate.

2. Election of contingent faculty Senators shall be conducted by the Provost's office, under the supervision of the TU-AAUP.
3. Replacement of Senators elected in elections conducted by the TU-AAUP shall follow the same rule provided in these By-Laws for replacement of elected members of standing committees of the Academic Senate. In the case of semester-long absences of Senate representatives, a substitute is not required. Persons going on sabbatical or other leave for a period of time exceeding one semester but not exceeding one year should be replaced by a substitute which shall be appointed by the TU-AAUP President (in the case of At-Large members) or by the College Council of the Senator's respective college. Substitutes must be approved by the Academic Senate executive committee.
4. In the case of anomalies or inconsistencies in the electoral process, elections for the affected positions should be held again during the next scheduled election or sooner, in a special election, if circumstances warrant.

### **C. OFFICERS OF THE ACADEMIC SENATE**

1. Elections for officers of the Academic Senate shall happen at the first Fall meeting of the Academic Senate. Officers shall serve two-year terms. No officer may serve more than 3 consecutive two-year terms in the same office. Senators are eligible to run for office again after a period of at least 2 years has been spent out of office. In the event that any officer is unable to complete a term to which they have been elected, a special election within the Senate shall be held.
2. The Chairperson
  - a. The Chairperson shall be the chief liaison officer between the Academic Senate and the University administration.
  - b. The Chairperson shall be the responsible budgeting and accounting officer of the Academic Senate.

### **D. THE PARLIAMENTARIAN**

1. The Parliamentarian shall be nominated by the Academic Senate chairperson and elected by the Academic Senate at the first meeting of the academic year and shall serve for one year or until a successor is elected.
2. The Parliamentarian may be any faculty member not currently serving on the Academic Senate.
3. The Parliamentarian shall serve in an advisory capacity to the Academic Senate and, in particular, to the Chairperson.
4. The Parliamentarian shall provide advice on interpretations of the Constitution and By-Laws and on rules of procedure in accordance with Robert's Rules of Order, latest edition.
5. In the absence of the Parliamentarian, the Chairperson may appoint a substitute.



## **E. THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall determine, subject to the approval of the Academic Senate, its own procedures for the conduct of its business.
2. The Executive Committee shall establish its schedule of monthly meetings at the beginning of each semester.
3. The Executive Committee shall be responsible for maintaining the written records of the actions of the Academic Senate and its committees and task forces and of the governing bodies of colleges and schools and effecting their transfer to the University Archives and the appropriate virtual repository (i.e., website or SharePoint site). Such record-keeping shall be facilitated by the Office of the Provost's Liaison to the Academic Senate, assigned to support the Academic Senate. The Senate Chair will guide completion of these duties.
4. The Executive Committee shall be responsible for administering the Leadership Assessment survey in the late spring of every year. The survey will be administered for the Upper Administration (President's Cabinet and select Associate Vice Presidents) and for the Deans in alternating years. Administration of the survey and collation of data will be facilitated by Human Resources. The Executive Committee shall have access to the final raw data of the survey and shall work with Human Resources to formulate a general survey of results to be disseminated to faculty in the following early fall.

## **F. THE AGENDA**

1. Submission of Agenda Items
  - a. Any member of the University community has the right to submit an item for the agenda to the Executive Committee.
  - b. Agenda items shall be submitted in writing and in the form of a motion or a resolution to the Chairperson of the Academic Senate.
  - c. The Executive Committee shall decide by majority vote the inclusion and order of agenda items to be considered by the Academic Senate.
  - d. The Executive Committee must review all agenda items submitted for its consideration for inclusion. Any decision not to include or to delay the inclusion of a submitted agenda item must be communicated in writing (or email) to the submitting party along with an explanation for the decision and, when appropriate, recommendations for alternative action (i.e., directing the item to a more appropriate venue, suggesting revisions or reconsideration, etc.)
2. The agenda and supporting materials for regularly scheduled meetings of the Academic Senate shall be posted on the Academic Senate website not less than one week in advance of the meeting and distributed to Academic Senators, including ex officio members.
3. Changes in the Agenda
  - a. At the beginning of each meeting of the Academic Senate, the Chairperson shall entertain changes to the agenda. If there are no changes, the agenda shall stand as submitted by the Executive Committee.

- b. Any changes in the agenda shall require a two-thirds majority vote of Senators present.
  - c. During the meeting, a voting Senator may move a Special Order of Business. This motion shall take precedence over all other motions on the floor. If adopted as a Special Order of Business, the proposed motion shall take precedence over the regular agenda.
4. Structure of the Agenda
- a. Call to Order
  - b. Roll Call
  - c. Approval of the Agenda
  - d. Approval of Minutes of Previous Meetings
  - e. Invited reports by Ex Officio Senators, the TU-AAUP President, and the Senate chairperson
  - f. Motions
  - g. Adjournment
4. The Academic Senate may request occasional presentations/reports from members of the University community. These shall be included in the Agenda as needed.

## **G. PROCEDURE OF THE ACADEMIC SENATE**

- 1. Participation of Non-Members
  - a. The Chairperson shall have the right to recognize any member of the University community or guest for the purpose of speaking.
  - b. If a Senator objects to a non-member speaking, the non-member may not speak unless the Academic Senate by majority vote overrules the objection.
- 2. Responsibility of the Chairperson
  - a. After receiving the advice of the Parliamentarian, the Chairperson shall have the responsibility of ruling on procedural matters arising from the conduct of Academic Senate business.
  - b. The Academic Senate may by majority vote overrule the decision of the Chairperson.
  - c. The Secretary shall record the vote of the Academic Senate on all motions and shall publish the vote in the minutes of the meeting. When a roll call vote is ordered on a motion, the Secretary shall publish the result as a part of the minutes of the meeting.
  - d. Minutes of meetings of the Academic Senate shall be posted for public access (for example, on the appropriate website or SharePoint site) not later than 45 days following a meeting.
  - e. Policies adopted by the Academic Senate, Senate committees, College Councils, and committees of such Councils normally will have their first effective date at least sixty days after their initial adoption; exceptions require the approval of the Executive Committee of the Academic Senate.

## **H. ESTABLISHMENT, ABOLITION, AND DEFINITION OF SENATE COMMITTEES**

1. In order to fulfill its constitutional responsibilities, the Academic Senate may create or abolish task forces and standing, special, and ad hoc committees.
2. An Academic Senate committee has the task of making policy under powers delegated by the Academic Senate and of determining the proper application of Academic Senate policy.

