# ARTICLE IX – The University Senate

There shall be a University Senate that shall be a legislative body for the purpose of establishing minimum rules and general regulations the educational program and mission of the institution, excluding the University of Connecticut Health Center, that are not reserved to the Board of Trustees, to the administration, to the Graduate Faculty Council, or to the several faculties. The University Senate shall be regularly consulted by the Administration on matters pertaining to the Senate’s purview.

# Membership

The University Senate shall consist of *ex officio* and elected members. The *ex officio* members shall be the President, the Provost, all Vice Provosts, the Dean of Students, and all Vice Presidents, except the Executive Vice President for Health Affairs. These *ex officio* members shall not vote.

The Senate shall contain voting members elected as described in Section B.

# Elections

The election of faculty and other staff members to the Senate shall normally be held between October and March and shall be conducted by secret ballot. A minimum of one week, excluding time when the University is in recess, shall be allowed between the distribution and collection of ballots for Senate elections. Priority in case of tie votes shall be determined by lot for elections and alternate appointments. Senators shall be eligible for re-election, except that a member who has completed two consecutive three-year terms shall be ineligible for re-election to serve during the year which immediately follows the period of consecutive service (which may have been extended by virtue of election to the Senate Executive Committee. Those elected shall take office on July 1 and serve a three-year term.

All elections shall be in the charge of the Senate Executive Committee and the returns shall be available for inspection by request. After the election, the number of votes received by those persons who were elected and the number of votes received by nominees who were not elected must be kept on file in the Senate Office. In any Senate election, persons eligible for election who feel unable to serve shall be given an opportunity to withdraw their names from the list of candidates for nomination.

The Senate Executive Committee shall retain on file the number of votes cast for each candidate in each constituency for each annual class whose term has not expired, and shall designate the available candidate with the highest vote at the last previous election in the proper constituency as the alternate to replace any senator whose place will be vacant in any semester for the duration of the vacancy. If there is no available candidate that meets these requirements, and the vacancy is a semester or less, the seat may remain vacant until the next regular election cycle. if there is no available candidate that meets these requirements, and the remainder of the vacancy is more than one semester, the Senate Executive Committee will host a special election to fill the seat for the duration of the vacancy.

Student senators shall be appointed on an annual basis for a one-year term by their respective student governing bodies. Student senate member terms begin as soon as appointed, and end on June 30.

The determination of the proper number of senators to be allocated to each constituency will be reviewed annually by the Senate and can be higher or lower depending on the constituency representation calculation for each constituency. If any constituency should constrict over time, all filled seats shall remain until the end of the sitting senator’s term and then removed.

Senators chosen from a constituency will be elected by and from among the members of that constituency. Faculty or professional staff members shall not be eligible to stand for election or to vote in the first regular election cycle following their initial appointment to the faculty or staff. The annual schedule for electing members from each constituency shall be determined by the Senate Office in such a way as to provide for the optimum staggering of three-year terms within each constituency and for a reasonable degree of uniformity in the total number of members to be elected each year from all constituencies. To achieve these objectives, when a constituency becomes eligible to elect an additional senator, the initial term may be limited to one or two years in order that succeeding three-year terms may begin in the most appropriate years.

* 1. The Deans shall constitute a constituency from which they will elect one member each year for a three-year term. Of the three seats designated to this constituency, at least one must be filled by a Dean of one of the Regional Campuses (Avery Point, Hartford, Stamford, Waterbury).
  2. Two electoral processes for faculty membership in the Senate shall be followed, (a) constituency and (b) at-large.
     1. *Faculty constituency elections*

The voting members of the faculty of each of the following units shall, for these purposes, be deemed an electoral constituency: College of Agriculture, Health and Natural Resources, School of Business, Neag School of Education, College of Engineering, School of Fine Arts, School of Law, College of Liberal Arts and Sciences, School of Nursing, School of Pharmacy, School of Social Work, and the Avery Point, Hartford, Stamford, and Waterbury Regional Campuses. A person who is a voting member of more than one faculty will belong to only one constituency, that of the faculty in which his or her principal appointment is held. The voting members of the faculty of each constituency shall consist of all full-time faculty holding the following titles: Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, including those designated as Clinical, in-Residence, or Extension.

The number of senators to be elected from each constituency will be one for each twenty-five faculty members or major fraction thereof within that constituency, with the proviso that each school, college, or regional campus will have at least one senator. The faculty of a school, college, or regional campus that is thus allocated more than one senator will have the option of establishing non- overlapping sub-constituencies.

