

CONSTITUTION OF THE ACADEMIC SENATE CATHOLIC INTERNATIONAL UNIVERSITY

ARTICLE ONE: FACULTY RESPONSIBILITY & ROLE IN THE UNIVERSITY

1. The Faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, service, faculty status, and those aspects of student life that relate to the educational process and growth, and in these areas it acts with a commitment to the University's mission. On these matters the power of review or final decision lodged in the Board of Trustees, under the University's governing documents or delegated to the President, should be exercised adversely only in exceptional circumstances, in consultation with and through the President, and for reasons communicated in written form to the Faculty. In the context of shared governance, it is desirable that the Faculty have opportunity for further consideration and transmittal of its views to the President and/or the Board of Trustees. Budgets, manpower limitations, the time elements, and the policies of other groups, bodies and agencies having jurisdiction over the institution may set limits to acceptance and implementation of faculty advice.
2. Unless explicitly assigned in this constitution, responsibility for these matters within an individual Department of the University or the university Library rests with the Faculty of that Department or the university Library. The Academic Senate shall have responsibility for matters that extend beyond a single Department or the university Library.

ARTICLE TWO: FUNCTIONS OF THE SENATE

1. The Academic Senate may consider any matter that it deems to involve the welfare of the University.
2. The Senate, through the Chairman and/or the President as appropriate, may present to the Board of Trustees such matters as it may consider proper. The report of any action of the Board of Trustees on these matters shall be made to the Senate by the President.
3. No Department, Program, or like academic component shall be created, rearranged, or terminated without the prior consultative vote of the Academic Senate and the action recommended by the Senate to the President, who in turn will seek approval of the Board of Trustees.
4. The Academic Senate, in consultation with Department Chairs, shall approve the minimum requirements for degrees and shall approve the names of all candidates for academic degrees.
5. The Academic Senate, after consultation with the Department and Chair concerned, as well as the Committee on Appointments and Promotion, shall pass upon the academic qualifications of all persons proposed for appointment or promotion to the ranks of Associate Professor and Ordinary Professor in an Executive session. The approval of the Senate is not final but a consultative recommendation to the President and the Board of Trustees.
6. The Academic Senate shall communicate its decision on appointments and promotions as a recommendation to the President, and where appropriate for transmission by him or her to the Board

of Trustees. In the event that the President or the Board of Trustees fails to implement the decision of the Senate, the Senate may request a joint committee of the Senate and Trustees to review the matter. The Board of Trustees holds ultimate decision-making authority.

7. The enactments of the Senate require the President's approval for validity. If this is not forthcoming, the Senate may require by subsequent vote that the matter be submitted to the Board of Trustees. The Board holds ultimate decision-making authority.

ARTICLE THREE: COMPOSITION OF THE SENATE

1. The voting members of the Academic Senate shall consist of: the President, the Provost, Department Chairs, Program Directors, and elected representatives of the full-time and part-time faculty who are eligible based on rank.
2. Delegates of the full-time and part-time faculty shall be determined in the following manner: not more than two delegates from each Department, not including the Provost, Department Chairs, or Directors. For those Departments with full-time faculty, at least one delegate shall be a full-time faculty member.
3. Ex officio members shall include the Director of Library Services, the Registrar, and the Director of Student Life, who shall have full voting rights except in passing upon the faculty proposed for rank and promotion.
4. In addition, a graduate student representative and an undergraduate representative shall have full voting rights except in passing upon the faculty proposed for rank and promotion.

ARTICLE FOUR: OFFICERS AND TERMS

1. Officers
 - a. The Academic Senate shall every two years elect a Chairman and Vice Chairman from among Senior faculty, except that the President and Provost of the University shall be ineligible for election.
 - b. The duties of the Chairman are to preside over the Senate and to exercise his or her right to vote when it would decide the outcome of an issue or in all cases of secret ballot. The President and the Chairman or, at his/her written request, the Vice Chairman shall be ex officio members of all committees.
 - c. The duties of the Vice Chairman are to prepare an agenda in consultation with the Executive Committee and to preside at all meetings in the absence of the Chairman.
 - d. The Academic Senate shall elect annually one of its members as the Secretary.
2. Terms of Office
 - a. The Chairman and Vice Chairman shall serve terms of two years or until the successor of each is elected. Each is eligible for reappointment to a maximum of two consecutive terms.
 - b. The Secretary shall serve a term of one year or until his or her successor is elected.

- c. No officer may be elected to a third consecutive term.
3. The Vice Chairman shall succeed to the office of Chairman should the Chairman be unable or unwilling to complete his or her term. In this case, the Vice Chairman shall complete the Chairman's term in addition to his or her own complete term as Vice Chairman. If there is no Vice Chairman, the Secretary shall serve as Chairman until elections for the office can be held. These elections shall be held within a reasonable time. The newly elected Chairman shall complete the remaining term of Chairman and is eligible for election to a full consecutive term.
4. The Past-Chairman shall serve on the Executive Committee in an ex officio, nonvoting capacity for a period of one year following the completion of his or her term of office as Chairman.
5. Any regularly elected officer of the Academic Senate can be deposed from office for cause through a vote to rescind the officer's election. If the complete substance of the proposed motion has been given at the previous meeting or in the call of the present meeting, the motion to rescind requires a majority vote of those present and voting. If the complete substance of the proposed motion has not been given in a previous meeting or in the call of the present meeting, the motion to rescind requires a two-thirds vote of those present and voting.