## **I. ELECTION OF STANDING AND SPECIAL COMMITTEE MEMBERS**

1. Faculty members shall be elected by and from the Faculty Electorate subject to any restrictions established by these By-Laws or by the Board of Regents.
2. Student members of Standing and Special Committees of the Academic Senate, where designated, shall be appointed or elected by the Student Government Association and by the Graduate Student Association.

## **J. APPOINTMENT OF AD HOC COMMITTEE AND TASK FORCE MEMBERS**

1. The administrative support provided by the Provost's office shall organize the election of officers of the Academic Senate. An ad hoc Election Facilitator, who shall be one of the faculty Senators, shall be appointed by the presiding officer of the Academic Senate to conduct the election of officers of the Academic Senate during the first meeting of the Academic Year.
2. Members of other ad hoc committees and task forces shall be appointed by the Academic Senate Chair and approved by a majority of the Executive Committee, as determined at the establishment of the committees and task forces by the Academic Senate.

## **K. CONDITIONS AND TERMS OF OFFICE OF COMMITTEE MEMBERS**

1. Faculty members of standing and special committees shall serve three-year terms unless elected or appointed to fill an unexpired term or to a term on a new committee.
2. Student members of standing committees shall serve one-year terms unless elected or appointed to fill an unexpired term.
3. Members of ad hoc committees and task forces shall serve terms determined by the Academic Senate.
4. Committee members shall, upon request directed to the Member-at-Large of the Executive Committee, be granted a leave of absence from committee service concurrent with a leave (e.g., for sabbatical or medical leave) from University service, but such leave of absence shall not exceed two consecutive semesters.
5. Committee members shall, upon request directed to the president of the TU-AAUP, be granted a leave of absence of one semester from committee service concurrent with meeting obligations to the University that make continuing committee service impossible, but such leave of absence shall not be renewed for a consecutive semester. Committee

membership rosters posted on the web should be kept up to date by the TU-AAUP and the chair of the Academic Senate.

6. Committee chairs whose terms on committees are ending should appoint at the end of Spring semester a temporary replacement whose responsibility will be to convene the first meeting of the committee at the beginning of the Fall semester.
7. No person may serve by appointment or election on more than two standing committees concurrently nor serve as chairperson of more than one standing committee concurrently.
8. An ex officio member may designate a representative to serve on a committee. The designated representative shall exercise all of the rights and responsibilities of the ex officio member.

#### **L. REPLACEMENT OF STANDING AND SPECIAL COMMITTEE MEMBERS ON LEAVE**

1. Elected faculty members shall be replaced for the period of the leave by the person still eligible to serve who received the next highest number of votes in the most recent election and is not currently a member of the committee, or, if there be no such eligible person, by a faculty member elected to the committee as provided by these By-Laws.
2. Appointed faculty members shall be replaced for the period of the leave by a faculty member appointed to the committee as provided in these By-Laws.

#### **M. REPLACEMENT OF STANDING AND SPECIAL COMMITTEE MEMBERS WHO RESIGN OR BECOME INELIGIBLE TO SERVE**

1. Elected faculty members shall be replaced for the remainder of the term by the person still eligible to serve who received the next highest number of votes in the most recent election for the office and is not currently a member of the committee, or, if there be no such eligible person, by a faculty member elected to the committee as provided in these By-Laws.
2. Elected student members shall be replaced for the remainder of the term by students elected by the Student Electorate.
3. Appointed faculty and student members shall be replaced for the remainder of the term by a faculty member or student appointed to the committee as provided in these ByLaws.

#### **N. PROCEDURES OF COMMITTEES**

1. The chairperson shall be elected by majority vote by and from the committee for a term concurrent with the committee year, except that the Chairpersons of the Intercollegiate Athletics Committee and the Retrenchment Committee shall be faculty members.
2. The secretary shall be elected by majority vote by and from the committee for a term concurrent with the committee year, except that the Registrar or a designee shall be the Secretary of the Academic Standards Committee.

3. The committee year commences with the first meeting of the Academic Senate, except that the committee year of the University Promotions and Tenure Committee shall be from June 1 to May 31 of the next year.
4. Committee meetings at which policy decisions are made shall be open to the public in accordance with Title 10-505 of the State Government Article of the Annotated Code of Maryland. Non-committee members may speak at open meetings with the permission of the committee. State law permits closed sessions in certain limited circumstances as provided in Title 10-508 of the above referenced Article. In order for a committee to hold a closed session, the secretary of the committee shall file a statement of reasons with the Member-at-Large, and the Executive Committee shall close the meeting if the business of the Committee is for the limited purpose set forth in the statute. Committees meeting in closed session may act only on matters that are subject to exceptions provided by Maryland law.
5. A quorum shall consist of the presence of a majority of the members of the committee eligible to vote or a majority of the faculty members of the committee.
6. Elected and appointed members of the committee shall have the right to speak and vote. Ex officio members shall have the right to speak but may not vote except as provided in these By-Laws.
7. All decisions of the committee shall be agreed upon by majority vote of the voting members present.
8. Committees may establish standing or ad hoc subcommittees. Subcommittees may be composed of persons who are not members of the committee.
9. To assist the Executive Committee in maintaining communication between the Academic Senate and its committees, each standing committee shall send to the Member-at-Large of the Executive Committee copies of the minutes of all meetings, copies of statements of policies approved by the committee, and an annual report.
10. All Academic Senate committees shall submit each year to the Academic Senate an Annual Report for the previous Academic Year by September 15. Annual Reports shall contain the following information, plus any additional information that the committee deems of relevance or interest to the Academic Senate: (1) a summary of the year's activities, (2) a statement of all policy changes in the committee's area of responsibility to include both those made by the committee and those made by the Academic Senate upon recommendation of the committee, (3) a statement of pending work that will receive the committee's attention in the following committee year, (4) a statement of problems that should receive the attention of the committee, the Academic Senate or another committee or office, and (5) the attendance records of all committee members.
11. To assist the Executive Committee in maintaining a record of the work of each committee, each standing committee secretary shall submit one copy of all minutes, agendas, and documents relating thereto to the Member-at-Large of the Executive Committee when minutes of the meetings are approved by the standing committee.
12. Ad hoc committees and task forces shall follow the procedures described in paragraphs 1, 2, 4, 5, 6, and 7 of this section unless exempted by the Academic Senate, and their secretaries shall submit one copy of all minutes of all meetings and of written material

relating to the committee or task force agendas to the Member-at-Large of the Executive Committee at the time the committee or task force completes its assignment.

