



UNIVERSITY OF OREGON

University Senate Handbook

Shared Governance at the University of Oregon

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Most recent living version [HERE](#)

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Welcome Senators,

Congratulations on your election to the University Senate! I am very much looking forward to working with you during what will surely be an eventful year.

Thank you for committing your time and expertise to serve in this body of elected representatives, the University Senate. Your time investment in university committee service yields a substantial return for our students, faculty, staff, and OAs in the form of shared governance of our university. Shared governance is never more important than during times of change and upheaval such as this year.

My job is to facilitate the business of the senate and preside at Senate meetings. The University Senate has special authority over academic matters as commonly understood. In addition, because we have representatives from every constituency on campus, we sometimes address issues of concern to the broader campus community.

We will be working closely with Provost Patrick Phillips and members of the Provost's office to create, modify, and implement academic policies this year. The most important area of focus this year will be the anti-racism work stemming from last year's Resolution Against Racism and Systemic Oppression. We will work closely with VP for Equity and Inclusion, Yvette Alex-Assensoh and her team in this work.

Another top priority for the year is to continue our work on the evaluation and improvement of teaching. We will be revising the student experience survey, implementing new peer evaluations of teaching, and defining the standards for teaching excellence.

We will continue our efforts to broaden engagement and enhance communication within the senate and support communication to and from constituent groups, senator representatives, committees, and the Board of Trustees. The new Senate website, which is launching shortly, will foster bidirectional communication between Senators and their constituents. We will continue the work we began last year to create an open access policy for UO scholarship. And through it all we will be carefully monitoring and thoughtfully responding to the effects of the pandemic on academic life on campus with a particular focus on safeguarding the academic mission of the university during these tumultuous times.

If you have any questions about your role as a senator, I would be happy to talk with you. Vice president Spike Gildea and I will hold senate office hours weekly via skype and by appointment. I hope to meet with each of you to discuss the upcoming year if I haven't done so already. Please reach out to us if you would like to speak with us about senate matters. Our senate executive coordinator, Betina Lynn can be reached at senatecoordinator@uoregon.edu or 541-346-4439 as well. I am looking forward to a productive year together—thank you.

Sincerely,
Elliot Berkman, Ph.D.
Professor, Department Psychology
University Senate President 2020-2021

Committee Member and Chair Information Letter

Dear University of Oregon Senate Committee Members and Chairs:

We are writing to check in with you and all members and chairs of our University Senate committees and share some basic information to assist you as committee chairs and members, and to facilitate communication and record-keeping throughout the year. The Senate leadership and executive coordinator's office are dedicated to ensuring that your committee is functioning well and has the support necessary to do your committee work.

Scheduling Meetings: Please convene your committee together and elect a chair, if necessary, as soon as possible in early Fall term. *(If you are the convener or chair from last academic year and no chair has been selected for this academic year, please help us by setting up the first committee meeting, even if you are no longer on the committee.)* Try to schedule regular, consistent meeting times for each term. This will make it much easier to secure meeting spaces and help the committee members plan their schedules. If you need assistance with a Doodle poll to schedule meetings, contact [Senate Executive Coordinator](#).

Meetings: Have you managed to set up a regular, ongoing meeting time for your committee both this term and next? Doing so will make it easier to secure meeting spaces and help committee members plan their schedules. Please communicate your meeting times and locations to the senate executive coordinator so they may be posted on the calendar on the Senate's home page. Nearly all Senate committee meetings are public meetings, so please be sure your meeting times and locations are regularly posted on the [Senate meetings calendar](#). That way, if your committee's meetings are open to the public, anyone who is interested in attending your meetings will know when and where to go.

Committee Page: We do our best to keep [committee pages on the university senate website](#) up-to-date, but if you notice missing documents or incorrect information, please alert the Senate Executive Coordinator right away.

Committee Vacancies: Please consult the "Membership Requirements" section on your committee page and to help insure that all designated seats on your committee are filled. To do so, head to <https://senate.uoregon.edu/committees/committees-a-z/>, scroll down, and click on your committee. If you have a vacancy or if one develops as the year moves along, please notify the senate executive coordinator to report any new vacancies as soon as possible so that we may work with you to find a suitable replacement. Additionally, please let us know about any ex officio changes in committee membership.

Agendas and Minutes: Please arrange to take minutes in each of your meetings. These do not have to be lengthy. Minutes should simply include (a) who attended, (b) what was discussed, and (c) action items. Please send us your meeting agendas. We will gladly post agendas on the Senate website calendar and your committee page, so the campus can see what issues your committee is working on. When you send meeting agendas to your committee members, just include the [Senate Executive Coordinator](#) in your distribution list and they can post them to the calendar and your committee page on the Senate website. A similar process follows for posting meeting minutes. Please send us your meeting minutes following your meetings. That way the campus can see what issues you are working on and committee members will have a reminder about what occurred, especially if they have missed a meeting.

Annual Reports: Nearly all committees are expected to provide the Senate with a year-end report of their activities and recommendations. We appreciate receiving your committee's annual report for by June 1, at the end of the academic year. Regular meetings, published agendas, and current minutes will all help your committee when it is time to complete this report. Please send your committee's report to the [Senate Executive Coordinator](#).

Find a short summary of tips on the "[Committee How-To's](#)" page of this manual. We welcome your feedback about your experiences this year. Further, please let our office know if we can help you with any of these activities. If you have concerns about how your committee is functioning or would like additional support, please contact the [Senate Executive Coordinator](#) at and copy the Senate Vice President, [Spike Gildea](#) who chairs the Committee on Committees.

In closing, thank you very much for your service to the University of Oregon.

Sincerely,

Elliot Berkman, President
University Senate
senatepres@uoregon.edu

Spike Gildea, Vice President
University Senate & Chair, Committee on Committees
senatevp@uoregon.edu

Betina Lynn
Senate Executive Coordinator
senatecoordinator@uoregon.edu

University of Oregon Mission Statement

Serving the state, nation and world since 1876

The University of Oregon is a comprehensive public research university committed to **exceptional teaching, discovery, and service**. We work at a human scale to generate big ideas. As a community of scholars, we help individuals question critically, think logically, reason effectively, communicate clearly, act creatively, and live ethically.

Purpose

We strive for **excellence in teaching, research, artistic expression, and the generation, dissemination, preservation, and application of knowledge**. We are devoted to educating the whole person, and to fostering the next generation of transformational leaders and informed participants in the global community. Through these pursuits, we enhance the social, cultural, physical, and economic wellbeing of our students, Oregon, the nation, and the world.

Vision

We aspire to be a **preeminent and innovative public research university encompassing the humanities and arts, the natural and social sciences, and the professions**. We seek to enrich the human condition through collaboration, teaching, mentoring, scholarship, experiential learning, creative inquiry, scientific discovery, outreach, and public service.

Values

- We value the passions, aspirations, individuality, and success of the students, faculty, and staff who work and learn here.
- We value academic freedom, creative expression, and intellectual discourse.
- We value our diversity and seek to foster equity and inclusion in a welcoming, safe, and respectful community.
- We value the unique geography, history and culture of Oregon that shapes our identity and spirit.
- We value our shared charge to steward resources sustainably and responsibly.

The University Senate, as the primary legislative body at the University of Oregon, is at the core of our shared governance and holds a vital role in ensuring academic freedom and integrity, as well as supporting our students so they leave the University of Oregon as independent, critical thinkers.

Primary Senate Roles

2020-2021



Elizabeth Skowron, PhD
University Senate President



Elliot Berkman, PhD
University Senate Vice
President & President Elect



Betina Lynn
Senate Executive Coordinator*



Sandy Weintraub
Senate Parliamentarian

**The Senate Executive Coordinator is an invaluable resource to the University Senate. This coordinator is responsible for scheduling and attending all Senate and Senate Executive Committee meetings, taking notes in Senate meetings, generating the official Senate meeting minutes, managing the Senate website, and organizing Senate and elected committee elections. The person in this position shall, at the pleasure of the University President, also serve as the Executive Coordinator for the Faculty Assembly.*

Senate Constitution

UNIVERSITY OF OREGON CONSTITUTION ([link](#))

Sections of Particular Relevance to the Senate:

1.3 Sole faculty governance authority at the University of Oregon resides in the Faculty Assembly. This authority extends to all matters that relate to the academic mission of the University. The Faculty Assembly may delegate this authority (as stated in DoJ 7 November 2008 memo) but retains oversight responsibility.

1.4 The Faculty Assembly of the University of Oregon delegates its daily governance authority to the University Senate defined in SECTIONS 4-8. The Faculty Assembly shall carry out its oversight responsibility as described in SECTION 9.

