



University Senate Archives

University Senate

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Volume I

Constitution

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The Constitution of the University Senate

UNIVERSITY OF WICHITA
Wichita, Kansas

(Adopted by the Faculty of the University of Wichita on October 30, 1963)

ARTICLE I
Composition and Selection of the Senate

Section 1. It shall be composed of the president, the deans of the degree granting schools and colleges (*ex-officio*), and elected members of the instructional staff distributed as follows:

- a) From Fairmount College, two members from each of the divisions of humanities, social sciences, and natural sciences (including mathematics);
- b) From each of the other undergraduate baccalaureate degree granting schools or colleges, two members;
- c) From the professional library staff and other faculty not assigned to any of the categories above, one member;
- d) Six members elected at large.

Section 2. To be eligible for election, a person must be a full-time member of the faculty with the rank of Professor, Associate Professor, Assistant Professor, or Instructor.

Section 3. Elections shall be held annually to replace one-half the membership of the senate. The senate shall cause one representative of each area to be replaced at each regular election. With regard to members at large, the senate shall cause three members to be elected each year.

Section 4. Regular election to the senate shall be for a term of two years.

Section 5. Each year each school, division, and group mentioned in Article I, Section 1, paragraphs a, b, c, and d, shall, in April, nominate and elect their representatives to the senate.

Section 6. After the collegiate and divisional representatives have been selected, a list of the remaining eligible faculty members shall be sent to each full-time member of the faculty, together with a ballot on which he may indicate his choices from the accompanying list.

Section 7. Terms of elected members will be normal academic years.

Section 8. Senate members elected in April shall take office June 1.

ARTICLE II Organization of the Senate

Section 1. The senate shall elect its own chairman, vice-chairman and secretary from among its elected membership.

Section 2. Meetings shall be held no less than twice a semester, the time and place being set by the group.

Section 3. Vacancies on the senate shall be filled by vote of the senate for unexpired terms with the provision that the selected member shall be of the proper group.

Section 4. The senate shall determine its own rules of procedure including time and place of meetings, and the form of reports.

ARTICLE III Duties and Functions of the Senate

Section 1. The chairman of the senate will consult with the president as to the need for faculty meetings and as to appropriate times for such meetings.

Section 2. The senate may deliberate and recommend on all matters committed to the faculty and on any matter of an internal faculty nature.

Section 3. The standing committees of the faculty shall report, in the form of their minutes, to the senate which will refer necessary matters to the faculty for action.

Section 4. The senate shall serve as a nominating committee and conduct general elections for the standing faculty committees. Election procedures shall be determined by the senate subject to the restriction that there shall be a minimum of two candidates per post. The presently existing committees included in this provision are:

Admissions and Exceptional Programs
 Adult Education Advisory Committee
 Commencement
 Courtesy
 Curriculum
 Library
 Public Occasions
 Retirement and Insurance Committee
 Scholarship and Student Aid
 Tenure
 University Publications
 Student Publications

Section 5. The senate may recommend to the faculty: 1) the changing of rules of procedure of the faculty and 2) the changing, combining, or deleting of the committees of the faculty.

Section 6. The senate shall make an annual report to the faculty and administration.

Article IV Initial Procedures

Section 1. The president of the university shall appoint an election committee to prepare lists and ballots and certify election. In case of ties this committee shall determine winners by lot.

Section 2. The initial designation of one and two year terms shall be determined in each category by this committee by lot, the representative of the unassigned faculty being for two years.

Section 3. Initially, members shall take office upon election.

Section 4. Within four academic weeks after completion of the initial election, the president shall call an organizational meeting of the senate, presided over by a temporary chairman who shall be determined by lot by the election committee.

ARTICLE V Amendments

Section 1. Amendments may be made to this instrument by vote of the faculty. An amendment proposed by at least twelve members of the faculty shall be placed on the agenda of the next faculty meeting for action.

Definition of Terms

Academic year or week:	The academic year is that period of the calendar year in which the University is in session exclusive of the Summer Session. An academic week is any week of the academic year.
Committee:	Committee refers solely to committees of the University Faculty as a whole.
Faculty:	Faculty refers to the University Faculty as a whole.
President:	President refers to the person serving in the capacity of president as defined by the By-Laws.
Senate:	Senate refers to the University Senate created by this constitution.

