

**SENATE AND UNIVERSITY ASSEMBLY
UNIVERSITY OF MISSOURI-ST. LOUIS
OPERATING RULES**

Approved 2008
Revised Fall - 2011

DEFINITIONS:

1. Parallel units are defined as Humanities, Social Sciences, Science/Mathematics, Business Administration, Education, Fine Arts and Communication, Nursing and Health Studies, and Optometry.

2. For committees requiring representation from specific divisions of the College of Arts and Sciences, departments within the College shall be categorized as follows: Humanities – English, Foreign Languages and Literatures, Philosophy; Social Science – Anthropology, Criminology and Criminal Justice, Economics, History, Political Science, Psychology, Social Work, Sociology; Natural Science/Mathematics – Biology, Chemistry & Biochemistry, Mathematics and Computer Science, Physics and Astronomy.

MEMBERSHIP:

1. The voting members of the Senate shall consist of the President; elected voting representatives of the full-time regular and non-regular faculty; and as non-voting members, the Chancellor; the Provost/Vice Chancellor for Academic Affairs; and the Dean of the Graduate School.

a. For the purposes of Senate membership, the term “eligible faculty” includes all those with full-time regular appointments as well as those with full-time non-regular academic appointments who have at least 50% teaching or research responsibilities per year and one of the following terms in their titles: adjunct professor, affiliate professor, visiting professor, clinical professor, research professor (professor to include assistant and associate ranks), lecturer, instructor or specialist.

b. Members of the eligible faculty so defined will have the right to vote on Senate membership, to be nominated for Senate membership, and to serve in the Senate and on Senate committees. Members of the eligible faculty so defined will be counted in apportioning Senate at-large representation, and hereinafter referred to as “eligible faculty” to differentiate them from the more restrictive term Faculty as defined in 300.040.A.1, or the more general use of the term faculty.

c. Elected faculty members of the Senate shall serve three-year staggered terms with one-third of the body elected by the eligible faculty annually. Any elected member of the Senate may be re-elected. The term of office of all Senators shall begin on the first day of August following their election.

2. The Senate and Assembly rosters and the committee rosters shall be posted on the web.

3. All students, irrespective of their status as elected, appointed, or ex-officio members of the Assembly and/or committees, are required to satisfy the eligibility requirements stated in the by-laws during their candidacy and throughout the entire period of their service. Elected students will be replaced in accordance with the by-laws if they fail to satisfy all requirements. Ex-officio student representatives will not be recognized by the Senate if they fail to satisfy all requirements. A qualified replacement may be appointed by the Senate Chairperson to serve until such time as the ex-officio student representative meets the stated requirements.

4. The grade point average used to determine student eligibility for service on the Assembly and on committees of the Senate and Assembly shall be overall cumulative grade point average reflected in CICS5.

OFFICERS:

1. The elected officers of the Senate shall be the Senate Chairperson, who must be a voting faculty Senator, and the Secretary of the Senate, who must be a voting faculty Senator. The elected officers of the Senate shall serve for one year, beginning on the first day of August following their election. The elected officers may be re-elected.

2. The Senate Chairperson, or in the Chairperson's absence, a voting member of the Senate designated by the Chairperson, shall be the presiding officer at each meeting of the Senate.

3. The Secretary shall also maintain the official roster of the Senate, and shall collect annual reports on committee activities, which shall be submitted in written form by the committee chairperson no later than May 10 of each year.

MEETINGS AND AGENDAS:

1. The Senate shall meet regularly each month during the academic year or in special meetings as called by the Steering Committee of the Senate. The Steering Committee shall call a special meeting of the Senate on request of the Chancellor or of any five members of the Senate. Proceedings in Senate meetings shall be in accordance with the rules set forth in the most recent edition of Robert's Rules of Order. A quorum shall consist of a majority of the elected faculty Senators.

2. The Faculty Senate shall meet monthly during the academic year, and the University Assembly shall meet every other month within semesters. All Senate and University Assembly members are strongly encouraged to attend scheduled meetings.

3. The Secretary of the Senate shall distribute the agenda to all members of the Senate at least three working days in advance of each meeting, shall keep minutes of each meeting of the Senate, and shall distribute a copy of the minutes of each meeting to all member of the Senate.