2.2 "STATUTORY FACULTY". In this document, "Statutory Faculty" is defined as the body of professors consisting of the University President, tenure-related officers of instruction, career non-tenure-track officers of instruction, and tenured senior officers of instruction.

SECTION 4: UNIVERSITY SENATE MEMBERSHIP*

4.1 The Senate shall consist of 51-54 Members distributed amongst the constituent groups as follows:

- 37 Statutory Faculty
- 2 Librarians
- 3 Officers of Administration
- 5 Students
- 3 Classified Staff
- 1 Career Non-Tenure Track Research Faculty

4.2 The Senate shall elect its President and Vice President from among the Statutory Faculty according to the Senate's By Laws. The chair of the Academic Council (SECTION 8.1.5) shall also have a seat in the Senate. If these officers are not from among the 37 Statutory Faculty members of the Senate, the Statutory Faculty membership of the Senate may rise to 40, raising total membership as high as 54.

4.3 The thirty-seven Statutory Faculty senators shall represent each college/school as follows:

College of Arts and Sciences (22):

- 8 Humanities
- 9 Natural Sciences
- 5 Social Sciences

Professional Schools and Colleges (13):

- 4 Architecture and Allied Arts
- 2 Business
- 3 Education
- 1 Journalism and Communication
- 1 Law
- 2 Music and Dance

Clark Honors College (1)

Other academic units (1) (e.g., Bend Program, Honors College, Labor Education & Research Center, Museum of Natural and Cultural History, Physical Education & Recreation, Teaching & Learning Center)

SECTION 7: AUTHORITY OF THE UNIVERSITY SENATE

7.1 The University Senate shall recognize the responsibilities and limitations of the authority bestowed on it by the Statutory Faculty as described in SECTION 1. The governance authority conferred upon the University Senate may not be delegated in whole or in part to any officer or committee of the University Senate or to any other body.

7.2 Effective execution of the authority delegated to it requires that the University Senate express its views on University issues through appropriate Legislation, Policy Proposals and Resolutions.

7.2.1 Legislation. Legislation shall be limited to issues that relate to academic matters as commonly understood in higher education.

7.2.1.1 Legislation adopted by the University Senate shall become effective in 60 days unless otherwise specified, except for the contingencies in SECTION 7.2.1.2.

7.2.1.2 If the University President concludes that it is not in the best interest of the University to implement legislation adopted by the University Senate, s/he shall state so in writing to the Senate President and come to the University Senate, within 60 days of the University Senate action, to suggest withdrawal or amendment of the legislation. If the end of the 60 day period falls outside the academic year, the President shall come to the first Senate meeting in the fall. If the University Senate does not accept the President's suggestion, and if the President and the University Senate fail to create mutually satisfactory legislation within 60 days after the President's appearance in the University Senate, the University Senate President and University President shall then jointly call an Assembly to allow the Statutory Faculty to fulfill its oversight obligation according to the procedures outlined in SECTION 9. The decision of the Faculty Assembly, which supersedes that of the University Senate, shall be either vetoed (SECTION 2.7) or implemented by the President according to SECTION 9.4. Should action by the Faculty Assembly fail under the terms of SECTION 9.3, the President shall either implement or veto (SECTION 2.7) the University Senate legislation within 30 days after termination of the voting procedure.

8.3 In addition to current members of the University Senate, Statutory Faculty and Emeritus Faculty shall have the right to introduce motions to the University Senate and to participate in discussions. The President of the University Senate may confer priority to the floor to University Senate members when necessary to facilitate the business of the University Senate.

Senate Bylaws

BYLAWS of the University of Oregon Senate

Adopted by the University Senate 11 May 2011

Updated through 26 April 2017

ARTICLE 1: AUTHORITY and SCOPE

1.1 The University Senate is the primary legislative body at the University of Oregon. Its authority comes from the 1876 University of Oregon Charter, Oregon Revised Statutes 352.010 and 352.004, and most recently from the University of Oregon Constitution adopted 19 May 2010 by the Faculty Assembly and approved by University President Richard Lariviere on 13 Aug 2010.

1.2 The responsibilities and limitations of the authority bestowed on the Senate by the Faculty Assembly are described in Sections 1.1 – 1.4 of the University of Oregon Constitution, including the statement that the Faculty Assembly delegates its daily governance authority to the University Senate.

1.3 Effective execution of the University Senate's authority requires that the Senate expresses its views on University policies and priorities through appropriate legislation and resolutions. Legislation shall be limited to issues that relate to the academic mission of the University or student conduct. Resolutions shall be unrestricted in scope.

1.4 These by-laws go into effect immediately upon their approval by the Senate, and replace all previous University Senate by-laws.

ARTICLE 2: MEMBERSHIP, ELECTION PROCESS and VOTING PROCEDURES

2.1 Distribution of Senate seats. Apportionment and reapportionment of Senate seats is as stated in the University of Oregon Constitution Section 4.

2.2 Terms of Office and Re-election. The term of office for each elected Senator shall be two (2) years as stated in the University of Oregon Constitution. The only exceptions to this rule is the one year term of office for the Senate President, Vice President and Academic Council Chair, the latter of whom can be reappointed if so desired by the Academic Council (see **Article 6.4**). Senators may be re-elected without term limits.

2.3 Election Process. Election procedures for non-student University Senators and for student Senators are described in the University of Oregon Constitution Sections 5 and 6, and 4.1.5, respectively.

2.4 Voting Rights and Procedures. Only Senators and their substitutes as specified in this section have the right to vote in the University Senate. Senators or their substitutes must be present to cast a vote and voting in the Senate must be conducted by a voice, hand or roll call vote. Voting by proxy (other than as specified in this section), absentee, mail, or secret ballot is prohibited.

2.4.1 Senators unable to attend a meeting of the Senate due to illness or absence on university business may arrange for attendance by a substitute. Such absence shall not be counted as one of the two absences allowed by Section 8.1 of the University Constitution.

2.4.2 If a senator chooses to use a substitute, the substitute must be a member of that senator's Constituent Group and, as appropriate, Voting Unit as indicated in Section 4.1 of the University Constitution, namely:

- Statutory Faculty CAS - Humanities
- Statutory Faculty CAS - Natural Sciences
- Statutory Faculty CAS - Social Sciences
- Statutory Faculty - School of Architecture and Allied Arts
- Statutory Faculty - College of Business
- Statutory Faculty - College of Education
- Statutory Faculty - School of Journalism and Communication
- Statutory Faculty - School of Law
- Statutory Faculty - School of Music and Dance
- Statutory Faculty – Clark Honors College
- Statutory Faculty - "collective miscellany" as listed in the Constitution
- Librarians
- Officers of Administration
- Students
- Classified Staff
- Career Non-Tenure-Track Research Faculty

2.4.3 The substitute shall have full senatorial privileges and obligations while in attendance, including the right to vote and to discuss motions, and their attendance shall be counted when determining a quorum. No person can serve as a substitute for more than one senator at the same meeting.

2.4.4 Senators shall notify the Executive Coordinator of the Statutory Faculty of each absence and substitution as far in advance of the meeting as is practical.

2.4.5 Senators are encouraged to acquaint their substitutes with their opinions regarding motions that are due to be considered at the meeting that the substitute will be attending so that effective representation is maintained.

ARTICLE 3: RULES AND PROCEDURES

3.1 The Senate shall adopt its own rules and procedures. The Senate is free to adopt its own internal rules and procedures (*i.e.*, Senate by-laws) except as explicitly stipulated in the University of Oregon Constitution Section 8.1. These exceptions are noted throughout this document.

3.2 The Senate shall follow Robert's Rules of Order Newly Revised. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University Senate in all cases to which they are applicable and in which they are consistent with these bylaws, the University of Oregon Constitution, and any special rules of order the University Senate may adopt. Senate rules must also adhere to all local, state and national laws.

3.2.1 Deviations from Robert's Rules of Order Newly Revised. The Senate may choose to adopt rules that do not conform to Robert's Rules of Order Newly Revised.

Any deviations from Robert's Rules of Order Newly Revised shall be presented to the Senate in the form of a motion and shall require a two-thirds affirmative vote to be adopted.

3.3 Senate Agenda. The Senate President shall set the agenda for each University Senate meeting in consultation with the Senate Executive Committee. The Senate agenda must be made public and available to the Senate at least 6 days prior to the Senate meeting. The Order of Business follows the sequence listed below, however the sequence may be modified by the Senate President in consultation with the Senate Executive Committee. Section 3.3 shall be a Special Rule of Order as defined by Robert's Rules of Order Newly Revised.

3.3.1 Call to Order.

3.3.2 Approval of the Minutes. The minutes from the previous meeting shall be brought before the Senate for discussion, revision if necessary, and formal approval by vote.

3.3.3 State of the University. The President of the University or his/her designee shall be granted this period at each Senate meeting to make a presentation.

