UNIVERSITY OF MASSACHUSETTS BOSTON
COLLEGE OF NURSING AND HEALTH SCIENCES

Constitution of the College Senate

11/21/2017
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PREAMBLE
The College Senate (hereafter the Senate) is the governing body representing the College of Nursing and Health Sciences (hereafter CNHS or the College). The Senate is composed of faculty representatives from each department of the College. The Senate is the primary instrument by which the right of the faculty of the College of Nursing and Health Sciences to participate to the extent provided for in University shared governance policies in decisions affecting their professional responsibilities is exercised by the faculty in matters of College governance.

I. Introduction

1.1 The Senate is the governing body representing the College.

1.2 The Senate is composed of faculty representatives from each department of the College.

1.3 The University Statement of University Governance Policy (the “Governance Policy”) provides that the faculty shall have primary responsibility for academic matters and faculty status. The Senate is the primary instrument by which this right is exercised by the faculty in matters of College governance.

II. Primary Responsibility and Powers

2.1. By virtue of its status as the governing body for the College, the Senate shall have primary responsibility over all academic matters affecting the College, as well as groups or individuals within the College.
2.2. This jurisdiction shall be exercised to the extent compatible with the provisions of the Constitution of the Faculty Council. In case of conflict between provisions of this Constitution of the Senate and the Constitution of the Faculty Council, or between the Constitution of the Faculty Council and any act of a component of governance of the CNHS, the Constitution of the Faculty Council shall take precedence.

2.3. The powers of the Senate shall be subject to the authority of the Dean of the College, the Vice Chancellor for Academic Affairs and Provost, the Chancellor and the President, and to the final authority of the Board of Trustees, in accordance with the general laws of the Commonwealth of Massachusetts, the by-laws of the Board of Trustees and such rules, regulations, and resolutions as the Board of Trustees may promulgate. In cases where a recommendation of the Senate in an area of faculty primary responsibility is not accepted, the Senate shall receive written reasons for the adverse decision, in accordance with the provisions of Section I. B. of the Governance Policy. Except when a full vote of the College faculty is required by this Constitution [if there are such cases, e.g. in constitution or bylaws changes], recommendations and views of the Senate shall be considered to be the official recommendations and views of the College.

2.4 The Senate recognizes the right of the faculty at the University of Massachusetts Boston to bargain collectively and will work cooperatively with the Faculty Staff Union and the Classified Staff Union and the Graduate Student Union in order to best serve the interests of the constituents of the College.

2.5 Subject to the limitations specified in the above paragraphs (2.1-2.4), among the powers exercised by the Senate on behalf of the membership of the College are the following:

2.5.1 **Academic Policy and Programs.** The Senate shall have the power to recommend instructional programs and academic policy for the College, provided that these are compatible with the instructional goals of the University of Massachusetts Boston.

2.5.2 **Admissions.** The Senate shall have the power to recommend policies for the admission of students to the College and for the award of scholarships, provided that these policies are compatible with the goals of the University of Massachusetts Boston on these matters.

2.5.3 **Administrative Appointments.** The Senate shall have the power privilege to consult with the Vice Chancellor for Academic Affairs and Provost in the nomination of the Dean, Interim Dean or the Acting Dean of the College. In the case of a search for a new Dean, Interim Dean or Acting Dean, the Senate shall consult with and make recommendations to the Vice Chancellor for Academic Affairs and Provost on the charge and composition of the search committee. In accordance with the established schedule of Dean reviews, the Senate shall consult with and make recommendations to the Vice Chancellor for Academic Affairs, Provost, and the Faculty Council concerning the charge and composition of a committee that shall review the performance of the Dean.

2.5.4 **Budget, Long-Range Planning, and Administrative Operation.** The Senate shall have the privilege to advise and consult with the Dean of the College and to review decisions concerning
all matters relating to the following: the College budget, including the utilization and allocation of College funds other than those under the control of the Student Senate; the use of space and buildings; College administrative and service policies and procedures; the long-range planning and development of the College, and general administrative policy in the College.