4. Agendas and minutes of Senate and Assembly meetings shall be posted on the web no later than the Thursday before the Tuesday meeting. Minutes of the Senate and Assembly meetings should include motions as presented, with a summary of the main points of the discussion.

5. A report from the Chancellor shall be presented at each meeting of the Senate and the Assembly. The report shall include information on action taken as a result of Senate and Assembly recommendations.

6. Committee reports should:

- a. be filed with Assembly/Senate Assistant in advance of or at the meeting where actions are presented;
- b. include the names of committee members;
- c. present motions only as a part of the report.

7. The budget for athletics shall be recorded as information to the Assembly.

8. Reports from University wide and statewide committees may be presented to the Assembly. Whenever possible, representatives of the University of Missouri-St. Louis serving

on University wide and/or statewide committees should advise the Steering Committee if a report to the Assembly is necessary.

ELECTIONS: Faculty Senate:

1. Each department or parallel unit of the College of Arts and Sciences, College of Fine Arts & Communication, College of Nursing, College of Business Administration, College of Education, and College of Optometry and other parallel units with at least five tenured or tenure-track faculty, will elect one representative by mail ballot distributed and tallied by the Faculty Senate.
2. Following the election of the department and parallel unit representatives, an election will be held by e-mail or paper ballot distributed and tallied by the Senate in each independent College and School for at-large representatives. The number of at-large representatives shall be equal to one-third (1/3) of the total of the individual unit representatives. The number elected in each independent school or college will be determined proportionally by the number of eligible faculty as determined at the beginning of each fall semester with each specified school or college having a minimum of one at-large representative.
3. Each College's eligible faculty will vote for its College representatives.
4. For the purpose of determining the allocation of at-large seats, an eligible faculty member with a joint appointment shall be counted as a member of the unit which receives the greater share of the faculty member's time. If a joint appointee's time is equally distributed between units, the faculty member may select the unit in which to be counted. However, a joint appointee who is serving a continuing term on the Senate will be assigned to the unit from which he/she was originally elected to the Senate. Joint appointees may vote only on the nominating ballot of the unit in which they are counted in determining the allocation of Senate seats.
5. Elections of all faculty representatives shall occur before April 1 of each year, except for the first year when elections will be conducted within one month of approval.
6. A subcommittee of the Senate Steering Committee shall be established to supervise the election of faculty members to the Senate and distribute and tally the ballots. The Subcommittee shall consist of the Senate Chairperson; the Chairperson of the Committee on Committees; and the Senate Secretary, who shall maintain a complete record of the votes received by all candidates.
7. If a unit or departmental representative should resign from the University or from the Senate, the department or parallel unit will elect a replacement by mail ballot. If an at-large representative should resign from the University or from the Senate, he or she will be replaced until the next Senate election by the individual from the same school or college who received the next-highest number of votes at the most recent election. If a Senator should take a leave of absence for an academic year, an alternate shall be selected in the same manner to serve only during the duration of the leave of absence.
8. If an elected faculty Senator qualifies for service as an ex officio (non-voting) Senator, he/she will be moved immediately into the ex officio (non-voting) category. In accordance with the bylaws, a replacement will be elected to serve for the remainder of the academic year in which the vacancy occurs if the ex officio status is permanent. The balance (if any) of the faculty member's elected term will be filled at the next spring election of Senators.

9. Only voting members of the Senate and Assembly may vote at their respective meetings. Proxy voting is prohibited.

10. Nomination for Senate and Assembly Chair shall be submitted to the Senate/Assembly Office no later than one week prior to the March meeting of the Faculty Senate to allow dissemination of names of nominees to the voting members of the Senate. Nominations from the floor may also be made on the day of the election.

11. Following each election, the newly-constituted Senate shall meet for the sole purpose of selecting the Senate Chairperson, the Secretary of the Senate, and the Committee on Committees.

University Assembly:

1. Elected faculty members of the Assembly shall serve three-year staggered terms co-terminus with their service in the Senate. Elected student members of the Assembly will serve a term of one year and shall be elected by the student body each year. Selected staff members of the Assembly will serve a term of one year and shall be selected by the Staff Association. Any elected member of the Assembly may be re-elected. The term of office of all Senators shall begin on the first day of August following their election.