3.3.4 New Business. New Business is the section of the Senate meeting where motions shall be brought to the Senate floor for discussion, consideration and action. Other action items, such as formal acceptance of the Curriculum Report from the Committee on Courses and motions from prior meetings that were tabled or sent back for revision shall also be presented in this part of the meeting.

3.3.5 Open Discussion. The Senate shall have the opportunity to discuss a topical issue of campus-wide concern during this part of the meeting. No formal action shall occur during the Open Discussion period and motions shall not be brought to the floor for consideration.

3.3.6 Reports. This shall be the section of the meeting when reports from University Standing or *ad hoc* Committees, Administrative Advisory Groups, Externally- Mandated Boards and other campus constituencies are presented.

3.3.7 Notice(s) of Motion. Notice shall be given for all motions to be discussed and acted upon by the Senate at a future meeting (See **Article 3.7** for more information concerning Legislation and Resolutions).

3.3.8 Other Business.

3.3.9 Adjournment.

3.4 Senate Meetings. The schedule, location and agenda of Senate meetings shall be posted on the Senate website. Senate meetings shall be open to the public. The only valid exceptions shall be those sections of Senate meetings dealing with Distinguished Service Awards and Honorary Doctorates (see **Article 3.10**) and those specified by the Oregon Public Meetings law (ORS 192.640, 650 and 660). Upon including in the public record one or more of the above-specified reason(s) for going into executive session, the Senate President shall close the meeting to all non-senators (University of Oregon Constitution Section 8.1.2).

3.4.1 Access to the Senate Floor. All Senators, Statutory Faculty as defined in the University of Oregon Constitution Section 2.3, and Emeriti Faculty shall have the right to the Senate floor to speak on any matter under discussion in the University Senate. The President of the Senate may confer priority to the floor to Senate members when necessary to facilitate the business of the Senate (University of Oregon Constitution Section 8.1.3).

3.4.1.1 Visitors. Visitors are always warmly welcome at meetings of the University Senate. Visitors shall have access to the Senate floor at the pleasure of the Senate, which must formally suspend the Senate rules to allow visitors to speak at Senate meetings. A two-thirds affirmative vote shall be required for suspension of the rules. The Senate President shall have the right, without requesting a suspension of the rules, to invite visitors to make reports to the Senate.

3.4.2 Minutes of Senate meetings. All Senate meetings shall have formal minutes prepared by the Senate Executive Coordinator who shall also post them on the Senate website in a timely manner. All meeting minutes shall be approved by the Senate.

3.5 Senate Attendance. The Senate Executive Coordinator shall keep an up-to-date list of all Senate members. Each Senator shall officially sign in at each meeting and Senate minutes shall record all present, excused, and absent members.

3.5.1 Senate Absences. The seat of any senator shall be considered vacant if the senator is absent two times in one academic term from regularly scheduled meetings of the Senate, unless the Senate Executive Coordinator or the Senate President has been notified in advance of the senator's illness or anticipated absence on university business (University of Oregon Constitution Section 8.1.1).

3.6 Quorum. No motions shall be debated or voted on in the absence of a majority of the Senate membership. The quorum requirement remains half plus one of the prescribed membership (51-54 Senators, see University of Oregon Constitution Section 4.1) even if some Senate positions are unfilled (University of Oregon Constitution Section 8.1.4).

3.7 Senate Motions

3.7.1 Introduction of Motions. All members of the University Senate, members of the Statutory Faculty as defined in the University of Oregon Constitution Section 2.2 and Emeriti Statutory Faculty shall have the right to introduce motions. Motions shall be legislation, policy adoptions, or resolutions as defined in the University of Oregon Constitution Section 7.2. Legislation shall be limited to issues that relate to the academic mission of the University or student conduct. Policy adoptions shall be restricted to new or revised University policies that are or will be posted on the University of Oregon Policy Library website. Resolutions shall be unrestricted in their scope. Final motion text must be made public and available to the Senate at least 5 days prior to the Senate meeting.

3.7.2 Format of Motions. Each motion must contain the following information prior to its consideration by the Senate. This information shall be approved by the Senate Rules Committee (See **Article 5.2**) and the Senate President before the motion shall come before the Senate.

3.7.2.1 Title of Motion. The title of the motion shall be brief and shall allow the reader to understand the gist of the motion.

3.7.2.2 Type of Motion. The type of motion, *i.e.*, Legislation, Policy Adoption or Resolution, shall be specified in this section.

3.7.2.3 Number of Motion. Each motion shall have a unique identifying number using the format USXX/YY- ZZ where US refers to the University Senate, XX/YY is the academic year that notice of motion was first given, and ZZ is the number of the motion, which shall be obtained from the Senate President. The Senate President shall number motions in a single sequence with each being assigned a number in the order that notice was formally given.

3.7.2.4 Sponsor(s) of a Motion. Every motion submitted to the Senate President shall be accompanied by the name, campus affiliation, and email address of each sponsor of the motion.

3.7.2.5 Notice of Motion. The date of the notice of motion to the Senate shall be included in the information about the motion sent to the Senate President and Senate Executive Secretary. Official notice of motion must be submitted in writing or email to the Senate Executive Coordinator and the Senate President for each motion prior to its consideration by the Senate. Notice of motion shall be generally given in a Senate meeting at least one month prior to its formal discussion on the Senate floor in order to provide sufficient time for Senators to comprehend and examine the motion. When that conventional requirement cannot be met, the sponsors shall give notice of motion at least 21 calendar days (3 weeks) prior to the next Senate meeting. The only exceptions to the 21 day rule shall be for motions sponsored by internal Senate Committees (*e.g.*, Senate Executive Committee, Senate Rules Committee, Senate Budget Committee, Senate Nomination Committee, and the Committee on Committees; see **Article 5**) which shall have 15 calendar days to give notice to the Senate Executive Coordinator and Senate President.

3.7.2.6 Motion. The exact wording of the motion to be presented to the Senate shall be placed in this section.

3.7.2.7 Background. This section shall contain all background information concerning the motion.

3.7.2.8 Fiscal Impact Statement. For each Resolution, Legislation or Policy Adoption to be introduced to the Senate, the Senate Executive Committee shall notify the Sponsor(s) whether a Fiscal Impact Statement is necessary. When so found, the Committee shall provide assistance, as requested by the Sponsor(s), in the preparation of the statement

3.7.2.9 Other Information. This section shall include materials not included elsewhere in the motion.

3.8 Timetable for the University President to respond to Motions passed by the University Senate. Except for the contingencies described in Section 7.4 of the University of Oregon Constitution, legislation passed by the Senate shall become effective within 60 academic

calendar days, unless otherwise specified (University of Oregon Constitution Section 7.3). Policies adopted by the Senate shall be immediately forwarded to the University President for his/her action on behalf of the University within 60 days. If the University President concludes that it is not in the best interest of the University to act as requested by a resolution of the Senate, then s/he shall explain to the Senate within 60 days the reasons for inaction or amended action (University of Oregon Constitution Section 7.4).

3.9 Limits to the Authority of the University Senate. Both the University President and the Statutory Faculty Assembly (defined in the University of Oregon Constitution Section 2.3) may override legislation and resolutions approved by the University Senate accord to procedures outlined in Sections 7.4 and 9 of the University of Oregon Constitution.

3.10 Distinguished Service Awards and Honorary Doctorates. The University Senate through Senate Legislation has established criteria for the granting of Distinguished Service Awards and Honorary Doctorates. The University Senate President shall declare the Senate in Executive Session when considering nominees for either of these awards. All present during these deliberations shall refrain from making public the names of the nominees until the University has officially issued a public announcement.

3.11 Modification of the Senate By-Laws. These by-laws may be altered by an affirmative vote of at least a true majority of the constitutional membership, not including vacancies, of the University Senate. Temporary alterations, such as allowing a visitor the right to the Senate floor, may be presented directly within a Senate meeting. Permanent modifications to these by-laws shall be proposed in the form of a formal motion and shall follow the procedures for motions as set forth in **Article 3.7**.

ARTICLE 4: SENATE OFFICERS

4.1 Senate President. The Senate President shall be the presiding officer of the Senate. The term of office for the Senate President shall be approximately one year, commencing at the end of the final Senate meeting in Spring Term and continuing through the end of the final Senate meeting in the subsequent Spring Term. The Senate President shall routinely consult with the Senate Vice President and immediate past Senate President on all issues facing the Senate.

4.1.1 Procedure when the Senate Presidency becomes vacant midterm. If the office of the Senate President unexpectedly becomes vacant, the Vice President shall automatically assume the office of the President for the remainder of the term of office of the former President. A Vice President who assumes the Presidency in this manner retains the position of the President-Elect and thus shall be Senate President for an additional full year term as described in **Article 4.2.2**.

