



In accordance with USEK bylaws, and in response to faculty concerns, needs and initiatives, USEK's internal governance shall provide appropriate participation of its faculty members by founding a University Senate promoting communication, and effectively advancing the quality of the institution. USEK's University Senate shall act as the advisory body that represents and engages faculty in the governance of the institution. The senate monitors all topics of interest to faculty and attempts to assure that the faculty perspective is considered prior to decision making on all important governance issues. The Senate shall be formed of 10% of Full-time faculty members proportionally distributed over USEK's academic school/faculty from Kaslik campus, one senator from each RUC, with one member serving as chair, another as vice-chair, and a third as secretary.

University Senate Bylaws

Article 1. Rationale

In order to foster an environment at USEK which promotes continual improvement toward excellence, the University Senate has as its basic purposes:

- relaying faculty feedbacks and recommendations on existing policies and procedures in alignment with best practices in higher education while committing to quality improvement
- conveying faculty concerns, perceptions, and recommendation on faculty status, including appointment, reappointments, retention, promotion, and dismissal
- promoting communication between faculty and other groups on campus while assuring appropriate faculty participation at all levels of university governance
- playing the role of a driving force in faculty development and assessment
- offering proposals towards the overall improvement of the students' learning experience while maintaining USEK's catholic mission and institutional goals
- suggesting amendments to the University Senate Bylaws when and if needed.

Article 2. Memberships & Elections

- 1- All members of the Full-time faculty who have served for a minimum of one academic year have the right to vote for members of the Senate. Such faculty members retain the right to vote until fully retired.
- 2- Full Professors, Associate Professors, and Assistant Professors who have served a minimum of one year and faculty at the Instructor or Lecturer ranks who have been at USEK for at least three years are eligible for election to the University Senate. Faculty holding academic or university administrative duties that involve supervising the work of other faculty (i.e. VPs, DPs, Deans, Associate/Assistant Deans) as well as visiting or adjunct faculty, are not eligible for election to the Senate.
- 3- Exceptionally, in the first election of Senators, one half of those elected shall serve until the April election of year one (serving therefore a one-year term), and one-half shall serve until the April elections of year two. In subsequent elections, Senators shall be for a two-year term conditional upon continuity of appointment. The following two-year cycle shall apply to elect senators: one-half of the members in year one, and one-half in year two.
- 4- Senate elections shall be held in April of each year. Each School of the University shall elect departmental or divisional representatives to the University Senate on a 10% basis of its full-time faculty members.



- 5- Each eligible faculty member shall vote in each ballot for up to as many candidates as there are vacancies to be filled. Candidates receiving the highest number of votes are elected. If there is a tie between candidates on the first ballot, balloting will continue until one candidate has the highest number of votes.
- 6- Elections of representatives from units of the University shall be held under the direction of the Dean of that unit by written ballot, cast in accordance with the procedure determined in Art. 2.5 of this policy. Time and place should be communicated in advance to the electors. The results of such elections shall be reported no later than April 20 to the Office of the Provost.
- 7- The newly elected senators shall take their seats at the first meeting for a two-year term. The first meeting should take place no later than May 20. Senators can serve for two consecutive terms yet not for a third consecutive term of service on the University Senate. After the lapse of one term, however, they shall be eligible again.

Article 3. Governance of the Senate

- 1- The officers of USEK Senate shall consist of a Chair, vice Chair and secretary.
- 2- The President of the University or the Provost may submit matters to the Senate for its consideration and recommendation. The President of the University may also call meetings as set forth in Article 4. He, or any officer of the University whom he designates, may attend any meetings of the Senate.
- 3- The Chair, vice Chair and secretary are elected from within the Senate Body at a meeting to take place in the month of May. The term of office of the chair, vice chair and the secretary shall be one year. Each shall be eligible for not more than two consecutive re-elections to his/her office.
- 4- The Chair shall normally preside at all meetings of the Senate, although the President of the University may preside at the President's pleasure.
- 5- Election shall be by secret written ballot. A majority of all the votes cast for a particular office shall be necessary to elect. If a majority is not achieved upon the first ballot, there shall be a run-off between the two candidates receiving the most votes.
- 6- All members of the elected Senate have the right to vote. Adopted motions of the Senate shall be recommendations to the President.
- 7- The Senate shall know that its recommendations are of consultative nature. The President is supported by different consultative bodies, and he shall weigh every opinion and suggestion coming from different bodies before taking the best decision in all matters.

Article 4. Meetings

- 1- In addition to the meeting of the Senate in May, the University Senate shall hold no fewer than two regular meetings per semester.
- 2- Special meetings may be called by the President or the Provost.
- 3- A quorum at all regular and special meetings shall consist of a majority of the Senate. All recommendations should be adopted by a majority vote of those present and voting.



- 4- Written notice of time, place, and the agenda of all regular meetings shall be sent to the members at least one week in advance. Any Senate member may request an item to be considered for the agenda by contacting the Chair of the Senate prior to the issuance of notice of a meeting.
- 5- Meetings shall be conducted according to orderly procedure. Records of deliberations, copies of all reports, final and accepted by the Senate shall be filed with the Secretary of the Senate and shall be available for inspection by members of the faculty and the administrative staff of the University. Each year, the Chair of the University Senate shall submit to all members of the University Faculty a report on the activities of the University Senate for that year.
- 6- The University Senate's recommendations will be proposed to the President or Provost for consideration.

Article 5. Committees of the Senate

The committees of the Senate shall be appointed by the Senate and shall have whatever duties prescribed by that body. Such committees may be formed to serve specific needs and requests of administration or various needs of the university such as an Institutional Review Committee to review strategies, regulations, policies, bylaws. These committees might include members from other departments of the university, with non-voting rights. Committees of the Senate shall meet on an as needed basis.

Article 6. University Senate Bylaws

Bylaws of the Senate and amendments thereto require approval of the Board of Trustees to become effective.

Approved by the Academic & Research Council	Date	<i>October 20, 2021</i>
Approved by the Board of Trustees	Date	<i>April 29, 2022</i>