2. Each year during the spring semester student members shall be elected at large without regard to department, school, college, or divisional affiliation. To qualify for service on the Assembly, a student must be enrolled in good standing, must not be on disciplinary probation, must have a cumulative grade point average calculated by the University of Missouri-St. Louis to be at least 2.0, and must have completed a minimum of nine hours of academic credit at the University of Missouri-St. Louis. Qualified students who are interested in becoming members of the Assembly shall make their candidacy known to the Vice Provost for Student Affairs by March 1 of each year. The Vice Provost shall verify that the candidates satisfy all requirements for service on the Assembly. Not later than March 15 of each year, duly registered students shall elect the appropriate number of student senators from the list of eligible candidates making themselves available. Only eligible students who file their candidacy in advance may be elected.

3. The Secretary shall distribute the agenda to all members of the Assembly at least three days in advance of each meeting, shall keep minutes of each meeting of the Assembly, and shall distribute a copy of the minutes of each meeting to all members of the Assembly. The Secretary shall also maintain the official roster of the Assembly, and shall collect annual reports on committee activities, which shall be submitted in written form by each committee chairperson no later than May 10 of each year.

COMMITTEES: Faculty Senate:

1. All members of the eligible faculty, administration, and staff shall be eligible to serve on Senate committees except as otherwise provided. Students who satisfy the eligibility requirements for service on the Assembly shall also be eligible to serve on Senate committees. With the exception of the Committee on Committees, faculty members of the standing committees of the Senate shall be elected each year at the second organizational meeting of the Senate.

2. Members of the eligible faculty shall be elected to standing Senate committees by all voting members of the Senate. Staff members of standing Senate committees shall be elected by the Staff Association. Student members of standing Senate committees shall be elected by voting student members of the Assembly.

3. Eligible faculty members of all standing committees except the Committee on Committees and the Budget and Planning Committee shall be elected or two-year terms, with half the faculty members to be replaced each year. Student members of all standing committees shall be elected for one-year terms which may be renewed.
4. All standing and ad hoc committees of the Senate shall be chaired by the eligible faculty; the chairs of the Committee on Committees and the Bylaws and Rules Committee shall be faculty Senators, and the chair of the Steering Committee shall be the Senate Chairperson.
5. At least one elected member of each standing and ad hoc committee of the Senate shall be a voting faculty Senator. Faculty members of all standing committees except the Committee on Committees shall be elected for two-year terms, with half the faculty members to be replaced each year. Staff members of all standing committees shall be elected for one-year terms which may be renewed. Student members of all standing committees shall be elected for one-year terms which may be renewed. Each standing and ad hoc committee shall be convened by the Senate Chairperson. As its first order of business, each standing and ad hoc committee shall elect a chairperson. If a faculty member of a Senate committee is to take a leave of absence (or semester's leave in the case of the independent Fall and Spring panels of the Committee on Research), a substitute shall be elected to serve for the entire academic year during which the leave is taken. A replacement will be elected to complete the remainder of the unexpired term of a committee member who becomes unable or ineligible to continue serving on a Senate committee.
6. Newly elected members of standing Senate committees shall assume office on the first day of August following their election unless completing the unexpired term of another member, with the exception of members of the Committee on Committees who take office immediately following their election.
7. Only voting members of Senate committees may vote at committee meetings. Proxy voting is prohibited.
8. To facilitate the flow of information and pertinent documents, the Assistant to the Senate Chair shall be invited to attend meetings of the Committee on Committees, the Steering Committee, the Committee on Curriculum & Instruction, and the Committee on By-Laws & Rules.

University Assembly:

1. At least one elected member of each standing and ad hoc committee of the Assembly shall be a voting faculty Senator.
2. All faculty members of the Assembly will be elected only by voting faculty members of the Assembly for service on standing Assembly committees. Administrators shall be designated by position (or by the incumbent filling that position.)
3. All student members of the Assembly will be elected only by voting student members of the Assembly for service on standing University Assembly committees.
4. All staff members of Assembly committees shall be selected by the Staff Association.
5. Eligible faculty members of all standing committees except the Committee on Committees and the Budget and Planning Committee shall be elected for two-year terms,

with half the faculty members to be replaced each year. Student members of all standing committees shall be elected for one-year terms which may be renewed.