4.2 Senate Vice President and President-Elect. The Senate Vice President and Senate President-Elect are two separate positions that are normally held by one person. The person elected Senate Vice President is automatically elected to the separate office of Senate President-Elect.

4.2.1 Senate Vice President. The Senate Vice President shall be elected each year by the Senate at its final Spring term meeting. The term of office for the Senate Vice President shall be approximately one year beginning at the end of the final Senate meeting in the spring term s/he was elected. The responsibilities of the Senate Vice

President shall include but are not limited to chairing Senate meetings when the Senate President temporarily steps down or is absent, chairing the Committee on Committees, being a voting member of the Senate Executive Committee and Faculty Advisory Council, and assisting the Senate President in governing the Senate as requested. The Senate Vice President shall assume the Senate Presidency when the Senate President vacates or resigns from the office unexpectedly as described in **Article 4.1.1**.

4.2.1.1 Procedure when the Senate Vice-Presidency becomes vacant midterm. If the position of Senate Vice-President unexpectedly becomes vacant, the Senate may choose to elect an interim Senate Vice President who shall not also serve as President-elect. In the event that the Vice President resigns or leaves office for any reason, s/he shall not continue to serve as President- Elect.

4.2.2. Senate President-Elect. The Senate President-Elect, who normally is also the Senate Vice President (see **Article 4.2**), shall automatically assume the office of the Senate Presidency at the end of the final Senate meeting in Spring term one year after his/her election to this position.

4.3 Senate Executive Coordinator. The Senate shall employ an Executive Coordinator. The duties and responsibilities of the Senate Executive Coordinator shall include but not be limited to scheduling and attending all Senate and Senate Executive Committee meetings, taking notes in Senate meetings, generating the official Senate meeting minutes, managing the Senate website, and organizing Senate and elected committee elections. The Senate Executive Coordinator shall report to the Senate President and Vice President. The person in this position shall, at the pleasure of the University President, also serve as the Executive Coordinator for the Faculty Assembly. Both positions are ex- officio and non-voting.

4.4 Parliamentarian. The Senate President annually shall appoint a Parliamentarian to the University Senate to advise on parliamentary procedures and to resolve Senate parliamentary issues. The Parliamentarian shall be well versed in parliamentary procedures and Robert's Rules of Order.

ARTICLE 5: INTERNAL STANDING COMMITTEES OF THE UNIVERSITY SENATE

5.1 Senate Executive Committee. The Executive Committee of the University Senate shall advise the Senate President, assist in setting the agenda for each Senate meeting and facilitate the work of the Senate. Monthly meetings shall be called by the Senate President and shall be generally scheduled two weeks prior to each Senate meeting. The Senate Executive Committee shall minimally consist of the Senate President (the chair), Senate Vice President, the immediate past Senate President, the chair of the Academic Council, three tenure-related faculty Senators, one Officer of Administration Senator, one non-tenure track faculty Senator, one Classified Staff Senator, the Officer of Research Senator, one Student Senator and the ASUO President or designee. The Senate President may appoint additional members including outside faculty to serve on this committee. The incoming Senate President shall appoint all members to this committee and their terms of office shall be one year commencing when the Senate President takes office. The Senate Executive Coordinator and the Senate Parliamentarian shall serve as ex- officio non-voting members of the Senate Executive Committee. To maintain close communication with the Senate, the University President shall be invited whenever appropriate to Senate Executive Committee meetings.

5.2 Senate Rules Committee. The Senate Rules Committee shall work with the sponsors of motions and negotiations to clarify proposed Senate motions in advance of the Senate meeting at which the motion is to be presented. The University Senate Rules Committee shall consist of three Senators appointed by the incoming Senate President for a one year term commencing when the Senate President takes office. The Rules Committee shall choose its own chair.

The Senate Rules Committee is not required to report on every proposed motion, but rather shall act at the request of the Senate President. If the Senate President forwards a motion to the Rules Committee, the Committee chair shall contact the sponsor(s) of the motion to discuss possible changes to the motion. The intent of the motion shall not be altered or changed by the Rules Committee. Any conflicts between the sponsor(s) and the Rules Committee in word usage, meaning, purpose or structure of the motion or resolution shall be remedied prior to its discussion in the Senate. The Rules Committee chair shall assure that the motion has an appropriate Fiscal Impact Statement (See **Article 3.7.2.8**). The Senate shall act only on the version of the motion that has been reviewed by the Senate Rules Committee.

5.3 Senate Nominating Committee. The Senate Nominating Committee nominates individuals to various Senate and University Committees upon request by the Senate President. The Committees which are under the jurisdiction of the Senate Nominating Committee are internal Senate Committees, University Standing Committees, Senate members of Administrative Advisory Groups, Inter-institutional Faculty Senate, Senate ad hoc committees and other committees as requested by the Senate President or the President of the University. The Senate Nominating Committee shall also nominate candidates for President-Elect and Vice-President of the Senate. The Senate Nominating Committee shall consist of three (3) current Senators appointed by the incoming Senate President. The term of office is one year commencing when the Senate President assumes office.

5.4 Senate Budget Committee. The Senate Budget Committee is the University's primary agency for faculty participation in University fiscal policy. The Senate Budget Committee reports to and acts at the direction of the Senate. It is charged with informing the Senate and advising the University President and administration about university financial matters, including budgetary policies and decisions, and long-term financial strategies. In fulfilling its charge, the Senate Budget Committee shall review budget reports submitted to the UO Board of Trustees and obtain pertinent data from the university administration. The University Administration shall provide all financial information requested by the Committee in a timely fashion. The Senate Budget Committee may initiate the study of financial issues and make recommendations to the Senate for Senate action. The Senate Budget Committee may establish working subcommittees. The SBC shall consist of eight members from the Senate constituencies, serving staggered three-year terms. At least five shall be tenured faculty members. Four members shall be elected by the Senate from among its regular voting members, three of whom shall be tenured faculty members. Four members shall be appointed by the Senate President after consultation with the Senate Executive Committee. The Senate President should consider skills and balanced representation from Senate constituencies when making these appointments. Members may be reappointed or re-elected without term limits. Appointments, nominations and elections may be done electronically and shall ensure that new SBC members are in place at least two weeks before the Fall term starts, and that the composition of the SBC meets the above requirements. New appointments or elections shall occur if a position becomes vacant. The Senate President shall be an ex- officio voting member of the Senate Budget Committee during his/her term of office. The University President and Provost shall be ex- officio non-voting members of the committee and each may designate administration members to accompany and/or represent them. The University President and members of the

Administration shall keep the committee informed of actions impacting the University's budget by the Governor, the Legislature, the University of Oregon's governing board and the UO Foundation and other organizations and individuals. The Senate Budget Committee shall choose its own chair from its membership. One Senate member shall be chosen by the SBC to serve as Senate Liaison, charged with keeping the Senate regularly informed about SBC meetings and agendas and UO Board of Trustees financial matters. The Senate Liaison should present a report to the Senate each term. The SBC shall make a report to the University Senate. At a minimum, this report shall be in the form of an annual written report submitted by the Committee Chair to the Senate President and the Senate Executive Coordinator by June 1. The Committee may establish working sub-committees.

5.5 Committee on Committees. The Committee on Committees is charged with the oversight of the committee structure. Its work is focused primarily on three areas:

- Appointing committee membership. The Committee on Committees shall designate the faculty membership of all appointed University Standing Committees established by Senate legislation. It may also, when appropriate, nominate faculty to Administrative Advisory Groups and Externally-Mandated Boards.
- Maintaining committee operating processes. The Committee on Committees shall create and maintain operating processes for each University Standing Committee and, where appropriate, Administrative Advisory Groups and Externally-Mandated Boards. It shall conduct an annual orientation for all chairs of University Standing Committees, and, where appropriate, Administrative Advisory Groups and Externally-Mandated Boards.
- Coordinating committees. The Committee on Committees shall ensure that each University Standing Committee and, where appropriate, Administrative Advisory Groups, and Externally-Mandated Boards, are meeting appropriately, fulfilling their charges, and reporting as required. It shall designate a Coordinator for each of the following committee categories: Academic and Research; Administrative; Awards; Governance; Grievances and Appeals; Student Matters; and Other. Each Coordinator shall ensure that committees within his or her category (1) have a full roster of members; (2) elect chairs as specified in committee descriptions; (3) hold meetings as appropriate; and (4) report to the Senate in a timely fashion. Each Coordinator shall submit an annual report on these matters to the Senate by November 1, and for purposes of the Senate Vice President's annual review of committees, each shall maintain records of committee matters needing attention.