ARTICLE FIVE: MEETINGS – FREQUENCY & PROTOCOLS

1. The Academic Senate shall meet in assembly at least once per month for ordinary sessions and as needed for Executive sessions.
2. The agenda for the Senate meetings shall be determined by the Chairman in consultation with the Executive Committee. The President, Provost, Chairs of Departments, or Chairs of Committees of the Senate may have items placed on the agenda by submitting to the Executive Committee at least one week before the meeting. Members of the Faculty may propose items to their Chairs to bring forward for consideration.
3. Minutes of ordinary meetings of the Senate shall be made available to all members of the Faculty.
4. The Chairman of the Academic Senate shall call the meetings and serve as the presiding officer. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of the Chairman and Vice Chairman, the Secretary shall preside. The rules contained in the current edition of Robert's Rules of Order shall govern the meetings in all cases to which they are applicable.
5. Special meetings may be called by the Executive Committee of the Academic Senate. A Faculty petition for a special meeting can be presented to the Executive Committee of the Academic Senate.
6. Executive meetings of the Senate may be called by the Senate Chairman. All promotion cases should be addressed in Executive Sessions.
7. The Secretary shall issue notice of all meetings at least seven days before the scheduled meetings, and shall keep minutes.
8. The Executive Committee of the Senate by its own accord or at the request of Senators, may invite other University staff to brief the Senate on their respective areas.

ARTICLE SIX: COMMITTEES

1. There shall be an Executive Committee of the Academic Senate that shall organize the agenda and workflow of the Senate meetings as well as the distribution of work across the Committees of the Senate. The Executive Committee is responsible for managing the agenda of the Senate and generally overseeing its functioning. The committee comprises the Provost and President ex officio, the Chairman and the Vice Chairman of the Senate, and two members proposed by the Nominating Committee and elected by the Senate, for a term of one year. The Chairman of the Senate is the Chair of the Executive Committee. The Chairman of the Senate reports to the Senate at the commencement of each of its meetings on the deliberation and decisions of the Executive Committee.
2. The Senate may delegate functions to the Executive Committee. The Executive Committee may not be delegated the authority to amend the Constitution or to elect officers.
3. The Senate may establish or disband standing or additional committees and task forces, and will appoint Chairpersons and members to those committees and task forces. Ad hoc Committees can be created by the Executive Committee and be dissolved once their work is completed. Chairs and members of the ad hoc Committees will be approved by the Senate. Ad hoc Committee membership will be composed of Faculty eligible for election as representatives to the Academic Senate. Lecturers, instructors, emeritus faculty, university administrators, staff, or students, may serve committees intermittently in an advisory capacity, at the request of the committee Chairperson and with the approval of the Executive Committee.
4. The standing committees of the Academic Senate are as follows:
 - a. Committee on Appointments and Promotion – The Committee on Appointments and Promotion examines all applications for appointment, rank, and promotion, on which the Academic Senate must pass and makes recommendations for their disposition. Members of this committee are elected by the Senate from among the faculty. Membership must draw from the various Departments within the University. They serve for two-year terms (staggered). Election of the members to this committee requires confirmation of the President. The Provost shall be ex officio Chair of this Committee. In the event that a member must recuse him- or herself, the Provost will appoint a temporary replacement.
 - b. Nominating Committee – Serving as the Nominating Committee, the Executive Committee shall make its report of up to two nominees for each of the offices of Chairman, Vice Chairman, Secretary, and other members of the Executive Committee to the Academic Senate at the February meeting of each year. Eligibility for office will be based upon Article Three and other considerations such as demonstrated commitment to Senate service, leadership in their Department, ability to meet Executive Committee obligations, and the representation of diverse Departments on the Executive Committee. Any Senator present at the February meeting may propose additional persons to be considered for nomination by the Executive Committee. By mid-March, copies of a 1-2 paragraph description of the activities of each nominee on the final slate will be circulated to the members of the Senate. At the April

meeting each year, the Senate will formally elect the officers and other Executive Committee members from among these nominees, and their terms shall commence at the end of that meeting.

- c. Graduate Studies Committee – The Graduate Studies Committee will exercise general supervision over all matters delegated to it by the Academic Senate relating to graduate study; for example, reviewing proposals for new graduate programs submitted by Chairs of Departments. The Committee will report to the Senate its recommendations. One of the Department Chairs will serve as Chairman. Members will be appointed by the Senate upon recommendation of the Department Chairs. All graduate programs will be represented.
- d. Undergraduate Studies Committee – The Undergraduate Studies Committee will exercise general supervision over all matters delegated to it by the Academic Senate relating to undergraduate study; for example, reviewing proposals for new undergraduate programs submitted by Chairs of Departments. The Committee will report its recommendations to the Senate on all matters relating to undergraduate policy. A Department Chair will chair the Committee. Members will be appointed by the Senate upon recommendation of the Department Chairs. All undergraduate programs will be represented.

ARTICLE SEVEN: AMENDMENTS TO THE CONSTITUTION

1. Proposed amendments to the Constitution may be submitted by any Faculty to the Executive Committee of the Academic Senate.
2. The proposed amendments must be submitted to the Academic Senate membership at least 14 days prior to vote if recommended by the Executive Committee.
3. The Constitution may be amended by a two-thirds vote of the current Academic Senate membership.

Addendum 1

When the University Faculty grows to a sufficient level proportional representation will be developed.