13. Subject to approval by the Academic Senate, a committee may establish additional procedures for the conduct of its business and the discharge of its assigned responsibilities.

## **O. COMPOSITION OF STANDING COMMITTEES**

1. The Information and Instructional Technology Committee shall be composed of one elected faculty member from each college, including the Library; one undergraduate student (appointed by the SGA for a one year term); one graduate student (appointed by the GSA for a one year term); the Assistant Vice President and Director of Technology Services from Office of Technology Services (OTS) (ex officio and non-voting), one representative each (ex officio and non-voting) from the following divisions: Academic Affairs, Administration and Finance, Student Affairs, University Advancement, and Strategic Partnerships and Applied Research.
2. The Academic Standards Committee shall be composed of seven elected faculty members, one from each college including the Library; two students appointed by the SGA for a one year term; the Vice President of Student Affairs or designee ex officio; Assistant Director of Academic Standards ex officio; the Registrar of the University ex officio; and the Vice President for Inclusion and Institutional Equity (or a representative of that office designated by the Vice President) ex officio; a member of the Academic Advising Staff appointed by the Provost ex officio and non-voting; the Director of the Honors College (or designee) ex officio and non-voting; and the Associate Director of Admissions ex officio and non-voting.
3. The University Curriculum Committee shall be composed of one elected faculty member from each college with academic departments, as well as the Library; two students appointed by the SGA for a one year term; the chair of the Course Approval Reporting Committee voting (ex officio); the chair of the Core Reporting Committee voting (ex officio); the Director of the Honors College (or designee, ex officio); a representative of the Provost (ex officio, non-voting); the Dean of the Office of Graduate Studies (ex officio, non-voting); the Registrar (ex officio, non-voting); the Director of the Academic Advising Center (ex officio, non-voting).
4. The University Curriculum Committee shall have two standing sub-committees that handle designated curriculum matters and report to the UCC. These are the Course Approval Reporting Committee and the Core Curriculum Reporting Committee. Both of these committees shall be composed of one elected faculty member from each of the colleges with academic departments, as well as the Library, plus appropriate staff members (non-voting). The Core Curriculum Reporting committee shall also include one undergraduate student appointed by the SGA for a one-year term.
  - a. The non-voting ex officio members of the Course Approval Reporting Committee shall consist of a representative of the Office of the Provost; a representative of the Registrar's office; a representative of the Admissions office; and the Vice

President for Inclusion and Institutional Equity (or a representative of that office designated by the Vice President).

- b. The non-voting ex officio members of the Core Curriculum Reporting Committee shall consist of a representative of the Office of the Provost; a representative of the Registrar's office; a representative of the Admissions office; and a representative of Academic Advising. In addition, a voting ex officio member of the Core Curriculum Reporting Committee shall represent the Honors College. That representative will be appointed by the Rector of the Honors College.
5. The Faculty Development and Research Committee shall be composed of two elected faculty members from each college or school with academic departments; the Assistant Vice President of Sponsored Programs and Research or designee non-voting and ex officio; the Assistant Provost and Director of FACET; and one Dean representative appointed to a three-year term and on a rotating basis by the Deans' Council, not voting and ex officio. No two faculty members shall be from the same department.
6. The Graduate Studies Committee shall be composed of two appointed faculty members with graduate faculty status from each of the following colleges: the College of Liberal Arts, College of Education, College of Health Professions, and the Fisher College of Mathematics and Science; and one appointed faculty member with graduate faculty status from each of the following colleges: College of Business and Economics and the College of Fine Arts and Communication. These faculty members shall hold a terminal degree related to their field and the rank of professor, associate professor, or assistant professor, and no two shall be members of the same department. Faculty members serving on the Graduate Studies Committee shall be appointed by their respective college dean to a three-year term. In addition, the Graduate Studies Committee shall include two graduate students appointed by the GSA for a one year term; the Dean of Graduate Studies ex officio; a representative of the Office of the Provost ex officio; a representative of the Registrar ex officio; the Director of Admissions ex officio; and the Dean of the Library ex officio.
  - a. The Graduate Studies Committee shall also have one standing sub-committee that handles graduate curriculum matters (including program and course proposals and changes) and reports to the Graduate Studies Committee. This is the Graduate Curriculum Committee (GCC). The Graduate Curriculum Committee shall be composed of one elected faculty member with any graduate faculty status from each college with academic departments, as well as the Library; one graduate student appointed by the GSA to a one-year term; a representative of the Registrar's office, ex officio and non-voting; and the Dean of Graduate Studies ex officio and non-voting.
7. The Intercollegiate Athletics Committee shall be composed of five elected faculty members; two undergraduate students appointed by the SGA for a one year term; one graduate student appointed by the GSA for a one year term; the Faculty Athletics Representative ex officio; the Provost or designee ex officio; the Vice President for Administration or designee ex officio; the Vice President for Inclusion and Institutional

Equity ex officio; the Vice President for Institutional Advancement ex officio; the Chairperson of the Kinesiology Department ex officio; the Director of Athletics ex officio; and the Director of Campus Recreation Services ex officio.