The Senate Vice President is responsible for ensuring that the Committee on Committees is fulfilling its charge in these three areas and that the committee system is functioning well. Using records maintained by the Coordinators, he or she will conduct an annual review of committees and the committee system during the fall term.

The Committee on Committees shall generally have 10-12 members from Senate constituencies, with a majority coming from the Statutory Faculty as defined in the University of Oregon Constitution Section 2.2. To facilitate its work, the Committee membership should represent the broadest possible cross-section of campus academic units including CAS and the professional schools. The Senate Vice President is the chair of the Committee on Committees.

ARTICLE 6: ACADEMIC COUNCIL

6.1 Academic Council. As required by the University of Oregon Constitution Section 8.1.5, the Senate shall establish, and be advised by, the Academic Council which is charged with bringing

issues relating to academic mission to the Senate with recommendation(s) for action, as needed.

6.2 Academic Council Membership. Membership of the Academic Council shall include a Chair or designee from each committee that has responsibilities covering academic issues, such as Academic Requirements, Committee on Courses, Graduate Council, Scholastic Review Committee, Undergraduate Council, and University Library Committee, Senate Budget Committee and Faculty Personnel Committee. The committees represented on the Academic Council shall be determined by the Senate and be subject to change by that body. The Provost, Senior Vice-Provost for Academic Affairs, and Senate President or designee shall be *ex-officio* non-voting members. Consultation with relevant members of the central administration and related committees (e.g., Academic Infrastructure Committee, Enrollment Management Council) shall be sought as appropriate (University of Oregon Constitution Section 8.1.5.1).

6.3 Academic Council Scope. The Academic Council shall act on request by any of the committees it represents, or on request by the Senate or on its own initiative. In addition, the Academic Council shall be responsible for vetting Senate motions that may affect academic excellence (University of Oregon Constitution Section 8.1.5.2).

6.4 Academic Council Representation and Rules. The Academic Council shall designate its chair, who shall sit on the Senate Executive Committee and shall have a seat in the University Senate. The Academic Council shall adopt its own internal rules and procedures (University of Oregon Constitution Section 8.1.5.3).

6.5 Academic Council Reporting. The Academic Council shall make a report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Senate President and the Senate Executive Coordinator no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary (University of Oregon Constitution Section 8.1.5.4).

ARTICLE 7: UNIVERSITY STANDING COMMITTEES

7.1 Scope of University Standing Committees. All University Standing Committees, whether elected and appointed, are established by the University Senate legislation. Their charges have broad relevance to and impact upon the general University Community. University-wide issues include, but are not limited to, general academic issues, University fiscal matters, the curriculum, campus governance, student and faculty affairs, International Programs, University awards, Intercollegiate Athletics, campus planning, and issues affecting campus atmosphere.

7.2 Classification of University Standing Committees. There are two types of University Standing Committees: appointed and elected.

7.2.1 Appointed University Standing Committees. Members of these committees are appointed by the Committee on Committees (see **Article 5.5**). An unexpected vacancy in an appointed committee shall be filled by the Committee on Committees.

7.2.2 Elected University Standing Committees. The Senate Executive Coordinator shall organize and oversee the elections of candidates to elected committees. If a midterm vacancy occurs in an elected committee, the Senate President and Executive Coordinator shall work together to fill the vacancy with the next eligible candidate,

determined in descending order of the number of votes received in the most recent election for the relevant committee or council. If no eligible candidate is available, the Senate Executive Committee, with advice and recommendations from the Committee on Committees, shall appoint an eligible person to fill the vacancy until the next regular election cycle. Filling a vacancy shall not preclude the appointee from standing for election to the same committee or council during the next election cycle if eligible.

7.3 Reporting by University Standing Committees. All University Standing Committees report to the University Senate and are required to submit annual written reports to the Senate President and Senate Executive Coordinator. They also shall submit oral or written reports when requested by the Senate President. Except for the Faculty Personnel Committee (FPC), these reports shall be due by the final Senate meeting of the academic year in May. The FPC report shall be submitted at the October meeting of the University Senate and shall reflect the work from the previous academic year.

7.4 Participation on University Standing Committees by other University Stakeholder Groups. Many University Standing Committees have members from the student body, Officers of Administration, Officers of Research, Non-tenure track faculty and/or Classified Staff. Unless specifically stated otherwise by Senate Legislation, every member of a University Standing Committee shall have full membership rights, including the right to vote.

ARTICLE 8: INTERINSTITUTIONAL FACULTY SENATE (IFS)

8.1 Inter-institutional Faculty Senate. Created by the State Board of Higher Education in 1970, the Inter-institutional Faculty Senate (IFS) brings together faculty voices from all 7 OUS institutions. The University of Oregon has three voting IFS members, as follows: 1) the President of the University of Oregon Senate; 2) the President-Elect (Vice President) of the University of Oregon Senate; 3) a member of the Statutory Faculty, who will serve for a term of two years. The Statutory Faculty member will be elected no later than June 1, 2015. Future elections for this position will be held during the Senate meeting when the election for the President-Elect (Vice President) of the UO Senate is held.

Robert's Rules Cheat Sheet

Robert's Rules of Order is a manual of parliamentary procedures that governs full Senate meetings. The following cheat sheet will help summarize key procedures to use during these meetings.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone Consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion should be amended by..."	No	Yes	Yes	Yes	Majority
Introduce Business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one is listed below, but you may introduce another that is listed above it.

To	You say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table . . ."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to . . ."	Yes	Yes	Only if original motion was debatable	No	Majority

Consider something out of its scheduled order	"I move we suspend the rules and consider . . ."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points, and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess, or Point of Privilege).

Procedure for Handling a Main Motion

Note: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I send the motion* or *I second it* or *Second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that...As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and...*(indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on the issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: *Madame Chairman, I move that ...*

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, *Madame Chairman, I move that the motion be amended adding the following words ...*
- After recognition, *Madame Chairman, I move that the motion be amended by striking out the following words ...*
- After recognition, *Madame Chairman, I move that the motion be amended by striking out the following words ... and adding in their place the following words ...*

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, *Madame chairman, I move that the question be referred to a committee made up of members Smith, Jones, and Brown.*

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, *Madame Chairman, I move to postpone the question until...*

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote

- After recognition, *Madame President, I move the previous question*

LIMIT DEBATE

You think discussion is getting too long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, *Madame President, I move to limit discussion to two minutes per speaker*

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed

- After recognition, *Madame Moderator, I move to postpone the question indefinitely*

You are against a motion just proposed and want to learn who is for and who is against the motion

- After recognition, *Madame President, I move to postpone the motion indefinitely*

RECESS

You want to take a break for a while.

- After recognition, *Madame Moderator, I move to recess for ten minutes.*

ADJOURNMENT

You want the meeting to end.

- After recognition, *Madame Chairman, I move to adjourn.*

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, *Madame President I ask permission to withdraw my motion*

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, *Call for orders of the day.*

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, *Madam Chairman, I move to suspend the rules and move item 5 to position 2.*

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, *Point of personal privilege*
- Chairman: *State your point*
- Member: *There is too much noise, I can't hear.*

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, *Madame Chairman, I move that we go into a committee of the whole.*

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, *I rise to a point of order or Point of order.*

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, *Point of information*

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, *Point of parliamentary inquiry*

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, *I appeal from the decision of the chair.*

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & $\frac{2}{3}$ vote, or a majority of the entire membership	$\frac{2}{3}$ vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Robert's Rules of Order	Adopted in bylaws	$\frac{2}{3}$ vote

2020-2021 Senate Meeting Schedule

Fall 2020	Winter 2021	Spring 2021
September 30, 2020 Retreat and orientation	January 13, 2021 3 - 5 PM	April 7, 2021 3 - 5 PM
October 2, 2020 3 – 5pm	February 3, 2021 3 - 5 PM	April 28, 2021 3 - 5 PM
November 4, 2020 3 - 5 PM	February 24, 2021 3 - 5 PM	May 19, 2021 3 – 5 PM
December 2, 2020 3 - 5 PM	March 10, 2021 3 - 5 PM	June 2, 2021 3 – 6 PM (includes annual awards reception after meeting)

Senate Exec Meetings

Fall 2020	Winter 2021	Spring 2021
September 23, 2020	January 6, 2021	March 31, 2021
October 21, 2020	January 27, 2021	April 21, 2021
November 18, 2020	February 17, 2021	May 12, 2021
	March 3, 2021	May 26, 2021

Senate Meetings - General Structure

The Senate President sets the agenda University Senate meetings with consultation from the Senate Executive Committee. The meeting agenda will be made public to the Senate at least 6 days prior to the Senate meeting. The agenda typically follows the sequence below. Exceptions to the sequence would come from the Senate President in consultation with the Senate Executive Committee.