6. Each standing and ad hoc committee shall be convened by the Assembly Chairperson. As its first order of business, each standing and ad hoc committee shall elect a chairperson. If a faculty member of an Assembly committee is to take a leave of absence, a substitute shall be elected to serve for the entire academic year during which the leave is taken. A replacement will be elected to complete the remainder of the unexpired term of a committee member who becomes unable or ineligible to continue serving on an Assembly committee.

7. Newly elected members of standing Assembly committees shall assume office on the first day of August following their election unless completing the unexpired term of another member.

8. The Steering Committee of the Senate shall serve the same function for the University Assembly.

9. Joint Committees of the Faculty Senate and University Assembly:

a. The Faculty Senate and University Assembly **Committee on Committees** shall consist of one elected faculty Senator from each of the following units: Humanities, Natural Sciences/Mathematics, Social Sciences, Fine Arts & Communication, Business Administration, Education, Nursing, Optometry, and such parallel units as may be created from time to time. The members of the Committee shall serve for one year. They shall be elected at a special meeting of the Senate called each spring, immediately following the election of the Senate. The Committee shall be convened by the newly-elected Senate Chairperson, who shall assist the Committee with electing its chairperson. Normally, members of the Committee on Committees shall not nominate themselves for other committee assignments.

(1) It shall be the responsibility of the Committee to nominate for election by the Senate: 1) faculty members of all standing committees of the Senate; 2) faculty members of ad hoc committees of the Senate, when so instructed by the Senate. Where appropriate, the Committee shall nominate members of the ad hoc or standing statewide committees for election by the Senate or appointment by the Chancellor.

(2) It shall be the responsibility of the Committee to nominate for election by the University Assembly: 1) faculty members of all standing committees of the Assembly; 2) faculty members of ad hoc committees of the Assembly, when so instructed by the Assembly. Where appropriate, the Committee shall nominate members of the ad hoc or standing statewide committees for election by the Assembly or appointment by the Chancellor.

(3) In preparing lists of nominees, the Committee may consult with the Chancellor, the Vice Chancellors, the academic deans or equivalent, and department chairpersons.

(4) Nominations made by the Committee shall be presented to the Senate or University Assembly as relevant. Members of the Senate shall have the right to make additional nominations from the floor for Senate committees. Members of the Assembly shall have the right to make additional nominations from the floor for Assembly committees.

b. The Faculty Senate and University Assembly **Steering Committee** shall consist of the Senate Chairperson, the Senate Secretary, the Chancellor, and three elected senators.

(1) During the month of April the Steering Committee shall examine its membership to determine which members will be absent during the summer session. Steering Committee members who will be absent shall designate their replacement from among the members of the Senate. If the Chairperson and/or Secretary of the Senate shall be absent, a summer replacement will be elected at the Steering Committee's April meeting. The minutes of that meeting shall include the summer roster. In the event of the need for emergency action during the summer, the Steering Committee will be empowered to act on behalf of the Senate and Assembly and will be obligated to report its action to the Senate and Assembly in the fall.

c. The Faculty Senate and University Assembly **Committee on Bylaws and Rules** shall consist of six eligible faculty members elected by the Senate who are broadly representative of the Faculty, and two students.

(1) The Committee may initiate proposals for Bylaw changes.

(2) The Committee shall recommend approval and disapproval of each proposed Bylaw change within two Senate meetings following receipt of the proposal.