8. The Library Advisory Committee shall be composed of one elected faculty member from each college, including the Library; one undergraduate student appointed by the SGA for a one year term; one graduate student appointed by the GSA for a one year term; the Associate University Librarian for Administrative Services ex officio; the Assistant University Librarian for Content Management ex officio; and Dean of University Libraries ex officio.
9. The Student Appeals Committee shall be composed of six elected faculty members; one undergraduate student appointed by the SGA for a one year term; one graduate student appointed by the GSA for a one year term; the Director of Student Conduct and Civility Education, ex officio; one representative appointed by the Provost; and one representative appointed by the Vice President of Student Affairs. All members of the committee shall be voting members.
10. The Teacher Education Executive Board shall be composed of one appointed faculty member from each department in the University with an undergraduate and/or graduate teacher education program appointed by the department or program chairperson or coordinator (if outside the COE); one undergraduate student and one graduate student appointed by the Dean of the College of Education; the Dean of the College of Education ex officio and voting; and the Assistant Dean of the College of Education ex officio and voting.
11. The Academic Assessment Council (AAC) shall be composed of one elected tenured faculty member from each college, including the Library; two elected at large tenured faculty members from any college, but not from the same college; a representative of the Honors College; a Graduate Program Director appointed by the Office of Graduate Studies; one full-time undergraduate student appointed by the SGA for a one year term; one full-time graduate student appointed by the GSA for a one year term; the Chair of the Subcommittee on Student Learning Assessment; a representative from the Council of Chairs; the individual appointed in the Office of the Provost serving as the Middle States Liaison Officer ex officio and voting; and the Director of Academic Assessment ex officio and voting; one full-time undergraduate student appointed by the SGA for a one year term, non-voting; one full-time graduate student appointed by the GSA for a one year term, non-voting; an Associate Dean representative elected from among the Associate Deans to a three year term, ex officio and non-voting; one Dean representative appointed to a three-year term and on a rotating basis by the Deans' Council, ex officio and non-voting; Chair of the Core Curriculum Reporting Committee, ex-officio and non-voting; a representative from the Office of Inclusion and Institutional Equity, non-voting; and the Assistant Director of Academic Assessment ex officio and non-voting.
  - a. Subcommittee on Student Learning Assessment (SSLA):
    - i.) SSLA shall consist of two representatives (referred to as Assessment Leaders) from each college; a single representative for the Library; a single representative for Graduate Studies; a single representative for the Honors College; and one undergraduate student



appointed by the SGA for a one-year term. Representatives shall be selected by the respective colleges based on their assessment expertise and/or experience. The Director of Academic Assessment and a representative of the University Curriculum Committee or the Core Curriculum Reporting subcommittee or a designee will as serve as ex-officio members of the subcommittee.

- b. Other Subcommittees: The council may create other subcommittees as needed. The makeup of any subcommittee will be determined by the Chairperson of AAC.
13. The University Promotion, Tenure, Retention, and Merit Committee shall be composed of six faculty members (elected in the university-wide spring election), one from each academic college, each at the rank of associate or full professor, not concurrently members of college promotion and tenure committees; one faculty Academic Senate representative (elected annually by the Academic Senate); the Provost or Provost's representative ex officio and non-voting; and the Vice President for Inclusion and Institutional Equity (or a representative of that office designated by the Vice President) ex officio and non-voting.
14. The Resource Planning and Advisory Committee shall be composed of one faculty member from each college, including the library, elected to a three-year term by faculty within their colleges; one Dean representative appointed to a three-year term and on a rotating basis by the Deans' Council; one representative from each administrative division appointed by the senior VP of each division; one representative from Athletics selected annually by the President of the University; the Provost, ex-officio and non-voting; the Senior Vice President of Administration and Finance, ex-officio and non-voting; the Chair of the Academic Senate, ex-officio and voting; the President of the TU-AAUP/Faculty Association, ex-officio and voting; one undergraduate student appointed annually by the SGA; one graduate student appointed annually by the Graduate Student Association; the chair of the Faculty Salary Review Committee, ex officio and voting; the TUSC treasurer, ex officio and voting. The Chair of RPAC shall be elected from the faculty members elected to the committee.
15. The Faculty Salary Review Committee shall be composed of one faculty representative from each college (including the Library), elected by college to a three year term; an atlarge representative elected by and from the Lecturers and an at-large representative elected by and from the Clinical Faculty, both serving three year terms; one faculty member with statistical expertise, appointed to a three year term upon recommendation of the Faculty Association/TU-AAUP president and Academic Senate chair, with the approval of the University President; the Vice President for Inclusion and Institutional Equity (or a representative of that office designated by the Vice President), ex officio and non-voting; the Associate Provost for Administration and Finance, ex officio and non-voting; one Dean representative appointed to a three-year term and on a rotating basis by the Deans' Council, ex officio and non-voting.

## **P. RESPONSIBILITIES OF STANDING COMMITTEES**

1. The Information and Instructional Technology Committee

- a) To review proposals for all major instructional technology purchases and provide recommendations as to the purchase or institution of new resources and/or services.
  - b) To formulate, review, and make recommendations regarding online teaching policies.
  - c) To review and make recommendations on new online undergraduate or graduate programs, in collaboration with the UCC.
  - d) To make recommendations to the CIO, Office of the Provost, and the Academic Senate on matters of planning and the use of information and instructional technologies.
  - e) To participate actively in the development of university technology plans and provide guidance to the CIO and the Provost's Office in the development of the annual technology budget.
  - f) To provide input and/or review special IIT reports that are requested by the USM Office or other state agency.
  - g) To represent the Academic Senate on special committees or task forces that focus on IIT issues.
  - h) To provide an annual report to the Academic Senate.
2. Academic Standards Committee
- a) To establish all policies governing the academic status of the undergraduate University student, such as classification, good standing, probation, graduation, grading system, and dismissal.
  - b) To review, approve, and update academic policies (e.g., to approve the process for testing and placement of international students).
  - c) To interpret academic policies in ambiguous cases as requested by administrators and faculty.
  - d) To approve or disapprove appeals submitted by students for academic matters: procedural grade appeals, student academic misbehavior or academic integrity appeals; late drops or withdrawals; reconsideration of placement on academic warning, suspension, or dismissal; unusual or special programs in all academic sessions of the University; parts of programs to be taken at other institutions; any exceptions to the degree requirements because of unusual circumstances; and for reconsideration of any decisions made by the Committee. When considering academic appeals, a majority of the voting members present must be faculty  
(Substantive grade appeals will be resolved at the college level.)
  - e) To establish policies governing readmission.
  - f) To approve or disapprove all applications for readmission to the University following academic dismissal.
  - g) To establish policies relating to any other academic standards of the University, except approving and monitoring departments' screened majors processes (such reviews shall be conducted by the Office of the Registrar).
  - h) To report decisions made by the committee to the student, relevant faculty member, chair, and Dean, and to the Provost.
  - i) To provide an annual report to the Academic Senate.
3. University Curriculum Committee.
- a) To study the overall curriculum of the University, to identify areas needing improvement, and if necessary to commission studies to determine the feasibility of curriculum change.