1. **Call to Order**
2. **Approval of the Minutes**
3. **State of the University:** President/designee presentation
4. **New Business:** Motions brought to Senate floor, action items, tabled motions from prior meetings
5. **Open Discussion:** University topical issue discussion; no formal actions or motions brought to floor
6. **Reports:** Reports from University Standing, ad hoc committees, Administrative Advisory Groups, Externally-Mandated Boards, other campus constituents
7. **Notice(s) of Motion:** Notice for all upcoming motion discussions at future meetings
8. **Other Business**
9. **Adjournment**

Senate Membership: 51-54 members

Statutory Faculty Composition	
37	Statutory Faculty
2	Librarians
3	Officers of Administration
5	Students
3	Classified Staff
1	Career Research NTTF
8	Humanities (CAS)
9	Natural Sciences (CAS)
5	Social Sciences (CAS)
4	Architecture and Allied Arts
2	Business
3	Education
1	Journalism and Communication
1	Law
2	Music and Dance
1	Clark Honors College
1	Other academic unit

Quorum: Motions cannot be debated or voted on without the majority of the Senate membership (half plus one), even in the event of unfilled Senate positions.

Senate Attendance: Senate Executive Coordinator keeps updated list of all Senators. Senators are asked to sign in at each meeting. Attendance is reflected in the meeting minutes.

Senate Absence: According to Senate By-Laws, two absences from regularly scheduled Senate meetings in one academic term will lead to a forfeiting of the Senator's seat. Exceptions are made when notice of illness or anticipated absence on university business is given to the Senate Executive Coordinator or the Senate President in advance.

Term Length: Terms are 2 years for non-student senators. Student senator terms are 1 year.

Student Senators: Student senators are drawn from the Associated Students of the University of Oregon (ASUO) as defined in the ASUO constitution. There will always be 5 student senators, regardless of any ASUO constitution changes. In the event of a vacancy, the ASUO President appoints a replacement. Positions can only be refilled once a term.

Re-Appportionment: Every 10 years there will be a count of the faculty across academic units starting 2021. The number of Statutory Faculty senators representing each college/school/unit will be assessed and re-apportioned if determined to not be proportional of the total University of Oregon Statutory Faculty full-time-equivalent (FTE) appointments.

Voting Status: The immediate past University Senate President will be an ex-officio non-voting member of the University Senate for the academic year following their term. The University President, Provost, and the ASUO President are all ex-officio non-voting members of the University Senate.

Senate Motions Overview

Motions are legislation, policy adoptions, or resolutions as defined in the University of Oregon Constitution Section 7.2.

- Legislation: Limited to issues that relate to the academic mission of the University or student conduct.
- Policy Adoptions: Regarding new or revised University policies that are or will be posted on the UO Policy Library website.
- Resolutions: Unrestricted in scope.

Components of a Motion:

- Title of the Motion: Keep it brief!
- Type of Motion (i.e., legislation, policy adoption, or resolution)
- Number of Motion: Unique identifier (USXX/YY- ZZ) obtained from the Senate President
- Sponsor(s) of the Motion: list the name, campus affiliation, and emails of each sponsor
- Motion
- Background Information
- Fiscal Impact Statement: Senate Executive Committee will determine whether it is necessary
- Other Information

Notice of a Motion

Submit the official notice to the Senate Executive Coordinator and Senate President at least 21 calendar days prior (one month preferred) to its formal discussion on the Senate floor. See Senate Bylaws 3.7.2.5 for exceptions

Notice must include:

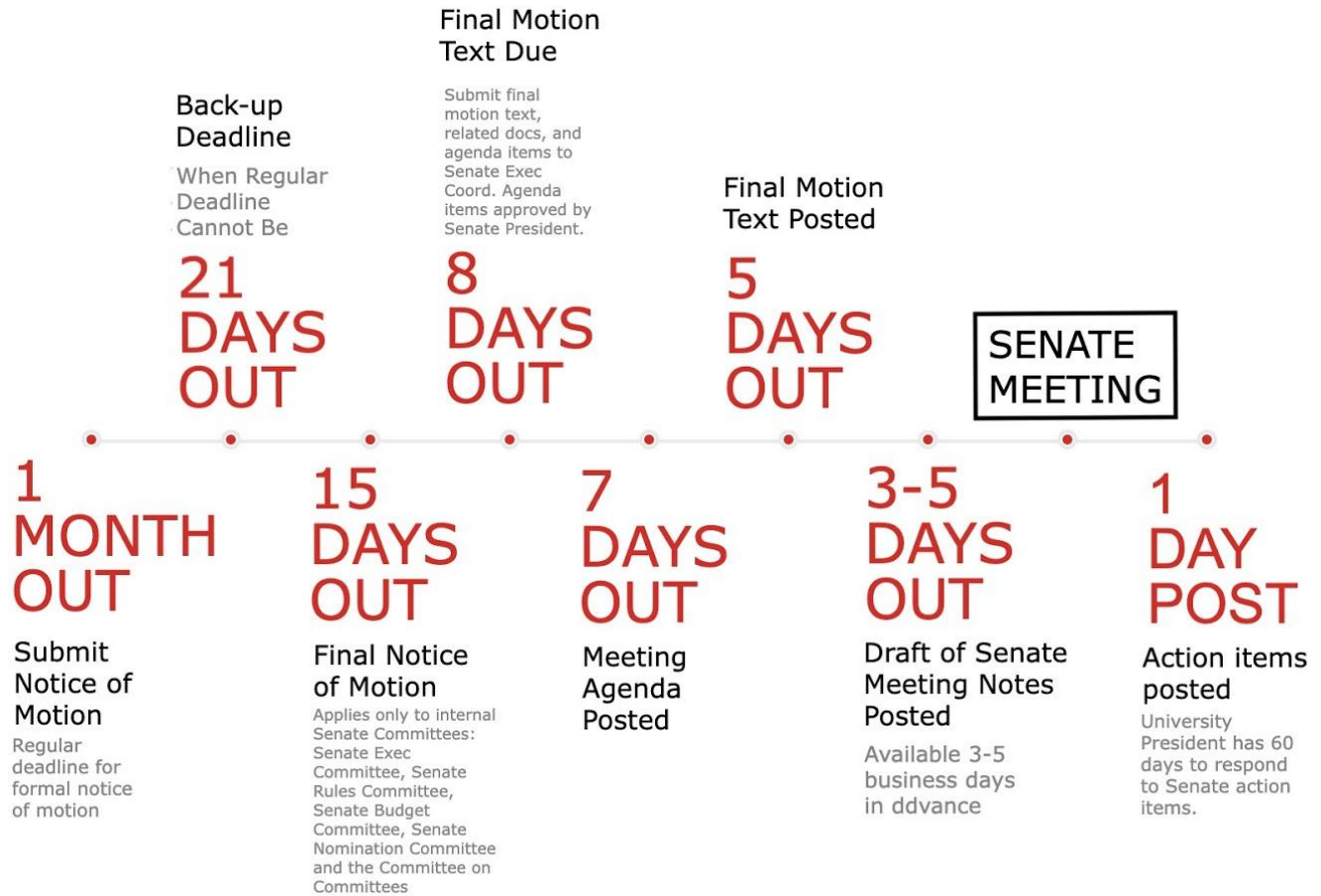
- Title of Motion: e.g., “Clarification for Procedures of Elections Within the Senate”
- Type of Motion: Legislation, Resolution, or Policy
- Sponsor(s) of Motion
- Basic Motion Text: Include at least general information about the purpose of the motion and what sort of senate action is being requested.

Assistance with Motions

- Senate Rules Committee: Works with the sponsors of motions and assists with clarifying motion details without altering the intent. The Senate Rules Committee isn't required to report on all motions, but rather acts at the request of the Senate President. For more information, see [Senate Bylaws 5.2](#).
- Senate Executive Committee: At the discretion of the Senate President, the Senate Executive Committee will review and provide feedback on drafts of motions before they are brought before the full Senate at the discretion of the Senate President, the Senate Executive Committee will review and provide feedback on drafts of motions before they are brought before the full Senate
- Academic Council: Vets Senate motions that may affect academic excellence.