10. Faculty Senate Committees:

a. The Senate **Committee on Curriculum and Instruction** shall consist of the following voting members: one eligible faculty member from each of the parallel units and two students. At least three-fourths of the faculty members of this committee must hold regular appointments. Non-voting members shall consist of the Provost and the Registrar.

b. The Senate **Committee on Appointments, Tenure, and Promotion** shall consist of full professors holding a tenure appointment. One member shall be elected from each of the parallel units, and two additional faculty members shall be elected at-large from the campus.

c. The Senate **Committee on Research (Fall and Spring Panels)** shall each consist of the following voting members: five eligible faculty members from Arts and Sciences (no more than two from any one division); and one eligible faculty member from the colleges of Business Administration, Education, Fine Arts and Communication, Nursing, and Optometry. The Vice Provost for Research shall be a non-voting member of each Panel.

d. The Faculty Senate **Committee on University Libraries** shall consist of the one eligible faculty representatives from each of the following units: College of Arts and Sciences - one each from Natural Sciences/Mathematics, Social Sciences, and Humanities, College of Business Administration, College of Education, College of Optometry, College of Nursing, College of Fine Arts and Communication, and such parallel units as may be created from time to time, and two students. The Dean of Libraries shall be a non-voting member of the Committee. (Approved 10/14/08)

e. The Senate **Committee on Faculty Teaching and Service Awards** shall consist of the following voting members: five eligible faculty members from Arts and Sciences (no more than two from any one division); one eligible faculty member from the colleges of Business Administration, Education, Fine Arts and Communication, Nursing, and Optometry; and two students. The Director of the Center for Teaching and Learning shall be an ex-officio, non-voting member of the Committee.

f. The Senate **Committee on the Assessment of Educational Outcomes** shall consist of the following voting members: one eligible faculty member from each of the parallel units and two students. Non-voting members of the Committee shall consist of the Provost and the administrative appointee in charge of assessment.

g. The Senate **Academic Advisory Committee** shall consist of the Provost and one eligible faculty member elected by the Senate from each of the following units: Humanities, Natural Sciences/Mathematics, Social Sciences, Fine Arts & Communication, Business Administration, Education, Nursing, and Optometry.

h. The Senate **Committee on Research Dishonesty** shall consist of six full professors on continuous appointment who are broadly representative of the Faculty and who do not devote more than 50 percent of their time to administrative duties.

(1) The Committee shall elect from its members a chairperson and a secretary. A quorum of at least two-thirds of the members must be present in order for the Committee to conduct any business or hearing.

(2) In conducting a hearing requiring additional research expertise, [the Committee may] elect by majority vote as many as three additional full professors on continuous appointment who do not devote more than 50 percent of their time to administrative duties, and who have the required research expertise. These additional members shall serve only for the duration of the case for which they have been elected and, during that time, shall be voting members of the Committee.

i. The Senate **Committee on Issues of Tenure Removal** shall consist of six full professors holding tenure appointments. Its membership shall be broadly representative of the various academic disciplines, schools, colleges, and such parallel units as may be created from time to time. No faculty member involved in a substantial way in administrative work above the level of the department shall be eligible.

j. The Faculty Senate **Committee on Research Policy** shall be comprised of one eligible faculty member from each of the following areas: Humanities, Social Sciences, Natural Sciences/Mathematics, Business Administration, Education, Nursing, Optometry, Fine Arts & Communication and such parallel units as may be created from time to time, and two students, at least one of whom is a graduate student. The committee shall be chaired by a voting faculty member. The Vice Provost for Research shall be a non-voting member of the Committee. (Approved 10/14/08)

k. The Senate **Committee on Promotion of Non-Tenure Track Faculty** shall consist of eligible faculty holding the rank of Teaching Professor, Clinical Professor, Extension Professor, or Research Professor, and at least one tenured faculty member. There shall be one member on the Committee elected from each of the parallel units, and two faculty members elected at large from the campus.

11. University Assembly Committees:

a. The University Assembly **Committee on Administrator Evaluation** shall consist of at least five eligible faculty members who represent at least three colleges, one student, and one staff member. This Committee shall be chaired by an eligible faculty member.

(1) This Committee is responsible for preparing and distributing an evaluation form to the eligible faculty of the University of Missouri-St. Louis, collecting forms, and tabulating results.

(2) This Committee shall present the results to the Steering Committee for review. Upon approval, the report is to be distributed to all members of the Assembly.

b. The University Assembly **Budget and Planning Committee** shall consist of the following voting members: the Chancellor, the Senate Chairperson, two non-faculty employees selected by the Staff Association, one eligible faculty member from each of the parallel units, and two students. Non-voting members of the Committee shall consist of the Provost, the Vice Chancellors for Managerial and Technological Services and Advancement, and the Vice Provosts for Research and Student Affairs.