APPENDIX A
Amendments and Interpretations

Article I, Section 1 of the Constitution was interpreted to include the Dean of the University College as an ex-officio member of the Senate as long as the University College continues to offer an academic degree. (Senate meeting of March 9, 1964. Subsequently approved by University Faculty on May 6, 1964.)

Article I, Section 1, Part c was amended to read that the professional library staff and other faculty not assigned to any of the categories above shall have two members. (Senate meeting of March 9, 1964. Subsequently approved by University Faculty on May 6, 1964.)

Article III, Section 4, first two sentences were amended to read: The Senate shall select members to the standing faculty committees subject to ratification by the faculty as a whole. (Senate meeting of April 27, 1964. Subsequently approved by University Faculty on May 6, 1964.)

Article I, Section 1 was amended to add the academic and operations vice presidents as ex-officio members of the Senate. (Senate meeting of January 11, 1965. Subsequently approved by University Faculty on February 26, 1965.)

Article I, Section 1, Parts a, b, and c were amended to increase the number of elected representatives to the Senate from each of the constituencies from two to four representatives. (Senate meeting of January 11, 1965. Subsequently approved by University Faculty on February 26, 1965.)

Article III, Section 4 was amended to substitute the following list of University standing committees:

I. Policy Committees

- Curriculum
- Scholarship and Student Aid
- Admissions, Advanced Standing, and Exceptional Programs
- Honors
- Library
- Tenure and Welfare

II. Technical and Advisory Committees

- Continuing Education
- Public Occasions
- Athletic Committee
- Research and Publications

(Senate meeting of February 22, 1965. Subsequently approved by University Faculty on February 26, 1965.)

APPENDIX B
Other Rules, Procedures, and Actions

Meetings of the University Senate will be held on the second and fourth Monday of each month. (Senate meeting of February 10, 1964.)

The University Senate established an Agenda Committee for the Senate, which Committee is to be appointed by the chairman of the Senate. (Senate meeting of February 10, 1964.)

The different standing University committees should be requested to send copies of their minutes to the Secretary of the Senate. (Senate meeting of February 10, 1964.)

A quorum will be interpreted to be one-half of the membership plus one. (Senate meeting of February 10, 1964.)

The Senate Secretary shall have an assistant who attends the Senate meetings, takes notes of the proceedings, and assists the Senate Secretary in preparing and submitting the minutes of the Senate meetings. (Senate meeting of February 24, 1964.)

Elected officers of the Senate shall have a term of office of one year, shall serve until the first organizational meeting in each September, and shall be eligible for re-election. (Senate meeting of February 24, 1964.)

The Senate established an ad hoc Committee on the Faculty Handbook. (Senate meeting of February 24, 1964.)

The rules contained in Robert's Rules of Order shall govern the Senate in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of the Senate. (Senate meeting of March 23, 1964.)

The Senate established an ad hoc Committee on Committees. (Senate meeting of April 13, 1964.)

Senate meetings shall be open to the faculty except for executive sessions. (Senate meeting of May 18, 1964.)

The Senate Agenda Committee was requested to serve as a nominating committee to fill Senate vacancies. (Senate meeting of September 28, 1964.)

The Senate Secretary was instructed to distribute copies of the minutes of Senate meetings to department heads and other appropriate administrative personnel who are not members of the Senate. (Senate meeting of January 11, 1965.)

Discussion of participation by Senate visitors suggested visitors should be allowed to participate in discussion and cross-examination but should not participate in the final decision. It was decided to leave the decision on participation to the Chairman's and Senate's discretion in each individual case. (Senate meeting of March 29, 1965.)

The Senate established an ad hoc Committee on Academic Freedom. (Senate meeting of March 29, 1965.)

The Senate established procedures to "select members to the standing faculty committees" as authorized by the Senate's Constitution. (These procedures are identified in the minutes of the Senate meeting of February 22, 1965.)