

## MEMO

**To: Members of Faculty Senate**  
**From: Executive Committee**  
**Date: February 22, 2016**  
**Re: Proposed Amendments to Senate By-Laws**

As you recall, the Faculty Senate By-laws were comprehensively amended last year. The one issue that was not addressed was the role of the Senate in the hiring of senior university administrators and in the awarding of honorary degrees. Over time, there has been a great deal of slippage between the processes described in the current By-laws under the auspices of the "Senior University Appointments Committee" and actual practice. After negotiations with the Provost, the Executive Committee recommends that the Senior University Appointments Committee be dissolved as a standing committee and that its intended functions be transferred to the Executive Committee as described in the proposed amendments.

This Memo brings the proposed amendments to the attention of the Senate. It is proposed that the Amendments will be voted on March 16, 2016 at the March meeting of the Senate.

### **By-Laws**

Bylaws of the Wake Forest University Faculty Senate

(adopted 4/29/15)

### **ARTICLE I**

#### **Authorization**

The concept and basic structure of the University Senate were approved during the spring of 1967 by the Faculties of the School of Arts and Sciences, the School of Law, the School of Medicine, the School of Business Administration, and the Division of Graduate Studies and were endorsed by the Board of Trustees of Wake Forest College in June 1967. In fall 2009, the Senate voted to change its structure to a Faculty Senate, and in spring 2010, revised its Bylaws to reflect the change in structure. On April 29, 2015 the Faculty Senate made additional changes to the Bylaws. On March 16, 2016 the Faculty Senate made additional changes to the Bylaws.

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### **Section 3. Executive Committee.**

The Executive Committee shall consist of the officers and chairpersons of the standing committees. If the immediate past President of the Senate is no longer on the Senate, he/she shall serve as a non-voting advisor to the Executive Committee. The Senate Executive Committee shall meet regularly with and advise the Provost on policy decisions affecting the faculty, staff, and broader University community. The Committee shall also meet regularly with and advise the Dean of the Medical School on policy decisions affecting the Medical School in its functions as part of the larger University community.

The Faculty Senate, through the Executive Committee, will play a substantive role in the hiring of Senior University officials and in the selection of persons for honorary degrees.

- **Senior University Officials:**

- When a senior administrator position is open (academic unit deans, vice presidents or equivalent; "Level 2" positions, in HR's designation), the Senate President and members of the Executive Committee shall meet with the Provost. The Provost will confidentially provide the Executive Committee with the names of the proposed search committee. The Executive Committee shall then advise the Provost regarding the composition of the proposed search committee and discuss members of the Senate, as well as other faculty, who might be included on said committee. The Provost shall then appoint at least one member of the Senate to said committee.

- At the end of each academic year that has had a senior administrator search, the Executive Committee will meet with the senator(s) who were on the committee(s) and, while respecting appropriate concerns regarding confidentiality, interview them about the conduct of the search. The Executive Committee will then communicate with the Provost regarding any suggestions for the conduct of future searches.

- **Honorary degree candidates:**

- Each year, the Senate President and members of the Executive Committee shall meet with the Provost and discuss proposed honorary degrees for that academic year. As individual schools propose honorary-degree recipients, the Executive Committee will swiftly discuss the choice and provide advice to the Provost. The Executive Committee must approve the recommendations before they are communicated by the University President for approval by the Board of Trustees.

#### **Section 4. Standing Committees.**

The standing committees of the Senate are the Resources Committee, the University Integration Committee, the Fringe Benefits Committee, ~~the Senior University Appointments Committee,~~ the Senate Committee on Athletics, the Compensation Committee, the Committee of Collegiate Senators, the Committee of Medical School Senators, and the Committee on Academic Freedom and Responsibility. With the exceptions of the Committee on Academic Freedom and Responsibility, the Committee of Collegiate Senators, and the Committee of Medical School Senators (or other councils of academic units), the Senate President shall appoint standing committee members and chairs. Appointments of members to the standing committees shall be balanced among elected representatives from the academic units when possible.

The President and Chairs may invite non-senators who have particular expertise and interest in such matters to participate at committee meetings.

(a) The Resources Committee shall monitor, evaluate, and participate in the University's program planning, capital planning and other long-range planning processes. The Senate President shall appoint one Resources Committee member from the Reynolda campus to serve a three-year term on the University Capital Planning Committee. The Committee shall also make recommendations to the Senate involving initiatives with long-term implications for the University or the faculty.

(b) The University Integration Committee shall initiate and implement projects and programs that foster cooperation and communication between various components of the University.

(c) The Fringe Benefits Committee shall serve as a conduit of information from the University faculties to the responsible University administrator on benefits issues. When faculty members have concerns with benefits programs, the Committee shall present those concerns to the University administration and seek resolution. The Committee shall develop and advocate improvements in benefits and report to the Senate at least on an annual basis.

~~(d) The Senior University Appointments Committee will recommend persons for honorary degrees, receiving nominations from the University community and reporting its recommendations to the Senate, which must approve the recommendations before they are communicated by the University President for approval by the Board of Trustees. The Committee will advise the President and Provost of the University on appointments of all senior administrators (academic unit deans, vice presidents or equivalent and above).~~

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~~(e)~~ The Senate Committee on Athletics (SCA) shall examine and address issues raised in the annual Reports of the Steering Committee of the Coalition on Intercollegiate Athletics (COIA) paying particular attention to whether and how recommendations and best practices found in the Report(s) should be implemented at Wake Forest University and within its Senate. The SCA shall also address related issues concerning the financial and educational effects that intercollegiate athletics have on the University. Two additional charges of the SCA are to foster transparency and an increased role for faculty governance in various aspects of the Wake Forest Athletics Program.

~~(f)~~ The Senate Committee on Compensation shall gather current and past information regarding compensation (salary, fringe benefits, and bonus income) for employees of Wake Forest University (Reynolda and Hawthorne campuses). It shall make use of existing public information including but not limited to the annual information provided by the American Association of University Professors (AAUP) and other relevant data routinely made available to federal and state governmental entities as required by respective regulations and law. The committee shall make reports to the Senate at least on an annual basis regarding their findings and shall be encouraged to contextualize their findings by comparison with other institutions of higher education.

(gf) The Committee of the Collegiate Senators is generally concerned with important issues related to Wake Forest College and its governance. Its membership consists of the fifteen elected faculty senate members who represent Wake Forest College. The Chair of the Committee is elected annually by the members of the Committee from within its membership. Member(s) of the Collegiate Senators may propose issues for the Committee to address. The President or the Executive Committee of the Faculty Senate may also formally request that the Collegiate Senators address issues of special importance to the college or the university. The specific agenda of the Collegiate Senators is determined by its chair in consultation with its membership.