University Senate

Constitution and By-Laws

PREAMBLE

We recognize the full legal authority and responsibility of the President of the University for the University's conduct and growth. However, it is imperative that the academic community play a major role in guiding the University. Therefore, the University Senate shall be the primary policy making body of the University as well as the academic community's primary advisory body to the President. In establishing and outlining the functions and responsibilities of this University Senate, we must recognize that while authority is granted to the University Senate to determine policy over a wide range of University concerns, the ultimate promulgation of policy or veto resides in the Office of the President of the University. The President shall report all reasons for a veto to the University Senate.

Whereas the University Senate holds responsibility for devising and promulgating policy in matters of general concern to all areas of the University, each of the six academic schools and colleges with faculties also shall form a governing body. The college or school governing body will be the specific policy-making body for the departments it represents, within guidelines established by the University Senate. It will serve as an advisory body to its dean and, where appropriate, to the University Senate.

Lines of authority are thus clear and responsibility for decisions clearly fixed.

A. MEMBERSHIP OF THE UNIVERSITY SENATE

The primary legislative and advisory body at Towson University shall be the Towson University Senate, which shall provide for student, faculty, and administrative participation in University governance. The members of the University Senate shall be chosen according to the following rules:

1. Each college or school consisting of academic departments shall elect two senators. The senators elected by colleges and schools shall be drawn from the college or school electorate, which shall be interpreted as being the faculty members of the departments represented by the college or school. Faculty members are defined as those with tenure or in a tenure-track position and who are not acting as full-time administrators. The senators elected by colleges and schools must be members of different departments within the college or school.
2. The professional librarians shall elect one Senator from among themselves.
3. Six senators, each of whom must represent a different department, shall be elected at large by and from the faculty electorate, which shall be interpreted as being the professional librarians and the college and school electorates.
4. The President of the Faculty Association shall serve as a senator in an ex officio voting capacity.
5. The President of the Student Government Association shall serve as a senator in an ex officio voting capacity.
6. Four students, no more than two of whom may represent a single class, shall be elected by the Student Government Association and one shall be appointed by the Graduate Student Association.
7. Faculty senators, except for the President of the Faculty Association, shall be elected for three-year terms. Initially, six of the faculty senators shall serve for a three-year term, six for a two-year term, and six for a one-year term, their terms to be decided by lot at the first University Senate meeting. Student senators, except for the President of the Student Government Association, shall be elected for one-year terms.
8. The President of the University and the academic affairs, student services, administration, and institutional advancement vice presidents shall serve in ex officio non-voting capacities.

B. OFFICERS OF THE UNIVERSITY SENATE

1. A Chairperson shall be elected by and from the voting membership of the University Senate and shall perform the duties of the presiding officer of the University Senate and shall serve as Chairperson of the Executive Committee.
2. A Vice Chairperson shall be elected by and from the voting membership of the University Senate and shall have the responsibilities of agenda preparation, assisting the Chairperson, and presiding over the University Senate meetings in the Chairperson's absence.
3. A Secretary shall be elected by and from the voting membership of the University Senate and shall be responsible for record keeping and the distribution of the minutes and reports and shall also serve as Recording Secretary of the Executive Committee.
4. A Member-at-Large of the Executive Committee shall be a faculty senator elected by and from the voting membership of the University Senate and shall be responsible for regularly collecting the minutes and annual reports of the committees of the University Senate, for bringing to the attention of the University Senate actions of its committees which need University Senate attention, and for articulating the activities of the different governing bodies of the schools and colleges as these take action requiring interpretation or application of University policy and procedure or as they seek action by the University Senate.

C. THE EXECUTIVE COMMITTEE

1. The executive agency of the University Senate shall be the Executive Committee.
2. The Executive Committee shall consist of the President of the University, who shall serve in a non-voting capacity, the Provost, who shall serve in a non-voting capacity, a student representative, and the Officers of the University Senate.
3. The duties of the Executive Committee are the following:
   a. Preparing and distributing the agenda of meetings of the University Senate to the electorate in advance of regularly scheduled meetings.
b. Assuming interim responsibility between the regularly scheduled meetings of the University Senate. Such interim responsibilities shall be assigned to it by the University Senate.

c. Initiating emergency action, subject to University Senate review at the University Senate's next meeting.

d. Maintaining the committee structure of the University.

e. Seeing that information concerning all proceedings of the University Senate shall be disseminated to all members of the University community.

f. Informing itself of the administrative disposition of all decisions of the University Senate requiring implementation.

g. Checking areas in which implementation may be questionable to insure that such decisions of the University Senate have been implemented.