- b) To approve all undergraduate programs of study.
  - c) To establish guidelines for defining particular degrees.
  - d) To establish guidelines for major and minor requirements.
  - e) To develop policies, in cooperation with the Academic Standards Committee and the Admissions Committee, concerning transfer of credits from other institutions.
  - f) To approve proposals for new degree programs and changes to existing programs.
  - g) To support the efforts of departments and units developing curriculum proposals.
  - h) To review and advise in any instance of potential program/department elimination or “freezing.”
  - i) To oversee changes in courses required by majors that involve curriculum in more than one college or department.
  - j) To mediate any disputes between departments and units developing interdisciplinary programs.
  - k) To render decisions in matters of appeal from college or school curriculum committees.
  - l) To ensure the accuracy of curricular information presented in University, college and department publications.
  - m) To receive on a regular basis reports of action taken by college curriculum committees.
  - n) To review proposals for new programs to prevent redundancy and to promote interdepartmental and intercollegiate collaboration between programs
  - o) To provide an annual report to the Academic Senate.
  - p) To have overall authority over the two Reporting Committees and to handle any matters referred to it by the Reporting committees.
    - i. Core Curriculum Reporting Committee
      - 1. To approve all new courses for inclusion in the Core Curriculum as well as changes in existing Core courses.
      - 2. To participate in review and recertification of Core courses.
      - 3. To study the Core Curriculum and identify the areas where change is needed, commissioning studies to determine the feasibility of change to the Core Curriculum, if necessary.
      - 4. To provide an annual report to the UCC for inclusion in the UCC annual report to the senate.
    - ii. Course Approval Reporting Committee
      - 1. To establish University-wide guidelines and definitions concerning credits, level, prerequisites, types of courses, and special learning experiences.
      - 2. To approve all new courses and changes in existing courses by college or school curriculum committees.
      - 3. To oversee changes in courses required by majors that involve curriculum in more than one college or school.
      - 4. To provide an annual report to the UCC for inclusion in the UCC annual report to the senate.
4. Faculty Development and Research Committee
- a) To communicate with the faculty to determine its need for faculty development and research support.

- b) To encourage the development of faculty as scholar-teachers.
  - c) To advocate for financial support for faculty development and research whenever possible.
  - d) To establish criteria and guidelines for the distribution of support funds and to award these grants based on the review of the proposals.
  - e) To provide an Annual Report to the Academic Senate.
5. Graduate Studies Committee
- a) To formulate academic policy for programs and advise the Dean of Graduate Studies on admissions, curricula, degrees, theses/dissertations, and other general matters.
  - b) To review periodically the organization, functions, and effectiveness of graduate programs.
  - c) To determine and review standards for the staffing of graduate programs.
  - d) To make recommendations to the Provost concerning budgetary needs.
  - e) To establish all policies governing the academic status of graduate students, such as admissions, good standing, probation, graduation, grading systems, and dismissal.
  - f) To serve as a student appeals board for the Office of Graduate Studies in all areas concerning admissions and academic standards.
  - g) To interpret academic policies as requested by administrators and faculty.
  - h) To establish standards for and to approve faculty for graduate faculty and associate graduate faculty status.
  - i) To evaluate and submit to the Academic Senate graduate program proposals approved by the Graduate Curriculum Committee.
  - j) To represent Towson University during dissertation defenses.
  - k) To provide an annual report to the Academic Senate.
  - l) To have overall authority over the Graduate Curriculum Committee and to handle any matters referred to it by the GCC.
    - (i) Graduate Curriculum Committee Graduate Curriculum Committee
      - 1. To evaluate and submit to the Graduate Studies Committee graduate program proposals approved by the Committee.
      - 2. To evaluate for graduate credit all proposed graduate courses and any changes in existing graduate courses.
      - 3. To review proposals for new programs and courses to prevent redundancy and to promote interdepartmental and intercollegiate collaboration between programs.
      - 4. To establish and review University-wide guidelines and definitions of graduate level learning; including course credits, level, prerequisites, course types, and special learning experiences.
      - 5. To ensure the accuracy of graduate curricular information presented in University, college and department publications.
      - 6. To study the overall graduate curriculum of the University and identify areas where strengthening is needed and to commission, if needed, studies to determine the feasibility of curriculum change.
      - 7. To provide an annual report to the GSC for inclusion in the GSC annual report to the Academic Senate.

6. Intercollegiate Athletics Committee

- a) To advise, oversee, and establish responsibilities for all areas of administration of the intercollegiate athletics program.

To insure that the athletics program is in philosophical compliance with the goals of the University.

- c) To insure that all athletes conform to University, National Collegiate Athletics Association, and affiliated conference standards regarding normal progress toward a degree by requiring verification of academic eligibility from the Registrar or Faculty Athletics Representative at the beginning of each semester of each athlete's competitive season.
- d) To affirm the University's commitment to compliance with all University, NCAA, and affiliated conference guidelines for recruiting by processing all alleged violations that come to its attention and reporting all alleged violations to the Director of Athletics for appropriate action.
- e) To monitor, in conjunction with the Director of Athletics, adherence to University mandated, NCAA, and affiliated conference standards of ethical conduct by all student-athletes, coaches, and other personnel connected with the intercollegiate athletics program.
- f) To determine, in conjunction with the Director of Athletics, in which sports the University will be represented, the level of emphasis of each represented sport, and the size of the competing squads.
- g) To establish, in conjunction with the Director of Athletics, policies regarding the number and scheduling of contests, scheduling of practices, and other related matters.
- h) To participate fully in budget preparation at the final stages, to recommend approval or disapproval to the Director of Athletics and/or the Vice President for Institutional Development, and to insure equitable competition by guaranteeing that adequate funding is granted to each sponsored sport in compliance with the approved degree of emphasis and all Title IX requirements relevant to intercollegiate athletics. To participate in interviewing candidates for the position of Director of Athletics and to cast one vote in the selection process.
- i) To participate in all decisions related to governing and regulatory bodies and conference affiliations by the action of the Faculty Athletics Representative.
- j) To provide an annual report to the Academic Senate.

7. Library Advisory Committee

- a) To serve as an information channel between the library and the faculty and students in the planning and development of programs and services to meet the needs of the University.
- b) To act as an advocate for University resources to support the Library collections and services.
- c) To act as an advocate for the integration of information literacy and library instruction into the academic programs.
- d) To provide a forum for review and discussion of new library initiatives.
- e) To provide an annual report to the Academic Senate.