Motion Submission Timeline

Senate Motion Submission



Senate Legislation Template & Example

Example: Senate Legislation Template

Change of Membership for the Graduate Council

Number:
US14/15-06

Number is determined by the order by which motions are received

Date of Notice:
Tue, 09/09/2014

Notice is given at least 21 days, generally one month, before consideration by Senate;

Legislation, Resolution, or Policy Adoption:
Legislation

Current Status:
Approved on 06/03/15

Motion:

Final motion text is posted at least 5 calendar days prior to the meeting in order

Section I

1.1 WHEREAS, the Graduate Council has determined that it would facilitate the work of the committee to include a member of the Law School as part of the committee membership; and

1.2 WHEREAS, the current committee membership does not have a position specific to the Law School (but does include other professional schools and colleges); and

1.3 WHEREAS, the Graduate School has undergone recent changes in leadership titles;

Section II

2.1 BE IT HEREBY MOVED that the Graduate Council membership requirements be changed to read as follows:

"Membership of the Graduate Council is fixed at 14 voting members, consisting of 12 elected teaching faculty at the rank of assistant professor or above and 2 students plus the Associate Dean of the Graduate School (ex officio, non-voting) and the Dean of the Graduate School (ex officio, non-voting). Of the 12 teaching faculty, 6 shall be from College of Arts and Sciences representing the Humanities (2), the Social Sciences (2), and the Natural Sciences (2), but no two shall be from the same CAS department; 1 from each of the professional schools/colleges which include the School of Architecture and Allied Arts, the Lundquist College of Business, the College of Education, the School of Journalism and Communication, the School of Music and Dance, and the Law School. The elected faculty members of the Graduate Council shall come from departments that have graduate programs leading to a graduate degree and conducted under the jurisdiction of the Graduate School. Exceptions to this policy will be considered for members from the professional schools/colleges. One student must be from a graduate program leading to a master's degree and one must be from a graduate program leading to a doctoral degree. The Dean of the Graduate School shall be empowered to appoint other ex-officio, non-voting members to represent important constituencies of graduate students and faculty as needed."

(Below follows a redlined version showing the changes from the currently approved membership.)

"Membership of the Graduate Council is fixed at 14 voting members, consisting of 12 elected teaching faculty at the rank of assistant professor or above and 2 students plus the **Associate Dean of the Graduate School** ~~Vice Provost for Graduate Studies~~ (ex officio, non-voting) and the Dean of the Graduate School (ex officio, non-voting). Of the 12 teaching faculty, 6 shall be from College of Arts and Sciences representing the Humanities (2), the Social Sciences (2), and the Natural Sciences (2), but no two shall be from the same CAS department; 1 from each of the professional schools/colleges which include the School of Architecture and Allied Arts, the Lundquist College of Business, the College of Education, the School of Journalism and Communication, the School of Music and Dance, **and the Law School** ~~and 1 at-large representative from any of the professional schools/colleges.~~ The elected faculty members of the Graduate Council shall come from departments that have graduate programs leading to a graduate degree and conducted under the jurisdiction of the Graduate School. One student must be from a graduate program leading to a master's degree and one must be from a graduate program leading to a doctoral degree. The Dean of the Graduate School shall be empowered to appoint other ex-officio, non-voting members to represent important constituencies of graduate students and faculty as needed."

Financial Impact:
Cost neutral.
Sponsor:

Joe Lowndes, Professor (Political Science) & Graduate Council Chair

Scott L. Pratt, Dean of the Graduate School

Background:
N/A

Related Documents:

Grad Council Redlined Document

Redlined text is included to clearly indicate changes to existing policies or legislation. A word document including redlined changes must accompany your final motion text.

If relevant and available, legislative history must be included in your final motion text. You can research prior Senate actions on the Senate website.

Please include all appropriate related documents in word or PDF format with your final motion text.

All motions changing existing policy or legislation must include a word or PDF document noting the redlined changes on the original text.

Reason for Policy

This policy addresses sexual, physically intimate, or romantic relationships between employees and students, where the employee has power or authority over the student. This policy is meant to foster a learning environment characterized by professional behavior and fair and impartial treatment.

Entities Affected by this Policy

All UO faculty members, Officers of Administration, supervisory employees, and students.

Web Site Address for this Policy

<http://policies.uoregon.edu/conflicts-interest-and-abuses-power-sexual-or-romantic-relationships-students>

Responsible Office

For questions about this policy, please contact Human Resources at 541-346-3159.

Enactment & Revision History

Temporary Policy enacted on January 2018 set to expire on January 30, 2019.

Technical revisions enacted by the University Secretary on September 4, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 4 Section 0007.

Policy

Conflicts of Interest and Abuses of Power: Sexual, Physically Intimate, or Romantic Relationships with Students

I. Introduction

This policy applies to all conflicts of interest created by sexual, physically intimate, or romantic relationships within the University community that involve faculty, instructors, or supervisory employees and students.

A relationship, for purposes of this policy, is defined as one in which two individuals are involved in a sexual, physically intimate, or romantic relationship. This includes domestic partners and spouses. These relationships pose a potential conflict of interest in the employment or educational context when one individual has, or could reasonably expect to have, responsibility for supervising, directing, overseeing, evaluating, advising, or influencing the employment or educational status of the other.

The University is committed to fostering a learning environment characterized by professional behavior and fair and impartial treatment. The University is concerned about the potential for a conflict of interest in any relationship where one individual has power or authority over the other, which may affect employee or student morale and lead to a deteriorating work or educational environment. A relationship may lead to an abuse of power, coercion, exploitation, favoritism, or unfair treatment of others. Further, even a romantic relationship that begins as consensual may evolve into a situation that leads to sexual harassment, which violates University policies as defined under Related Resources.

II. Policy

It is a violation of University policy for: (1) employees to solicit, initiate or enter into a sexual, physically intimate, or romantic relationship with students subject to their supervision, or evaluation; (2) a faculty member or an instructor to solicit, initiate or enter into sexual or romantic relationships with any person, known to the faculty member to be a student, for whom the faculty member or instructor has, or should reasonably expect to have in the future, academic or other responsibility (instructional, evaluative, formal advising, counseling, or supervisory). Thus, consistent with the above,

(a) No faculty member or instructor shall solicit, initiate or enter into a sexual, physically intimate, or romantic relationship with any person, known to the faculty member to be a

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student, for whom the faculty member or instructor has or should reasonably expect to have in the future, responsibility (instructional, evaluative, formal advising, counseling, or supervisory). A faculty member or instructor should reasonably expect to have in the future responsibility (instructional, evaluative, or supervisory) for (1) students whose academic program will require them to enroll in a course taught by the faculty member, (2) students known to the faculty member to have an interest in an academic area within the faculty member's research and teaching units, or (3) any student for whom a faculty member must have academic responsibility (instructional, evaluative, or supervisory) in the pursuit of a degree.

(b) No supervisory employee may solicit, initiate or enter into a sexual, physically intimate, or romantic relationship with a student when the supervisory employee has supervisory or evaluative authority over that student. A supervisory employee is any employee having authority on behalf of the university to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline the student, in either an academic or employment context, or responsibly to direct the student, or to adjust the student's grievances, or effectively to recommend such action, if the exercise of this authority is not of a merely routine or clerical nature but requires the use of independent judgment.

(2) Pre-existing sexual, physically intimate, or romantic relationship: A pre-existing sexual, physically intimate, or romantic relationship is one that has been entered into prior to a faculty member or instructor or Supervisory Employee having instructional, evaluative, formal advisory or supervisory authority over the student, or otherwise having the opportunity to influence the employment or educational status of the student. The pre-existing relationship must be disclosed promptly by the faculty member or instructor or Supervisory Employee to the head of the employee's unit or to Human Resources so that Appropriate Arrangements as defined below can be made.

(3) Any person may report an alleged violation of this policy to the Office of Investigations and Civil Rights Compliance. Only the party with instructional, evaluative, formal advisory, or supervisory, power is subject to sanction as defined below for violating this policy. Employees, students and campus community members who make good faith reports under this policy or who participate in an investigation initiated under this policy shall be protected from retaliation based on their report or participation.

Nothing in this policy shall be construed as modifying an employee's reporting obligations under other UO policies including but not limited to, the student sexual and gender-based harassment and violence complaint and response policy.

III. Definitions

As used in this policy:

(a) "Appropriate arrangement" is action reasonably calculated to remove or substantially mitigate a conflict or a potential conflict of interest or abuse of power, taking into account the interests of the University, the parties to the relationship, and others actually or potentially affected. For purposes of this section, prompt means at the earliest opportunity, typically within two weeks, and prior to the beginning of the instructional, evaluative, advisory, or supervisory authority, or other opportunity to influence the employment or educational status of the student. Appropriate arrangements ensure that the employee does not have instructional, evaluative, advisory, or supervisory role with regard to the student. Where applicable, for the disclosure of a pre-existing relationship, appropriate arrangements should include the option to anonymize the identity of the student involved or the nature of the relationship.

(b) "Employee" refers to all University employees, including classified and unclassified, faculty, staff and supervisors, those who do not hold academic rank, those who hold academic appointments, including officers of administration and graduate employees, and anyone else who teaches classes at the University or supervises the academic work of students. The term employee does not include volunteers or independent contractors.