D. MEETINGS

1. The University 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. Meetings shall be conducted according to Roberts Rules of Order, and decisions shall be arrived at by majority vote.

3. Meetings shall be open to all members of the University community, but participation shall be limited to members of the University Senate unless the Chairperson invites non-members to speak on a particular issue.

4. The Executive Committee of the University Senate may convene a special session of the University Senate when necessary and will be obliged to do so when requested by the University Senate Chairperson or a petition signed by 25% of the University Senate members.

5. The agenda shall be prepared by the Executive Committee. Any member, group, or organization of the academic community may submit agenda items.

6. The University Senate may adopt By-Laws governing the conduct of the University Senate business upon approval of a majority vote of the University Senate.

E. RESPONSIBILITIES OF THE UNIVERSITY SENATE

The University Senate shall have authority in the following areas:

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.

3. Long-range academic planning, including the review of academic plans submitted to the Board of Trustees.

4. Planning and development of campus physical facilities.

5. The appointment of top administrative offices.

6. Academic organizational structure of the University.

7. Evaluation of faculty in the process of their appointment, promotion, salary recommendations, and recommendations for tenure status.
8. Inter-collegiate competition.
10. The assignment of faculty office, teaching, and research space.
11. Standards for educational and academic conduct and practice common to all elements of the University community.
12. The protection of the rights and privileges guaranteed to elements of the University community as specified in the By-Laws of this constitution.
13. The University honors programs.
14. Those matters not previously specified by legislative enactment which the President shall choose to refer to the University Senate.

F. BY-LAWS

The By-Laws of this constitution shall be approved by the University Senate by a majority vote. 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.

G. AMENDMENTS

Amendments to this constitution may be proposed by two-thirds of the membership of the University Senate or by a petition of 20% of the membership of the Faculty Association or by two-thirds of the Student Government Association.

Ratification of a properly proposed amendment shall be by action of the majority of the members of the Faculty Association and a majority of the members of the Student Government Association.

Approved by the Towson University Chapter American Association of University Professors/ Faculty Association
4/27/82 Approved by the Student Government Association
4/20/82 Approved by the President
4/30/82

BY-LAWS OF THE UNIVERSITY SENATE

A. ELECTORATE

1. Members of the faculty with tenure or in a tenure-track position who are not acting as full-time administrators, department chairpersons regardless of teaching load, and professional librarians with permanent status or in a permanent status-track position shall form the Faculty Electorate. Members of the Faculty Electorate are hereafter defined as
faculty members. Faculty members on leave shall retain all benefits, privileges, and opportunities of membership.
2. Students serving as members of the Student Government Association shall form the Student Electorate.

B. ELECTION OF SENATORS

1. Election of faculty members of the University 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 at noon on the first day of the fall semester.
2. Election of student members of the University Senate shall take place after the Student Government Association President and Senate elected during the spring semester have taken office but before the first meeting of the University Senate in the fall semester. The terms of office of elected student Senators shall begin at noon on the last day of the spring semester.
3. Election of faculty Senators who do not represent a college or school shall be conducted by the Faculty Association according to rules established by the University Senate.
4. Election of student Senators shall be conducted by the Student Government Association according to rules established by the University Senate.
5. Replacement of Senators elected in elections conducted by the Faculty Association or the Student Government Association shall follow the same rule provided in these By-Laws for replacement of elected members of standing committees of the University Senate.

C. OFFICERS OF THE UNIVERSITY SENATE

1. Officers shall be elected according to rules established by the University Senate and shall hold office for a term of one year or until a successor is elected.
2. The Chairperson
   a. The Chairperson shall be the chief liaison officer between the University Senate and the University administration.
   b. The Chairperson shall be the responsible budgeting and accounting officer of the University Senate.