8. Student Appeals Committee

- a) To consider grievances regarding student behavior and conduct using procedures consistent with the Towson University Code of Student Conduct.
  - b) To render a decision upon appeals on the basis of evidence presented.
  - c) To report the decision to the Vice President of Student Affairs, to the President of the University and to all parties to the appeal.
  - d) To determine to which University officer or committee an alleged grievance or appeal should be referred for action.
  - e) To provide an annual report to the Academic Senate.
9. Teacher Education Executive Board
- a) To provide University-wide coordination of undergraduate and graduate programs in Education at Towson University.
  - b) To establish policies for admission to teacher education programs and student teaching/practical experiences with the approval of appropriate Senate committees.
  - c) To establish policies for supervision of student teaching/practical experiences.
  - d) To coordinate departmental policies for field experiences, relations with schools, research activities, advising and placement, and staff development activities associated with teacher education programs.
  - e) To coordinate the development and modification of programs and their integration into the total setting of basic and advanced study for educators and education specialists at Towson.
  - f) To approve all curriculum changes made in required coursework in any of the Teacher Education programs.
  - g) To assure that changes to required coursework in any of the Teacher Education programs are disseminated to ALL programs.
  - h) To serve as a review and referral board for departments, faculty, and students in matters regarding the improvement of the University setting for Education programs.
  - i) To coordinate the collection and dissemination of information regarding relevant research, graduates in the field, results of program evaluations, and trends in basic and advanced programs for educators and education specialists.
  - j) To make recommendations regarding facilities, equipment, and other resources necessary to maintain quality education programs.
  - k) To maintain positive working relationships between the University and school systems and other education agencies.
  - l) To provide an annual report to the Academic Senate.
10. Academic Assessment Council
- a) To provide guidance, structure, and support for the assessment of student learning and institutional effectiveness throughout the institution as it pertains to student learning. Assessment is the ongoing process of establishing clear, measurable expected outcomes; systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations; and using the resulting information to understand and improve student learning as well as measure the effectiveness of Towson University in meeting student learning outcomes. Student learning includes the

knowledge, skills, attitudes, and personal development attained through curricular, co-curricular, and out of class learning experiences.

- b) To serve in an advisory capacity to the University community, the Office of Assessment and the Office of the Provost on matters pertaining to assessment.
  - c) To participate in and provide input on the Middle States Accreditation activities.
  - d) To make recommendations to the Academic Senate and the Office of Assessment regarding policies pertaining to the University assessment program.
  - e) To participate in initiatives that support the institutionalization of assessment and a positive assessment culture.
  - f) To provide training to members as needed on evidence-based practice in assessment.
  - g) To provide guidance and support to the Subcommittee on Student Learning Assessment (SSLA) in establishing evidence-based practice in the assessment of student learning and the assessment of the assessment process completed by departments and colleges.
  - h) To work towards continuous improvement of the University assessment of student learning, including, as appropriate, its simplification and streamlining.
  - i) To provide an annual report to the Academic Senate.
  - j) Responsibilities and roles of individual council members will include:
    - i. To obtain the necessary training to serve as an assessment leader in the University.
    - ii. To serve as consultants and advisors on assessment to colleagues.
    - iii. To seek the input of respective college councils and other constituent groups on matters of assessment policy and practice, and to bring that input to the attention of AAC.
    - iv. To report to respective college councils ... and other constituent groups on the work of AAC.
    - v. To serve as Assessment Leaders on the Assessment Days.
    - vi. The Chairperson and the Secretary shall be responsible for preparing and distributing the agenda and the minutes of the meetings, and for maintaining the records of the Council, with staff support provided by the Office of Assessment.
  - k) Subcommittee on Student Learning Assessment (SSLA)
    - i. To implement the policies of the UAC and the Academic Senate that apply to the assessment of academic programs and the University Core.
    - ii. To provide relevant information to the designated entity responsible for the recertification of courses in the University Core.
    - iii. To analyze assessment trends and practices across the University.
    - iv. Members of the subcommittee will communicate and support faculty in their respective colleges, help facilitate the annual peer review of student learning assessment, and assist with planning and activities of assessment of student learning.
11. University Promotion, Tenure, Retention, and Merit Committee
- a) To administer the system of faculty evaluation by implementing the provisions set forth in the document "Towson University Policy on Appointment, Rank, and Tenure of Faculty."

- b) To establish guidelines for standards by which departments will evaluate their members and to oversee the standards for promotion throughout the University.
  - c) To review the PTRM documents of all colleges and departments on a regular schedule.
  - d) To review and make determinations upon procedural appeals of faculty members.
  - e) To consult with the Academic Senate and the Provost regarding standards for merit consideration and/or policies governing the allocation of merit increments.
  - f) Individual members shall serve as liaisons to their department and college PTRM committees.
  - g) To provide an annual report to the Academic Senate.
13. The Resource Planning and Advisory Committee will provide advisory input into the overall budget of Towson University at the university and division level, serving as the Academic Senate's representative voice in Towson University's annual resource planning process.
- a) The committee will support the university in a consultative manner by reviewing, advising, and recommending on the following:
    1. university budget plan;
    2. annual funding priorities plan;
    3. annual tuition and fee plan;
    4. amendments or modification to the ten year capital plan;
    5. Changes to the fiscal policies of the university;
    6. funding priorities in the event of a financial crisis.
  - b) RPAC will provide an annual report of its business to the Academic Senate.
  - c) RPAC review processes will follow a regular annual timeline (beginning in Fall 2021 for AY 22 Budget), as follows:
    1. The first meeting of the Fall semester will involve an overview of the university budget and spending on the university level as well as by division. Review will include data from previous years as appropriate. Part of the first meeting will be given over to general review of budget processes and concepts. The Faculty Salary Review committee will submit and present a report to RPAC annually at the first meeting of the year. These data sets will form the basis for educated committee discussion over the course of the year.
    2. At the second meeting of the Fall semester, the *Vice President of Administration and Finance and Chief Fiscal Officer* will present or provide a preliminary budget proposal to RPAC for discussion and advisory purposes. RPAC may request the presence of divisional VPs at this or other meetings.
    3. The third meeting of the Fall semester will be devoted to formulating recommendations on the allocation of resources for the upcoming AY budget.
    4. Early in the spring semester each year, the faculty members of RPAC along with the student representatives from the SGA and GSA will review all course fee proposals and make recommendations to the Provost for



implementation in following academic year. The recommendations of the RPAC sub-committee should be submitted to the Office of the Provost by the end of the first week of February to allow for the implementation of any changes for the following Fall semester.