(c) "Supervisory Employee" means any employee having authority on behalf of the university to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline the student, or responsibly to direct the student, in either an academic or employment context, or to adjust the student's grievances, or effectively to recommend such action, if the exercise of this authority is not of a merely routine or clerical nature but requires the use of independent judgment.

IV. Redress

If the university initiates an investigation against an employee, it will conduct the investigation in an impartial manner. In responding to alleged violations of the University of Oregon Conflicts of Interest and Abuses of Power: Sexual, Physically Intimate, or Romantic Relationships with Student Policy, the university will follow state and federal law, university policies, and any applicable collective bargaining agreements. Employees have the right to provide a defense against an accusation.

V. Sanctions

If after appropriate procedures for investigation and analysis have transpired and the university finds that an employee has violated this policy, it shall take appropriate corrective action. This means that University of Oregon employees who have been found guilty of violating this policy may face discipline up to and including termination.

Related Resources

Policies related to this policy:

- [Conflict of Interest, Potential Policy](#)
- [Discrimination Complaint and Response Policy](#)
- [Family Relationships and Employment Policy](#)
- [Student Sexual and Gender-Based Harassment and Violence Complaint and Response Policy](#)
- [Title IX Policies](#)

Committee How-To's

- Committee Chair:
 - Each committee chair is elected annually at the last meeting of Spring term, in which both current and incoming members attend. Please email the [Senate Executive Coordinator](#) with this information as soon as possible. If your committee needs assistance to elect a chair, we are happy to facilitate an email election process.
- Meetings:
 - Schedule:
 - Set a meeting schedule either a term or a year at a time. Report the days/times/locations to the [Senate Executive Coordinator](#).
 - Please send meeting agendas and related materials to the [Senate Executive Coordinator](#) at least 3 days in advance of a meeting.
 - Attendance/Membership:
 - **Attendance must be taken at every meeting** and submitted to the [Senate Executive Coordinator](#). Submitting attendance will assist in identifying participation trends.
 - Ask members to give at least one day's notice of an absence at a meeting.
 - Notify [Senate Executive Coordinator](#) of any member resignations as soon as possible.
 - Minutes/Administration:
 - Prepare meeting minutes that include the following:
 - Summary of who was present
 - What was discussed
 - Action items
 - Many committees have an administrative staffer to assist with scheduling meetings, taking notes, compiling reports, and sending out information/reminders.
 - If you would like administrative support, contact the Senate Executive Coordinator's office to see what resources are available. They can help you schedule meetings, fill unexpected vacancies. They cannot conduct committee research or compile reports.
- Charge:
 - The Senate Executive Coordinator and Committee on Committees is here to assist committees in executing their charges. Contact as needed for logistical and other support.
 - If the committee has items to bring before the full Senate, contact the Senate Executive Coordinator for assistance with facilitation.
 - Often this involves an initial discussion with Senate leadership to discuss the agenda and may proceed to scheduling time to attend a Senate Executive Committee meeting to discuss the issue further in preparation for informational or action items to be brought before the Senate.
 - If your committee wishes to bring a motion to the senate for consideration, you can work with the Senate Executive Coordinator to obtain guidance on how to craft motion language.

- The Senate President may request that you work with the Senate Rules Committee to vet the motion and revise accordingly (without modifying the substance intended)
 - Senate Leadership will work with the committee to formulate agenda items and a timeframe for presentation to the full senate.
- Helpful documents:
 - [Senate docket deadlines](#) can also be found on the [Senate website](#)
 - [Assistance for writing motions](#)
 - [Committee Charge information](#)

Senate and Senate-Related Committees

Category	Committee	Charge
Committees & Rules:	<u>Senate Rules Committee:</u>	Works with the sponsors of motions and negotiations to clarify proposed Senate motions in advance of the Senate meeting at which the motion is to be presented.
	<u>Senate Committee on Committees</u>	Oversees the committee structure within the system of shared governance.
	<u>Senate Executive Committee:</u>	Advises the Senate President, assists in setting the agenda for each Senate meeting, and facilitates the work of the Senate.
	Senate Nominating Committee	
Academic Affairs	<u>Academic Council:</u>	Charged with bringing issues relating to academic mission to the Senate with recommendation(s) for action as needed.
	<u>Committee on Courses:</u>	Responsible for the University's curriculum.
	<u>Undergraduate Council:</u>	Responsible for reviewing, evaluating and enhancing the quality of the University's academic program.
	<u>University Scholarship Committee</u>	Responsible for advising the Office of Financial Aid on policy and procedures for the awarding of scholarships and participating in the review of applications and the selection of candidates for scholarships.
	<u>Core Education Council:</u>	Oversees the part of the University curriculum which is required of all undergraduate students.
	<u>Academic Requirements Committee:</u>	Responsible for the administration and interpretation of academic requirements for undergraduate degrees, and for action on student petitions for exceptions to requirements and to other academic regulations.
	<u>Scholastic Review Committee:</u>	Responsible for administration and interpretation of policy for undergraduate students whose academic work falls below UO scholarship requirements; rules on petitions for reinstatement or change of grade.
	<u>Student Conduct and Community Standards Committee:</u>	Recommends policy relating to student conduct; administers the Student Conduct Code.

Research, Scholarship, and Creative Activity	<u>Faculty Research Awards Committee:</u>	Oversees the Faculty Research Award program, including approval of changes to the Awards program, review of applications, and determination of awardees.
	Research Advisory Board:	
Faculty Affairs	<u>Faculty Personnel Committee:</u>	Responsible for advising the Provost on all tenure and promotion cases.
	<u>Distinguished Teaching Awards Committee:</u>	Solicits nominations and selects recipients of Ersted Award, Faculty Achievement Award, and other university-wide awards for distinguished teaching.
Non-tenured Track Faculty Committee	<u>Promotion-Tenure-Retention Appeals Committee (ext-mandated):</u>	Hears appeals on decisions to deny promotion and/or tenure or the failure to renew an appointment.
	<u>Tenure Reduction and Emeriti Committee:</u>	Advises faculty and administration on policy and practice concerning tenure reduction, retirement, rights of emerita.
	<u>Faculty Grievance Appeals Committee:</u>	Hears all grievances except those concerning denial of promotion, denial of tenure (or denial of both), or failure to renew an appointment in violation of the grievant's rights.
Student Affairs & Success	<u>Student Success Advisory Council:</u>	Seeks to raise student success and improve student graduation rates via collaboration efforts of the Academic Affairs Office, Academic Requirements Committee, Scholastic Requirements Committee, various Deans and other campus stakeholders.
Admissions, Records, Scheduling, and Student Aid	<u>Committee on Sexual and Gender-Based Violence:</u>	Works to promote equality and equity for UO community members.
(Educational) Equity, Inclusion, and Campus Environment	<u>Presidential Task Force on Recognizing our Diverse History (Admin):</u>	Discusses, identifies and proposes campus education about the UO's history as it relates to diversity and inclusivity, as well as recommend changes, modifications and additions to spaces and monuments which still narrate the campus along the lines of white supremacist mythologies.
	Respect & Community Values Committee:	Serves the campus community as a resource for issues surrounding a respectful campus environment.
	<u>University Committee on Sexual Orientation Attraction, Gender</u>	Works to promote equality and equity for UO community members.

	<u>Identity, and Expression:</u>	
	Ombuds Administrative Advisory Group (Admin)	
Library, Information Systems, and Technology	<u>Library Committee:</u>	Advises President, Provost, and Librarians on policies/procedures of UO Library.
Outreach	<u>Honorary Degrees and Distinguished Service Awards Committee:</u>	Solicits and reviews nominations for honorary degrees and recommends recipients based on outstanding scholarship or artistic achievement or on extraordinary public service or contributions to society. Acts in a consultative fashion regarding distinguished service or other types of university awards.
	<u>Interinstitutional Faculty Senate:</u>	Serves as a voice of the faculties of the institutions of the Oregon University System in matters of systemwide concern; considers statewide policies and makes recommendations thereon; and endeavors to strengthen the participation of faculty in the governance of the various institutions, through representatives of their own choosing.
	PAC-12 Senates Group	
Intercollegiate Athletics	<u>Intercollegiate Athletics Advisory Committee:</u>	Advises the President of the University on policies and practices of the Athletic Department and academic units as they affect academics on campus.
University Planning	<u>Senate Budget Committee:</u>	The University's primary agency for faculty participation in University fiscal policy.
	Institutional Hiring Plan Advisory Committee (Admin)	
	<u>Faculty Advisory Council:</u>	Responsible for providing the President and other Administration officials with faculty opinion and counsel on the wide range of university affairs.
	<u>Environmental Issues Committee:</u>	Considers, analyzes, and reports, in the form of advisories or recommendations, on environmental issues that affect the quality of life and health of the University community, as well as on those issues about which the University should act as an educational resource.