D. THE PARLIAMENTARIAN

1. The Parliamentarian shall be elected by the University Senate at the first meeting of the academic year and shall serve for one year or until a successor is elected.
2. The Parliamentarian shall serve in an advisory capacity to the University Senate and, in particular, to the Chairperson.
4. 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 University Senate, its own procedures for the conduct of its business.
2. The Executive Committee shall establish a regular monthly date for its meetings and shall inform the University community of the date.
3. The Executive Committee shall be responsible for maintaining the written records of the actions of the University Senate and its committees and task forces and of the governing bodies of colleges and schools and effecting their transfer to the University Archives.
4. The Executive Committee shall have a recording of each meeting of the University Senate made and shall have it placed in the Library until the end of the academic year for use by any member of the University community, after which it shall be placed in the University Archives.

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 Vice-Chairperson of the University Senate.
   c. The Executive Committee shall decide by majority vote the order of agenda items to be considered by the University Senate.
   d. Any item submitted to the Executive Committee shall be included on the agenda of the University Senate no later than the second regular meeting after it is received unless the person or group submitting the item agrees to a further delay.
2. The agenda for regularly scheduled meetings of the University Senate shall be deposited in the University mail system not less than one week in advance of the meeting for distribution to Senators, faculty, administrators, and the Student Government Association. Each copy of the agenda shall inform the recipients that two copies of the written materials pertaining to agenda items shall be available at the Reserve Desk of the Library.
3. Written material pertaining to agenda items shall be addressed to Senators and to the Reserve Desk of the Library and deposited in the University mail system not less than one week in advance of regularly scheduled meetings.
4. Changes in the Agenda
   a. At the beginning of each meeting of the University Senate, the Chairperson shall entertain changes to the agenda as submitted by the Executive Committee. 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.
5. Structure of the Agenda
   a. Call to Order
   b. Roll Call
c. Approval of the Agenda  
d. Approval of Minutes of Previous Meetings  
e. Reports by Ex Officio Senators  
f. Reports by Officers of the University Senate  
g. Motions  
h. Adjournment

G. PROCEDURE OF THE UNIVERSITY 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 University 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 University Senate business.  
b. The University Senate may by majority vote overrule the decision of the Chairperson.  
c. The Secretary shall record the vote of the University 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 University Senate shall be deposited in the University mail system not later than one week following a meeting for distribution to Senators, faculty, administrators, and the Student Government Association.  
e. Policies adopted by the University Senate, Senate committees, college/school councils, and committees of such councils normally will have their first effective date thirty days after their initial adoption; exceptions require the approval of the Executive Committee of the University Senate.

H. ESTABLISHMENT, ABOLITION, AND DEFINITION OF SENATE COMMITTEES

1. In order to fulfill its constitutional responsibilities, the Senate may create or abolish task forces and standing, special, and ad hoc committees.  
2. A Senate committee has the task of making policy under powers delegated by the Senate and of determining the proper application of 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 shall be elected by the Student Electorate from the student body.

J. APPOINTMENT OF STANDING AND SPECIAL COMMITTEE MEMBERS
1. Faculty members shall be either elected or appointed from the Faculty Electorate by the President of the University upon nomination of the President of the Faculty Association subject to any restriction or alternative method of appointment established by these By-Laws or by the Board of Regents.

2. Student members shall be appointed by the President of the University upon nomination of the President of the Student Government Association subject to any restriction or alternative method of appointment established by these By-Laws or by the Board of Regents.

K. APPOINTMENT OF AD HOC COMMITTEE AND TASK FORCE MEMBERS

1. An ad hoc Election Committee consisting of two faculty Senators and two student Senators shall be appointed by the presiding officer of the University Senate to conduct the election of officers of the University Senate.

2. Members of other ad hoc committees and task forces shall be appointed as determined at the establishment of the committees and task forces by the University Senate.

L. 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, except that appointed members of the Retrenchment Appeals Committee shall serve two-year terms and the non-tenured faculty member of the Retrenchment Appeals Committee shall serve a one-year term.

2. Student members of standing committees shall serve one-year terms unless elected or appointed to fill an unexpired term.

3. Administrator members of standing committees not serving in an ex officio capacity shall serve two-year terms unless appointed to fill an unexpired term.