2.5.5 Personnel. Each year the Senate shall ratify the Dean’s nominations to membership of the Collegiate Personnel Committee. Faculty members of the Senate who expect to have personnel actions before the Collegiate Personnel Committee that year shall recuse themselves from the discussion and vote on this matter.

2.5.5 Emergencies. The Dean of the College, the Vice Chancellor of Academic Affairs, Provost, and the Chancellor shall consult the Senate, whenever possible, concerning measures to be taken in emergencies to maintain the orderly functioning of the College.

2.5.6 By-Laws. The Senate shall have the power to make any by-laws it deems necessary to facilitate the transaction of its business as long as such by-laws are consistent with the provisions of this Constitution and of the Constitution of the Faculty Council. The bylaws may be changed only at a meeting, the announced agenda of which includes the proposed changes, and shall be adopted by a two-thirds majority of the members of the Senate who are present and voting.

2.6 The enumeration of powers in paragraph 2.3 should not be construed to deny or disparage such other powers of the Senate as may be necessary for the carrying out of the Senate's function of representing the membership of the College.

III. Membership of the Senate

3.1 The Senate of the College shall be composed of elected representatives as follows:

3.1.1. Faculty representatives (Senators):

   a) Two tenure stream faculty from each department of the College
   b) One non-tenure track faculty from each department of the College

3.2. Eligibility. Faculty senators, both tenure stream and non-tenures, must be full-time members of the College (see exception 3.3.1). Representatives must be employed full-time in CNHS. Faculty shall not be eligible to serve on the Senate while on leave of absence or on sabbatical leave; faculty will not be eligible while serving full-time or part-time in the College or University administration at the level of Chair or above.

3.3.1 Temporary Vacancies. To replace Senators elected by Departments, the appropriate Department shall select a substitute. At the expiration of the leave, the duly elected Senator shall resume his/her seat and complete the remainder of the unexpired term. In the unusual cases where there are no full-time, non-tenure track faculty available to serve, a 0.5 FTE non-tenure track faculty or greater may be chosen as a substitute.
3.3.2 Permanent Vacancies. The Senate shall fill by appointment vacancies in its at-large membership due to resignation; whenever possible, such appointment shall be made from the highest on the roster of unsuccessful candidates in the previous regular election or other nominations at the time. Appointed members shall serve for the remainder of the academic year and shall be eligible for re-election for the remainder of the two-year term. Vacancies occurring in the membership elected on a departmental basis shall be filled by special elections in the appropriate constituency.

3.4 The Senate shall elect its presiding officers from among its elected members, with the further provision that the Senate Chair must be a tenured faculty member.

IV. Elections

4.1 All regular elections to the Senate shall take place during the spring semester of each academic year and shall be conducted in accordance with the By-Laws. Follow-up elections may be held early in the fall semester to fill vacancies remaining after the spring election.

4.2 All full-time faculty members of the College are eligible to vote.

4.3 Each faculty member of the Senate shall be elected for a term of two years. Terms begin at the first meeting of the new Senate described in Section 5.2. Initial terms will be established as described in section 10.

V. Procedures

5.1 The Senate shall govern itself in accordance with Robert's Rules of Order, except as otherwise provided in this Constitution or in the By-Laws of the College. The Executive Committee shall appoint a Parliamentarian from among the membership of the College Senate.

5.2 The first meeting of the newly elected Senate shall take place during the end of the spring semester. At this meeting the Senate shall elect from among its qualified members (as defined in 3.2) the Executive Committee (the Senate shall determine the qualifications of its officers whom it shall have the power to elect and recall as described in Section 5.6.) composed of:

5.2.1 Senate Chair. The Chair shall be the presiding officer of the Senate. The term of the Chair shall be two years, renewable once.

5.2.2 Secretary. There will be a Secretary nominated and elected by the members of the Senate. The duties of the Secretary will be to record the proceedings of the meetings of the Senate and provide the members of this body with the minutes of the meetings. Copies of the minutes will be provided by the Secretary on request to any member of the University. In the absence of the Chair, the Secretary will act as the interim presiding officer.