At its first meeting each academic year, the Committee shall elect a recording secretary from its faculty members who will maintain minutes of the committee's deliberations and actions and distribute them to the Assembly.

c. The University Assembly **Committee on Recruitment, Admissions, Retention, and Student Financial Aid** shall consist of the following voting members: six eligible faculty members and two students. Non-voting members of the Committee shall consist of the Provost, the Vice Provost for Student Affairs, the Director of Admissions, the Director of Student Financial Aid, and the Associate Vice Provost for Student Affairs and Enrollment Management. The Committee shall be chaired by a faculty member.

d. The University Assembly **Committee on Student Affairs** shall consist of the following voting members: four eligible faculty members, four student members, and one representative chosen by the Staff Association. Faculty and student members shall be broadly representative of the various academic disciplines and colleges. Non-voting members of the Committee shall consist of the Vice Provost for Student Affairs and the President of the Student Government Association.

e. The University Assembly **Committee on Student Publications** shall consist of the following voting members: three eligible faculty members and three student members. Faculty and student members shall be broadly representative of the various academic disciplines and colleges. Non-voting members of the Committee shall consist of the Editor of the Current and the Advisor to the Current.

f. The University Assembly **Committee on Physical Facilities, Space, and General Services** shall consist of the Provost, the Vice Chancellor for Managerial and Technological Services, one eligible faculty member from each of the parallel units, three students, and one representative selected by the Staff Association.

g. The University Assembly **Committee on Information Technology** shall consist of the following voting members: one eligible faculty member from each of the parallel units; one graduate research assistant and three additional student representatives; and two representatives elected by the Staff Association. Non-voting members of the Committee shall consist of the Provost, the Vice Chancellors for Managerial and Technological Services and Advancement, the Associate Vice Chancellor for Information Technology, and the Vice Provosts for Research and Student Affairs.

(1) The Committee will be charged with serving as an advisory body to the Associate Vice Chancellor for Information Technology and to the Assembly Budget and Planning

Committee regarding information technology-based priorities and budgeting; routinely and consistently gathering information regarding information technology needs and productivity; developing consistent information technology policies across units and service groups; reviewing information technology applications to improve efficiency and productivity; identifying common information technology needs of units and groups; encouraging the effective communication between UM-St. Louis and the University of Missouri central administration, to make them aware of UM-St. Louis's unique information technology needs; identifying policies that foster consistent and comprehensive training and professional development opportunities for faculty and staff to encourage innovation and creativity and to improve productivity and service to internal and external constituencies.

(2) The Committee shall consist of three subcommittees with the titles: Information Technology-Research, Information Technology-Instruction, and Information Technology-Services. The Committee of the whole shall be comprised of the members of these subcommittees.

(3) Chairs of the committee and each subcommittee shall be elected from the membership of the committee.

(4) After choosing a Chair of the committee, the committee will form the subcommittees, to be comprised of at least two faculty members of the committee and no more than two administrator members of the committee.

(5) The Subcommittee on Information Technology-Research shall be responsible for policies governing the effective and efficient development of software applications on campus; policies governing the effective and efficient enhancement of hardware for information technology to foster research on campus; policies on the use of internal funding sources to enhance information technology development for research on campus; policies to encourage the effective deployment of support personnel to enhance research productivity on campus.

(6) The Subcommittee on Information Technology-Instruction shall be responsible for policies on the efficient use of student-generated funds for information technology; policies governing the effective and efficient development of software applications for classroom use; policies governing the effective and efficient development of computer classrooms across campus policies on the effective development of support personnel to enhance information technology for instructional support on campus.

(7) The Subcommittee on Instructional Technology-Services shall be responsible for evaluating the impact of information technology on human resources and making recommendations for change in policies and job expectations where appropriate; and identifying the specific information technology training needs of support staff in service units and making recommendations for training to improve productivity and user satisfaction.

(8) For the purposes of defining the charge of this committee, information technology shall be defined to include, but not limited to, the use of computers and telecommunications in the processing and distribution of information in digital, audio, video, and other forms.