4. Members of ad hoc committees and task forces shall serve terms determined by the University Senate.

5. 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 from University service, but such leave of absence shall not exceed two consecutive semesters.

6. Committee members shall, upon request directed to the Member-at-Large of the Executive Committee, 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.

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.
M. 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 highest number of votes in the most recent election but failed of 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.

N. REPLACEMENT OF STANDING AND SPECIAL COMMITTEE MEMBERS WHO RESIGN, DIE, 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 highest number of votes in the most recent election for the office but failed of 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 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 By-Laws.

O. 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 and the Chairperson of the University Honors Board shall be the Director of Honors Programs.

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 shall be from September 15 to September 14, except that the committee year of the University Promotions and Tenure Committee shall be from June 1 to May 31.

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 excepted by 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, except that the quorum for the Screening Committee shall consist of the student member, the administrator member, and two faculty members.

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 University 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. The annual report shall be submitted on September 15 and shall include (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 University 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 University Senate, or another committee or office, and (5) the attendance records of all committee members.

10. 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.

11. 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 University 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.

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

13. All University Senate committees shall submit each year to the University Senate an Annual Report for the previous Academic Year by October 1. Annual Reports shall contain the following information, plus any additional information that the committee deems of relevance or interest to the University Senate:

   a. Attendance record, including names of chair and secretary.
   b. Summary of committee business.
   c. List and summary of committee actions.

P. COMPOSITION OF STANDING COMMITTEES
1) The Information and Instructional Technology Committee shall be composed of eight faculty members appointed to a three year term in such a way that each college or school with academic departments shall be represented, one representative from Cook Library, one appointed undergraduate student (one year term), one graduate student (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 Economic and Community Outreach.

2) The Academic Standards Committee shall be composed of five elected faculty members, three elected students, the Assistant Vice President for Student Affairs ex officio, the Dean of the College of Extended Programs ex officio, the Director of Admissions ex officio, the Registrar of the University ex officio, and a member of the Academic Advising Staff appointed by the Provost ex officio.

3) The Admissions and Student Financial Assistance Committee shall be composed of six elected faculty members, no two from the same college; one undergraduate student, appointed by the SGA president; one graduate student, appointed by the GSA president; one staff representative (preferably from the Admissions or Financial Aid offices) appointed by TUSC; the Director of University Admissions ex officio; the Director of Financial Aid ex officio; and the Assistant Vice President of Student Affairs/Diversity ex officio.

4) The University Curriculum Committee shall be composed of nine faculty members appointed in such a way that each of the colleges with academic departments and the library shall be represented, two students appointed by the SGA President, chair of the Course Approval Reporting Committee voting (ex officio), chair of the Core Reporting Committee voting (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) and Dean of University Libraries (ex officio, non-voting). (N.B.: The addition of a designated library faculty as a regular part of the committee membership was voted on and approved by the University Senate 5/ 2/16)

The University Curriculum Committee shall have two standing sub-committees that handle designated curriculum matters and report back to the curriculum committee. These are the Course Approval Reporting Committee and the Core Curriculum Reporting Committee.

Both of these committees shall be composed of one faculty member from each of the colleges or schools with academic departments plus appropriate staff members (non-voting). Faculty members will be appointed for a three year term by the University President, upon nomination of the President of the Faculty Association.

The non-voting ex officio members of the Course Approval Reporting Committee shall consist of a representative of the Provost’s office, a representative of the Registrar’s office and a representative of the Admissions office.

The non-voting ex officio members of the Core Curriculum Reporting Committee shall consist of a representative of the Provost’s office, 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 Dean of the Honors College.
5) The Faculty Development and Research Committee shall be composed of two appointed faculty members from each college or school with academic departments, the Assistant Vice President for Research ex officio, and a dean of a college/school, not voting and appointed for a two-year term according to a plan of rotation established by the Provost. 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 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 or associate professor, and no two shall be members of the same department. In addition, the Graduate Studies Committee shall include two appointed graduate students, the Dean of Graduate Studies ex officio, a representative of the Provost’s Office ex officio, a representative of the Registrar ex officio, the Director of Admissions ex officio, and the Dean of the Library ex officio.