5. Following budget discussions and decisions by the President's Council, sometime in spring, RPAC will review budget allocations and the final budget proposal for the following fiscal year.
6. In the penultimate or ultimate meeting of the year, RPAC will welcome a review of the state budget consequences on the budget of TU from *Vice President of Administration and Finance and Chief Fiscal Officer*.
7. In the final meeting of the year, RPAC will elect officers for the following academic year.

d) The University Budget Committee will follow a similar timeline as RPAC, thus coordinating input from faculty/staff on RPAC and from Deans on the UBC. The presence of the RPAC chair and Academic Senate chair on the UBC will facilitate communication and collaboration between the two budget committees..

#### 14. Faculty Salary Review Committee

- a) To monitor and review salaries of all faculty at the University, with regard to competitiveness with peer institutions; relative equity across colleges and departments; and issues of compression.  
To advocate by a variety of means, including statistics and studies, for fair and equitable salary compensation for all faculty at the University.
- c) To assemble data and reports on faculty salaries following a three year cycle.
- d) To track problems related to faculty salary compression, inversion, retention/competitiveness, and any actions taken by the Provost to address such issues within a three year cycle.
- e) To make recommendations for implementing adjustments to faculty salaries within available funds.
- f) To make recommendations on minimum floor salaries to be used at each rank.
- g) To ensure that faculty salary information is being collected.
- h) To work collaboratively each year with the Provost's Budget Office (PBO) to ascertain by means of faculty salary data the following information: current average salaries and ranges by rank, gender, years of service, and other relevant variables for each college and the library; comparison data of average salaries at all ranks for peer institutions; actions taken in the previous year to address faculty salary compression, inversion, retention/competitiveness.
- i) To provide RPAC with an annual report on faculty salaries at the University.
- j) To provide a report every three years on the status of faculty salaries to the Academic Senate, produced in collaboration with the Provost's Budget Office.
- k) The committee is authorized to request that the Provost's Budget Office conduct analyses of faculty salary issues for this report, using methods that replicate the Towson University Faculty Salary Task Force Final Report of November 2012 and/or using new methods that are generally accepted in the literature on salary

equity issues and are agreed upon by the majority of the voting members of the committee and the PBO.

## **Q. COMPOSITION OF SPECIAL COMMITTEES**

1. The Faculty Hearing Committee shall be composed of fifteen elected tenured faculty members not concurrently members of the Faculty Grievance and Mediation Committee.
2. The Retrenchment Committee shall be composed of one elected tenured faculty member from each college with academic departments, two elected non-tenured faculty members, and one elected librarian with permanent status; one chairperson (appointed by the chairs of the University [i.e., the Council of Chairs] in the event of the committee's convening); the Provost ex officio with the right to vote; the Vice President for Institutional Equity and Inclusion ex officio with the right to vote; the Vice President for Administration and Finance ex officio with the right to vote; the President of the TU-AAUP ex officio with the right to vote; and the Assistant Vice President of Sponsored Programs and Research, ex officio and non-voting.
3. The Retrenchment Appeals Committee shall be composed of one elected tenured faculty member from each college with academic departments, two elected non-tenured faculty members, one elected librarian with permanent status, one faculty member appointed by the Chairperson of the Academic Senate, and one faculty member appointed by the President of the TU-AAUP, none of whom may have served or be currently serving on the Retrenchment Committee.
4. The Faculty Grievance and Mediation committee shall be composed of five elected fulltime faculty representatives, from any college, including the library, with any rank. In the event a committee member fails to serve or cannot serve, the President of the TU-AAUP shall have the authority temporarily to appoint faculty to fill the unexpired term.

## **R. RESPONSIBILITIES OF SPECIAL COMMITTEES**

1. Faculty Hearing Committee
  - a. To insure academic due process and academic freedom at Towson University.
  - b. To perform the duties assigned to it by Section I-A-7 of "Towson University Policy Statement on Appointment, Rank, and Tenure of Faculty."
2. Retrenchment Committee
  - a. To advise the President of the University regarding retrenchment and those conditions both internal and external to the University that might ultimately have a bearing on retrenchment, in accordance with USM Policy II-800 on faculty retrenchment (<https://www.usmd.edu/content/regents/bylaws/SectionII/II800.html>).
  - b. To advise the President of the University regarding deployment of human, fiscal, and physical resources on the basis of programmatic, statistical, and budgetary information.

- c. To advise the President of the University regarding revising, adding to, or otherwise improving strategies for flexibility and advising departments regarding their situation relative to retrenchment.
3. Retrenchment Appeals Committee
    - a. To hear appeals from faculty members who have received notification of termination of employment based on the University's retrenchment procedures, in accordance with USM Policy II-800 on faculty retrenchment (<https://www.usmd.edu/content/regents/bylaws/SectionII/II800.html>).
    - b. To arrive at a judgment on the merit of the appeal and make a recommendation to the President of the University.
  4. Faculty Grievance and Mediation Committee:
    - a. The responsibilities of the Faculty Grievance and Mediation Committee are defined in TU Policy 02-04.00 and the USM Policy on Faculty Grievances, II4.00.
    - b. Faculty holding a recognized faculty rank, including lecturers, regardless of tenure status and/or percent time of employment, may file a grievance. Grievances include but are not limited to disputes involving academic freedom, merit, teaching load, discipline and other administrative actions (see policy for details).
    - c. The committee meets at the beginning of each year to elect a chair, and then meets as needed.

## **S. ROLE OF THE COLLEGE COUNCILS/GOVERNING BODIES**

Whereas the Academic Senate holds responsibility for devising and promulgating policy in matters of general concern to all areas of the University, but particularly academic affairs, each of the six academic colleges and the Library will have a governing body. Each Council will serve as an advisory body to its dean and, where appropriate, to the Academic Senate, per the principles of shared governance outlined in this document. The College Councils and the Library Leadership Council will be the specific policy-making body for interdepartmental issues within the College (or Library) each represents, within guidelines established by the Academic Senate. Senators are obligated to communicate the work of the Academic Senate to their constituencies, via monthly exchange of draft minutes (i.e., not finalized), distributed by the Academic Senate Secretary within two weeks of each meeting, with the respective Council. At least one representative Senator should meet regularly with the respective Council chair, but their attendance at Council meetings shall not be required. Chairs of each College Council and the elected faculty librarian from the Library Leadership Council shall meet with the Academic Senate executive committee each semester. The Academic Senate chair shall update the campus community regarding Academic Senate business at least once a semester.