* + 1. *At-large elections*

The faculty electoral constituencies will elect six at-large members.

* 1. The professional staff [1](#_bookmark0) members shall be elected according to procedures approved by the Provost and Executive Vice President for Academic Affairs as described below. There shall be one senator for every 125 eligible staff members or major fraction thereof. Staff members are ineligible to stand for election or to vote in the first regular election following their initial appointment to the staff.
     1. Academic Development (excluding regional campuses), who shall elect three senators.
     2. Student Life & Enrollment (excluding regional campuses), who shall elect three senators.
     3. University libraries (excluding regional campuses), who shall elect one senator.
     4. Regional campuses, who shall elect four senators; one per campus for Avery Point, Hartford (to include Hartford, Social Work and School of Law), Stamford, Waterbury.
     5. Schools/Colleges (excluding regional campuses), who shall elect one senator.
     6. University Support Services consisting of eligible professional staff not otherwise represented in the above constituency groups (excluding regional campuses), who shall elect one senator.
     7. All professional staff shall elect the remaining professional staff seats to an at-large constituency.

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1 For University Senate constituency purposes, professional staff shall be defined as:

1. Full-time (nine month or more) management exempt employees not included in the faculty or administrative constituencies.
2. Full-time (nine month or more, non-student) professional staff represented by the professional employees collective bargaining unit and not included in the faculty constituency.
3. Full-time (nine month or more, non-student) professional staff represented by the faculty collective bargaining unit but not included in the faculty constituency.
   1. There shall be one senator for every 2500 active undergraduate students or major fraction thereof and one senator for every 2500 active graduate students or major fraction thereof. If a student constituency should constrict over time, all filled seats shall remain until the end of the sitting senator’s term and then removed.
      1. Undergraduate Students

The Avery Point, Hartford, Stamford, and Waterbury campuses shall each be represented by one student senator appointed according to procedures established by the Associated Student Government of Avery Point, the Undergraduate Student Government of Hartford, the Student Government Association of Stamford, and the Associated Student Government of Waterbury. The remaining undergraduate student members shall represent the Storrs campus and shall be appointed by the President of the Undergraduate Student Government of Storrs according to procedures established by the Undergraduate Student Government of Storrs.

* + 1. Graduate Students

Graduate student members shall be appointed by the President of the Graduate Student Senate according to procedures established by the Graduate Student Senate. Regional Campuses shall be represented by one student senator appointed according to procedures established by the Graduate Student Senate.

# Functions

The University Senate is a legislative body for the purpose of establishing minimum rules and general regulations pertaining to the educational program and mission of the institution that are not reserved to the Board of Trustees, to the administration, to the Graduate Faculty Council, or to the several faculties.

The University Senate shall appoint ex-officio representatives to the Board of Trustees committees, with full participation in discussion but without vote. These representatives will have the same status at Board of Trustees meetings, with voice but without vote. When executive sessions are called only those persons whose presence is necessary to provide their opinion on the issue at hand will be invited into Executive Session.

The University Senate will make other appointments to University committees and boards as it deems appropriate.

# Officers

The President of the University shall be Chair of the University Senate. If the President chooses not to preside, the presiding officer shall be the Provost. At a special meeting called at the request of at least twenty-five percent of the members, the presiding officer shall be the Chair of the Senate Executive Committee.

The Senate shall elect a Moderator to serve an annual term starting in September. The Moderator must be a faculty or staff Senator and does not participate in Senate votes, unless as a tie-breaker vote. The Senate Executive Committee (SEC) Vice Chair or Past Chair, as outlined in Section G.1 shall serve as the moderator pro-tem in the case that the elected Moderator is unable to perform their duties for any individual meeting(s) during their term.

A recording secretary of the Senate, elected by the Senate, and who is also not a senator, is responsible for recording and distributing minutes of Senate meetings.

# Meetings

Meetings of the University Senate shall be held regularly at times to be fixed by the Senate. The dates, times, and locations of meetings shall be published by the start of the academic year.

Special meetings of the University Senate may be called by the President or by the Senate Administrator at the request of at least twenty-five percent of the members. Such request, with signatures, shall be presented in writing to the Senate Administrator. The call for a special meeting shall be issued at least a week in advance of the meeting and shall state the purpose of the meeting.

On the request of any member of the Senate, if supported by four colleagues, a record vote shall be taken. These record votes shall be made a part of the minutes.

# Minutes and Reports

Minutes of the meetings of the University Senate shall be posted on the University Senate website and sent to the University Archives. The University Archives shall be the official place for filing minutes of the University Senate.