7) The Intercollegiate Athletics Committee shall be composed of five elected faculty members, four appointed students, the Faculty Athletics Representative ex officio, the Provost ex officio, the Vice President for Administration 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 Intramural Sports ex officio.

8) The Library Advisory Committee shall be composed of nine faculty members appointed in such a way that each college or school with academic departments shall be represented. Two appointed students, 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 four elected tenured faculty members, two full-time undergraduate students appointed by the President of the Student Government Association, two administrators appointed by the President of the University, and the Director of Student Conduct and Civility Education ex officio (Motion 98/99.21).

10) The Teacher Education Executive Board shall be composed of one 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, and the Dean of the College of Education ex officio and voting, and the Associate Dean of the College of Education ex officio and voting.

11) The University Assessment Council (UAC) shall be composed of two elected at large faculty members, one faculty member for each college or school with academic departments appointed by the Chairperson of the University Senate in consultation with the President and the Provost of the University, a representative of the Honor’s College, a representative of the Office of Graduate Studies, a representative from the library, one full-time undergraduate student appointed by the President of the Student Government Association, one full-time graduate student appointed by the Dean of Graduate Studies, the Chair of the Subcommittee on Student Learning Assessment, the Chair of the Student Affairs Assessment Committee, Chair of the Subcommittee on Institutional Effectiveness; a representative from the Council of Chairs, a representative from the Council of Deans, a representative from the Division of
Strategic Partnerships & Applied Research, a representative from the Division of Administration and Finance, a representative of the Division of Marketing and Communications, a representative from the Division of University Advancement, a representative from the Department of Athletics, a representative from the Resource Planning and Advisory Committee, the individual appointed in the Office of the Provost serving as the Middle States Liaison Officer, and the Director of Academic Assessment.

a) UAC Subcommittees - Appointments to subcommittees are for a three-year term or less, as determined by the Chairperson of the UAC.

i) Subcommittee on Student Learning Assessment (SSLA): 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, and a single representative for the Honors College. 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 CORE Committee or their designee will serve as ex-officio members of the subcommittee.

ii) Subcommittee on Student Affairs Assessment (SSAA): SSAA shall be chaired by a representative appointed by the Vice President of Student Affairs and shall consist of representatives appointed in consultation with the Student Affairs Vice President’s Council.

iii) Subcommittee on Institutional Effectiveness (SIE): The membership shall be determined by the Vice Presidents of the University divisions including the Office of the President, Academic Affairs, Administration and Finance, Advancement, Athletics, Innovation and Applied Research, Marketing and Communications, and Student Affairs – and shall include a representative from the SGA, a representative of TUSC, a member of the faculty elected by the AAUP, the individual serving as the Middle States Liaison Officer, and the Director of Academic Assessment. The chair is the representative of the Office of the President.

iv) Other Subcommittees: The council may create other subcommittees as needed. The makeup of any subcommittee will be determined by the Chairperson of UAC.

12) The University Promotion, Tenure, Retention, and Merit Committee shall be composed of seven elected faculty members, 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 University Senate representative (elected annually by the University Senate); and the Provost or Provost’s representative ex officio.

13) The Resource Planning and Advisory Committee shall be composed of one faculty member from each college elected by faculty within their colleges. Each faculty member will be elected for a three-year term with staggered elections. The Chair shall be elected from the faculty members elected to the committee; One faculty member from the Library who will be elected for a three-year term. The Library representative is eligible to chair the committee; One dean selected annually by the Provost; 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; Provost, ex-officio, non-voting; Senior Vice President and CFO, ex-officio, non-voting; Chair of the University Senate, ex-officio;
President of AAUP, ex-officio; Undergraduate student selected annually by SGA President; Graduate student selected annually by the Graduate Student Association; Chair of Faculty Salary Review Committee; TUSC treasurer.

14) 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 at-large Lecturer representative and at-large Clinical representative, both elected to two year terms; one faculty member with statistical expertise appointed to a three year term upon recommendation of the AAUP/Faculty Association president and University Senate chair, with the approval of the University President; the Associate Provost for Academic Resources and Planning; and one representative from the Council of Deans.