## **T. RELATIONSHIP OF THE ACADEMIC SENATE TO COLLEGE GOVERNING BODIES**

1. The constitutions and by-laws of College Councils and amendments thereto shall not be valid until approved by the Academic Senate.
2. To assist the Executive Committee in maintaining communication between the Academic Senate and College Council, each Council shall send to the Member-at-Large of the Executive Committee each semester a copy of the agenda, minutes, and documents relating thereto when minutes of the meetings are approved by that body. Monthly exchanges of minutes (of both Council and Academic Senate) shall be facilitated by college representatives serving on the Academic Senate.
3. College standing committees other than Promotion and Tenure, Curriculum, and Elections, which are mandated by the Academic Senate, shall be established only by an amendment to this section of the By-Laws of the Academic Senate; the establishment of a college committee that parallels a standing committee of the Academic Senate shall require a plan for liaison as part of the amendment.
4. Each college governing body shall establish a plan for maintaining the written record of its committees and task forces and effecting their transfer to the University Archives and the appropriate virtual repository (i.e., website or SharePoint site).

## **U. AAUP STATEMENTS INCORPORATED INTO THESE BY-LAWS**

Section F of the Towson University Constitution provides that the following documents shall be part of these By-Laws.

1. The AAUP 1940 Statement on Academic Freedom and subsequent statements on Academic Freedom, tenure, and dismissal of faculty members (<https://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>).
2. The AAUP 1966 Statement on Government of Colleges and Universities (<https://www.aaup.org/report/statement-government-colleges-and-universities>).
3. The Joint Statement on Rights and Freedoms of Students (<https://www.aaup.org/report/joint-statement-rights-and-freedoms-students>).

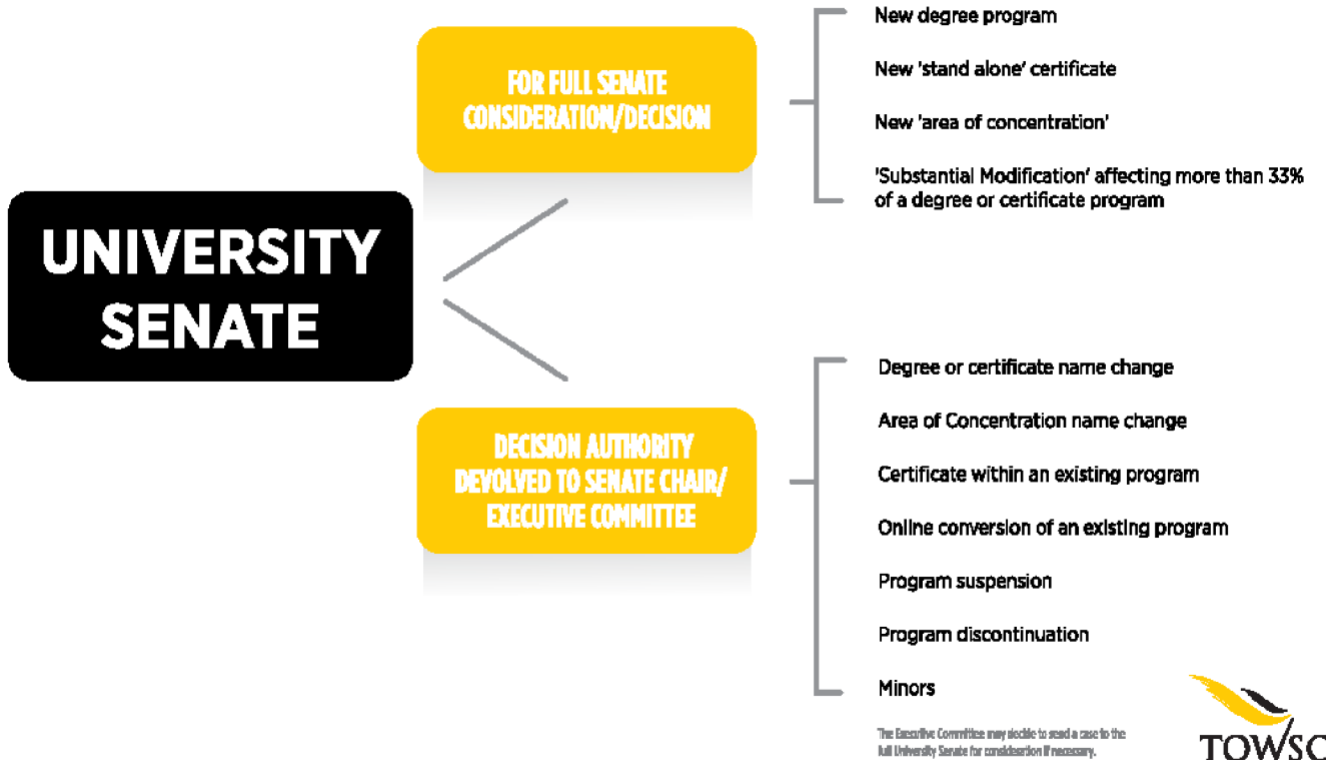
The documents cited in the preceding paragraph may be found in "AAUP Policy Documents and Reports, 1984 Edition" beginning on the pages cited.

- a. Academic Freedom and Tenure, 1940 Statement of Principles and 1970 Interpretive Comments Page 3
- b. Statement on Procedural Standards in Faculty Dismissal Proceedings Page 10
- c. Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments Page 14
- d. Recommended Institutional Regulations on Academic Freedom and Tenure Page 21
- e. The Standards for Notice of Non-reappointment Page 31
- f. On the Imposition of Tenure Quotas Page 32

- g. Report of Special Committee on Academic Personnel Ineligible for Tenure Page 43
- h. On Full Time Non-Tenure-Track Appointments Page 35
- i. Statement on Professors and Political Activity Page 59
- j. Federal Restrictions on Research: Academic Freedom and National Security Page 62
- k. The Status of Part-time Faculty Page 47
- l. Arbitration in Cases of Dismissal Page 66
- m. Institutional Responsibility for Faculty Liability Page 72
- n. Excerpts from Report on Retirement and Academic Freedom Page 70
- o. On Discrimination Page 73
- p. Statement on Government of Colleges and Universities Page 103
- q. Joint Statement on Rights and Freedom of Students Page 141
- r. Professional Ethics Page 133
- s. College and University Accreditations Page 147
- t. Research and Teaching Page 149
- u. Collateral Benefits Page 161

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APPENDIX to BYLAWS



November 2018