# Committees

* 1. The Senate Executive Committee

The Senate Executive Committee (SEC) shall consist of eight faculty members, two professional staff members, and two undergraduate and two graduate student members. The faculty and professional staff members shall be elected by the

Senate from among the elected members of the Senate who are not primarily administrators. Department heads and directors are not regarded as primarily administrators. No school/college shall have more than one faculty representative elected in any class, except the College of Liberal Arts and Sciences, which may have as many as two representatives in any class; of these, the CLAS elected faculty must be representative of a unique sub constituency. The College of Liberal Arts and Sciences may have no more than a total of three members on the SEC at any time and no other school/college may have more than two members at any time. The SEC will include at least one but not more than two faculty whose appointment is primarily based on one of the regional campuses. No faculty or professional staff senator shall be eligible for immediate re-election to the SEC.

Both the undergraduate and graduate members shall be elected from among and by all student members of their respective Senate delegation in a blanket election, wherein the top vote-getters will serve as the Senate Executive Committee representatives. At least one of the undergraduate student members of the SEC shall be a representative from Storrs and at least one shall be a representative from Avery Point, Hartford, Stamford, or Waterbury. The Undergraduate Student Government of Storrs and Graduate Student Senate Presidents or their student Senate member designee will serve as the interim student representatives to the Senate Executive Committee during the summer months until the permanent members are selected.

Elections shall follow the annual election of such members and shall normally take place in April. For faculty and professional staff members, a term of service on the Executive Committee shall begin on July 1 and shall be for three years. The term of membership in the Senate of a faculty or professional staff representative elected to the Executive Committee shall be automatically extended, if necessary, to be co- terminal. For the student members, the term of service shall be one year, renewable to a maximum of three consecutive years. All terms end on June 30. A vacancy on the SEC shall be filled by the available candidate with the highest vote at the last previous election in the proper constituency for the duration of the vacancy. If there is no such candidate, an election will be held to fill the vacancy.

Every other year, after the annual SEC elections, the senate shall elect one of the faculty or professional staff members of the SEC to serve a four-year term, consisting of one year as Vice Chair, two years as Chair, and one year as Past Chair of the SEC. The Past Chair shall be a non-voting member of the SEC and does not count against representative limits on the SEC. In the case that the Chair is temporarily unable to serve, the Vice Chair or Past Chair will serve in their stead. In the case that the Chair position becomes vacant, the Vice Chair or Past Chair assumes the role of Chair for the remainder of the academic year. If there is no incumbent Chair or Vice Chair, the Senate shall elect an eligible member of the SEC to serve a two-year term, consisting of one year as Chair and one year as Past Chair.

The SEC is responsible for organizing and coordinating the business of the Senate and of Senate committees. To this end, it shall maintain a clerical staff and an office. It shall electronically distribute an agenda for each Senate meeting to the faculty and professional staff in a timely manner in advance of the meeting. Items of an extraordinary nature may be considered at a Senate meeting which have not been included in the agenda for that meeting. It shall receive the reports of Senate committees before they are forwarded to the Senate. It also shall be available to be consulted as the voice of the Senate, especially in reference to resolutions of the Senate, which are designed to be transmitted ultimately to the Board of Trustees. SEC members shall also constitute the faculty membership of the Trustee- Administration-Faculty-Student Committee (see Section VIII.C.).

* 1. Committee of Three

The Committee of Three, which functions in faculty dismissal and grievance procedures, is to be constituted as follows: Each fall, after the Senate election for the Faculty Review Board is completed, the Nominating Committee shall submit to the Senate for the election of one person to the Committee of Three for a three-year term by written ballot, a slate of at least three faculty members who are tenured professors (excluding those who have the administrative titles of department head

or higher). The slate of nominees must not represent the same department as any member whose term continues into the following year. Members of the Faculty Review Board shall not be eligible for nomination.

When a vacancy occurs in the membership of the Committee of Three, the Senate shall elect in the same manner from the faculty group in which the vacancy exists, except if the vacancy is for less than one year, then it shall be filled by the available candidate with the highest vote in the last previous election in the appropriate class and constituency.

* 1. Standing/Special Committees of the Senate

The Senate may appoint and define the duties of standing or special committees. The President or the Provost shall appoint one delegate to be an *ex officio* member to each standing committee.

Each standing committee shall keep accurate records of its proceedings and shall provide these to the SEC. Reports shall be presented to the University Senate as often as the amount and nature of business warrants, and at least annually.

Special committees shall be considered as discharged, without formal vote, when their final reports have been received by the Senate.