Q. RESPONSIBILITIES OF STANDING COMMITTEES

1. The Information and Instructional Technology Committee
   a. To advocate for University resources to support academic computing.
   b. To make recommendations to the CIO, Provost’s Office, and the University Senate on matters of planning and the use of information and instructional technologies.
   c. To review and make recommendations to establish or modify IIT standards, policies, and services.
   d. To review the college technology plans and provide guidance to the CIO and the Provost’s Office in the development of the annual technology budget.
   e. To provide input and/or review special IIT reports that are requested by the USM Office or other state agency.
   f. To represent the University Senate on special committees or task forces that focus on IIT issues.
   g. To provide an annual report to the University 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 (such as, to use an example from 2015-2016 business, 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 late drops or withdrawals, for reconsideration of placement on academic warning, suspension, or dismissal, for unusual or special programs in all academic sessions of the University, for parts of programs to be taken at other institutions, for any exceptions to the degree requirements because of unusual circumstances, and for reconsideration of any decisions made by the Committee.
   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, e.g., approving and monitoring departments’ screened majors process.

h. To provide an annual report to the University Senate.

3. Admissions and Financial Assistance Committee
   a. To inform the University Senate and campus units about changes to admission and financial aid policies and their expected effects on student performance in the classroom.
   b. To advise the University on policies regarding the admission of undergraduate students, especially in the following areas: innovative admission programs to attract students and to enhance the image of the University; policies to reaffirm the commitments of the University to academic excellence and inclusion; policies to recruit students with special talents.
   c. To advise the University on policies regarding institutional aid programs, within the limits allowed by applicable law and by various rules to which the University has voluntarily agreed to adhere.
   d. To encourage and review studies related to the quality of entering students, causes of failure, voluntary withdrawal, and similar concerns, which may be relevant to admissions policies.
   e. To assist with the coordination of all forms of institutional aid programs across different units of the University.
   f. To review all cases referred to the Committee and to make recommendations to the Director of Admissions for consideration in making final decisions in specific situations.
   g. To provide an annual report to the University Senate.

4. University Curriculum Committee (N.B.: These changes for the UCC and its subcommittees were voted on and approved by the University Senate on 2/1/16)
   a. To approve all undergraduate programs of study.
   b. To establish guidelines for defining particular degrees.
   c. To approve new degree programs.
   d. To determine disciplines and courses that may fulfill general university requirements.
   e. To establish University-wide guidelines and definitions concerning credits, level, prerequisites, types of courses, and special learning experiences.
   f. To develop policies, in cooperation with the Academic Standards Committee and the Admissions Committee, concerning transfer of credits from other institutions.
   g. To approve all new courses and changes in existing courses by college or school curriculum committees.
   h. To support the efforts of departments and units developing curriculum proposals.
   i. To mediate any disputes between departments and units developing interdisciplinary programs.
   j. To insure the accuracy of curricular information presented in University, college, school, and department publications.
   k. To study the overall curriculum of the University and identify the areas where strengthening is needed and commission, if need be, studies to determine the feasibility of curriculum change.
   l. To establish guidelines for major and minor requirements.
m. To oversee changes in courses required by majors that involve curriculum in more than one college or school.

n. To render decisions in matters of appeal from college or school curriculum committees.

o. To receive on a regular basis reports of action taken by college or school curriculum committees.

p. To provide an annual report to the University Senate.

4.i. Core Curriculum Reporting Committee
   a. To approve all new courses for inclusion in Core Curriculum as well as changes in existing Core courses
   b. To participate in review and recertification of Core courses
   c. To study the Core Curriculum and identify the areas where change is needed; commission, if need be, studies to determine the feasibility of change to the Core Curriculum.

4.ii. Course Approval Reporting Committee
   a. To establish University-wide guidelines and definitions concerning credits, level, prerequisites, types of courses, and special learning experiences.
   b. To approve all new courses and changes in existing courses by college or school curriculum committees.
   c. To oversee changes in courses required by majors that involve curriculum in more than one college or school.

5. 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 University Senate.