5.2.3 Executive Committee. The Senate Executive Committee will be composed of three members; the Chair, the Secretary, and a faculty senator. The Senate Secretary shall also serve as the secretary of the Executive Committee. The Executive Committee members will serve a two year term. The Executive Committee shall prepare the agenda of the Senate
meetings, collect and organize necessary documents, serve in lieu of the Senate during intersession and summer recess, and act as the Committee on Committees.

5.3 Minutes of the Senate meetings shall be made available to the College at least five days in advance of the next meeting. The Senate agenda, together with supporting documents, shall be made available to the College at least five days in advance of the meeting dates.

5.4 Meetings of the Senate shall be open. Guests with speaking privileges may be invited by the Senate Executive Committee or the Chair. The Senate may extend speaking privileges to any individual by a vote of an absolute majority of its members.

5.5 Decisions of the Senate shall be made by a majority of the voting members of the Senate present at the meeting and voting.

5.6 Recall Provisions. The Senate may recall any of its elected officers by a majority vote, when notice of such intent is given in the previous meeting or in the circulated agenda for the present meeting.

VI. College Committees

6.1 There shall be a number of College standing committees, each charged with a specific responsibility in a particular area of College or University life. The members of these committees typically shall serve for one year or until they complete pending business, at the discretion of the Senate. The Executive Committee shall seek to balance committee membership in keeping with the appropriate by-law. Membership of College committees will be established according to the Senate by-laws.

6.2. The Senate shall establish all College committees and their charges by a majority vote of the entire Senate, according to the Senate by-laws. The Senate shall settle conflicts of jurisdiction among committees by simple majority vote.

6.3. Members of committees shall be selected annually by the Senate. The Executive Committee shall constitute a Committee on Committees for the purposes of recommending memberships to the Senate for its consideration.

6.4 The ratio of membership of all standing and ad hoc committees shall normally follow the approximate proportion of the categories of Senate membership.

6.5 Meetings of all committees shall be open, unless otherwise decided in exceptional cases by a two-thirds vote of the Committee.

6.6 The first meeting of a Committee shall be convened by a member of the committee appointed by the Senate Executive Committee. The Committee shall then proceed to nominate and elect its own chairperson.
6.7 The Executive Committee must enter on the Senate agenda all reports of Senate committees within thirty days of their receipt.

VII. Departments

7.1 Each Department shall have a constitution and/or bylaws which shall in a manner consistent with established University policy.

VIII. Meetings of College Constituencies

8.1 There shall be an open faculty and staff meeting with the Dean once a semester.

8.2 Meetings of faculty and staff shall be governed by Roberts Rules of Order, except as otherwise provided in the Constitution.

IX. Amendments

9.1 The Senate shall submit an amendment to this Constitution to referendum upon petition signed by 20 percent of the full-time College faculty. The Senate may also, on its own initiative, by two-thirds vote, submit an amendment to referendum. Amendments shall be considered established when approved by a majority of the full-time and part-time (at least 0.5 FTE) faculty of the College or a two-thirds majority of the faculty members voting in the referendum. If a proposed amendment is approved by a simple majority of faculty voting, it shall be considered established if also subsequently approved by two-thirds of the Senate.

9.2 Non-substantive amendments such as correcting typographical errors or updating titles of officers or organizations referred to in this Constitution may be made by placing the proposed change on the agenda of the Senate at least two weeks before a meeting of the Senate. The amendment shall become effective if approved unanimously by the voting members of the Senate present and the Dean of the College.

X. TRANSITION

10.1 At the first meeting of the first College Senate under this Constitution, the initial term of office of each Senator shall be determined by lot. As near to half as possible of each group of Senators (faculty representing departments and faculty shall receive two-year terms; the others, one year terms. Thereafter, all Senators shall serve for two-year terms (except as discussed in Section 3), with staggered times of elections.