6. 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 evaluate and submit to the University Senate graduate program proposals approved by the Committee.
   c. To evaluate for graduate credit courses all proposed graduate courses and any changes in existing graduate courses or graduate programs.
   d. To review periodically the organization, functions, and effectiveness of graduate programs.
   e. To establish and review University-wide guidelines and definitions of graduate-level courses concerning credits, level, prerequisites, types of courses, and special learning experiences.
   f. To determine and review standards for the staffing of graduate programs.
   g. To make recommendations to the Provost concerning budgetary needs.
   h. To establish all policies governing the academic status of graduate students, such as admissions, good standing, probation, graduation, grading systems, and dismissal.
i. To serve as a student appeals board for the Office of Graduate Studies in all areas concerning admissions and academic standards.

j. To interpret academic policies as requested by administrators and faculty.

k. To establish standards for and to approve faculty for graduate faculty and associate graduate faculty status.

l. To ensure the accuracy of graduate curricular information presented in University, college, school and department publication.

m. To study the overall graduate curriculum of the University and identify areas where strengthening is needed and commission, if needed, studies to determine the feasibility of curriculum change.

n. To represent Towson University during dissertation defenses.

o. To provide an annual report to the University Senate.

7. Intercollegiate Athletics Committee
   a. To advise, oversee, and establish responsibilities for all areas of administration of the intercollegiate athletics program.
   b. 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.
   i. To participate in interviewing candidates for the position of Director of Athletics and to cast one vote in the selection process.
   j. To participate in all decisions related to governing and regulatory bodies and conference affiliations by the action of the Faculty Athletics Representative.
   k. To provide an annual report to the University Senate.
8. 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 University Senate.

9. Student Appeals Committee
   a. To consider grievances using procedures consistent with the Towson University Code of Student Conduct.
   b. To render a decision on the basis of evidence presented.
   c. To report the decision to the President of the University and to all parties to the grievance with notification of right of appeal (when appropriate).
   d. To determine to which University officer or committee an alleged grievance should be referred for action. (Motion 98/99.21)
   e. To provide an annual report to the University Senate.

10. 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/practica 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 University Senate.
11. University Assessment Council

The purpose of the University Assessment Council shall be to provide guidance, structure, and support for the assessment of student learning and institutional effectiveness throughout the institution. 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 and institutional outcomes. Student learning includes the knowledge, skills, attitudes, and personal development attained through curricular, co-curricular, and out-of-class learning experiences.

a. To serve as a consultant and advisory body to the University community on matters pertaining to the University assessment program, working closely with the Office of Assessment.

b. To make recommendations to the University community regarding the implementation of the University assessment program, including participating in/providing feedback on Middle States Accreditation activities as needed.

c. To make recommendations to the University Senate regarding policies pertaining to the University assessment program.

d. To conduct studies pertaining to assessment as initiated by the Council or requested by the University Senate or the University community and to submit recommendations resulting from these studies.

e. To assist the University community in long-range planning for the improvement and enhancement of the University.

f. To receive requests for access to assessment information and to decide upon the disposition of such requests.

g. To assume responsibility for the further development of the University assessment program and for the data it generates to support the subsequent institutionalization of assessment. To provide guidance and technical support on issues related to assessment.

h. To provide an annual report to the University Senate.

Responsibilities of Individual UAC Members

a) To serve as consultants and advisors on assessment to colleagues.

b) 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 UAC.

c) To report to respective college councils and other constituent groups on the work of UAC.

d) To participate in Assessment Day activities.

(1) UAC and Subcommittee Meetings

(a) The UAC shall meet monthly or as needed, September through June, as determined by the Chairperson.

(b) All elected, appointed and ex-officio members of the Council and chairs of the subcommittees shall have the right to speak and vote.

(c) A quorum shall consist of one more than a simple majority of the voting UAC members.
(d) In the absence of a quorum, at the discretion of the Chairperson, a straw poll may be conducted of members present and recorded. Following the meeting, the Chairperson may poll the members not in attendance to elicit an affirmative, negative, or abstention response.

(e) All meetings are open to the University community.

(f) 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.

(2) Subcommittee on Student Learning Assessment (SSLA): The purpose of the subcommittee is to implement the policies of the UAC and the University Senate that apply to the assessment of academic programs and University Core, provide relevant information to the designated entity responsible for the recertification of courses in the University Core and analyze assessment trends and practices across the University. In addition, 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.

(3) Subcommittee on Student Affairs Assessment (SSAA): Its purpose is to review the results of the assessment processes associated with co-curricular learning and address any other urgent matters that may arise between meetings of the UAC.

(4) Subcommittee on Institutional Effectiveness (SIE): Its purpose is to identify learning assessment opportunities as well as review the assessment processes of the administrative units and evidence of use of assessment data.

12. 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 of all colleges and departments on a regular schedule.
   d. To review make determinations upon procedural appeals of faculty members.
   e. To consult with the University 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 University Senate.

13. The Resource Planning and Advisory Committee will serve as the University Senate’s representative voice into Towson University’s annual resource planning process. The committee will support the university in a consultative manner by reviewing, advising, and recommending on the following:
   a. Annual funding priorities plan;
   b. Annual tuition and fee plan;
   c. Amendments or modification to the ten year capital plan;
   d. Changes to the fiscal policies of the university;
14. Faculty Salary Review Committee
   a. To monitor and review salaries of all faculty at the University, with regard to competitiveness with peer institutions; gender equity; relative equity across colleges and departments; and issues of compression.
   b. 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 request each year of the Provost’s Budget Office the following faculty salary data and related 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 University Senate. 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.

R. COMPOSITION OF SPECIAL COMMITTEES

1. The Faculty Hearing Committee shall be composed of fifteen elected tenured faculty members not concurrently members of the Grievance and Mediation Committee of the Faculty Association.
2. The Retrenchment Committee shall be composed of one tenured faculty member from each college or school with academic departments, one of whom must be a chairperson, two non-tenured faculty members, and one librarian with permanent status, appointed by the President of the University after consultation with the Chairperson of the University Senate, the Provost ex officio with the right to vote, the Vice President for Administration ex officio with the right to vote, the Director of Faculty Development ex officio with the right to vote, the President of the Faculty Association ex officio with the right to vote, the Affirmative Action Officer ex officio, and the Director of the Office of Institutional Research, ex officio.
3. The Retrenchment Appeals Committee shall be composed of one elected tenured faculty member from each college or school with academic departments, one elected non-tenured faculty member, two elected librarians with permanent status, one faculty member appointed by the Chairperson of the University Senate, and one faculty member
appointed by the President of the Faculty Association, none of whom may have served or be currently serving on the Retrenchment Committee.

4. The AAUP/Faculty Association Grievance and Mediation committee shall be composed of five elected faculty representatives, from any college, with any rank. In the event a committee member fails to serve or cannot serve, the President of the Faculty Association shall have the authority temporarily to appoint faculty to fill the unexpired term.

S. 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.
   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.
   b. To arrive at a judgment on the merit of the appeal and make a recommendation to the President of the University.

4. The responsibilities of the AAUP/Faculty Association Grievance and Mediation Committee are defined in TU Policy 02-04.00 and the USM Policy on Faculty Grievances, II-4.00. The committee meets at the beginning of each year to elect a chair, and then meets as needed. 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.

T. ARTICULATION OF THE ACTIVITIES OF COLLEGE AND SCHOOL GOVERNING BODIES

1. The constitutions and by-laws of College and School Governing Bodies and amendments thereto shall not be valid until approved by the University Senate.

2. To assist the Executive Committee in maintaining communication between the University Senate and College and School governing bodies, each governing body shall send to the Member-at-Large of the Executive Committee a copy of the agenda, minutes, and documents relating thereto when minutes of the meetings are approved by that body.
3. College/School standing committees other than Promotions and Tenure, Curriculum, and Elections, which are mandated by the University Senate, shall be established only by an amendment to this section of the By-Laws of the University Senate; the establishment of a college/school committee that parallels a standing committee of the University Senate shall require a plan for liaison as part of the amendment.

4. Each college/school 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.

U. AAUP STATEMENTS INCORPORATED INTO THESE BY-LAWS

1. Section F of the Towson University Constitution provides that the following documents shall be part of these By-Laws.
   a. The AAUP 1940 Statement on Academic Freedom and subsequent statements on academic freedom, tenure, and dismissal of faculty members.
   c. The Joint Statement on Rights and Freedoms of Students.

2. 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 Nonreappointment 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
   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