

Faculty Senate 101

An Introduction to Faculty Senate Service



The role of the senate

- 1) Represent the faculty** as the designated partner in shared governance with the Board of Trustees, Western Student Association and Graduate Student Association
- 2) Engage directly** with the University president, provost, and other administrators
- 3) Provide final recommendation of** memoranda of action on curriculum and academic **policy**
- 4) Distribute information** to and receive direction from the broader faculty



The purview of the senate

- 1) Make recommendations** to administrators regarding academic policy and curriculum
- 2) Raise and discuss issues** in other areas (excluding wages, hours and working conditions) with the greater University community
- 3) Report on activities** within and beyond the institution relevant to WMU faculty



MOAs: The faculty's path to affecting University policy

A Memorandum of Action is a recommendation made by the Faculty Senate to the WMU administration.

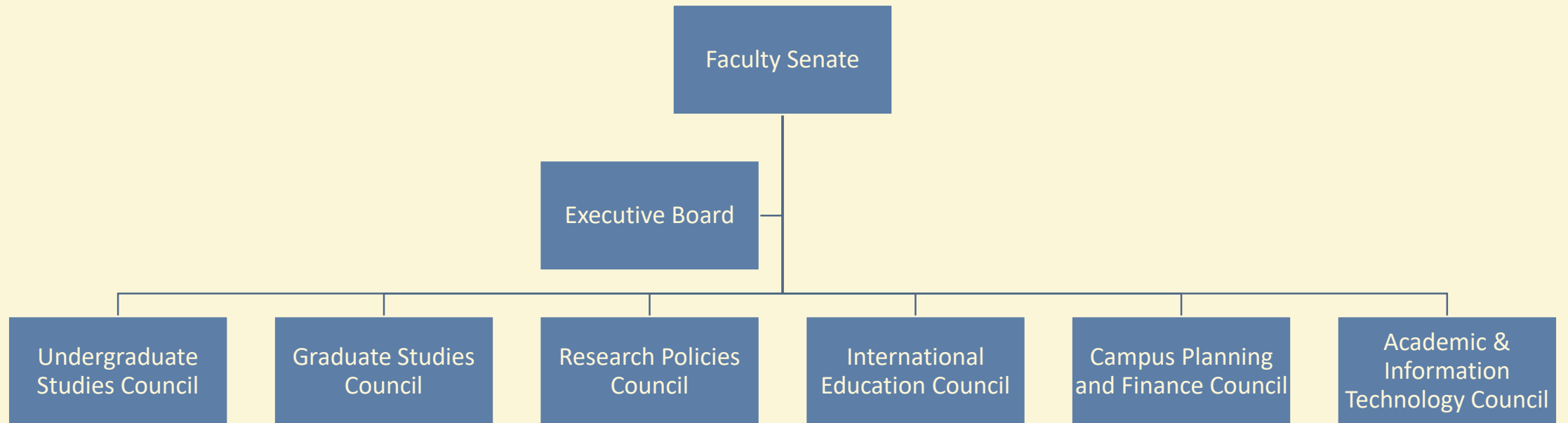
The general process is:

- 1) A faculty member or administrator raises a concern with the Faculty Senate executive board
- 2) The executive board charges a council or committee with the responsibility to research and consider the issue and, if appropriate, create an MOA (memorandum of action) to address the issue via a policy change or actionable item. Most MOA-related deliberation occurs at the council/committee level
- 3) After an MOA is created and approved by the relevant council or committee, it is presented to the Executive Board, which can recommend it for approval and send it to the full Senate, send it to the Senate for a vote without a recommendation for approval, or return it to the council or committee that developed the MOA with recommendations for further development
- 4) Once the Senate approves an MOA, it moves to the provost and president for their action

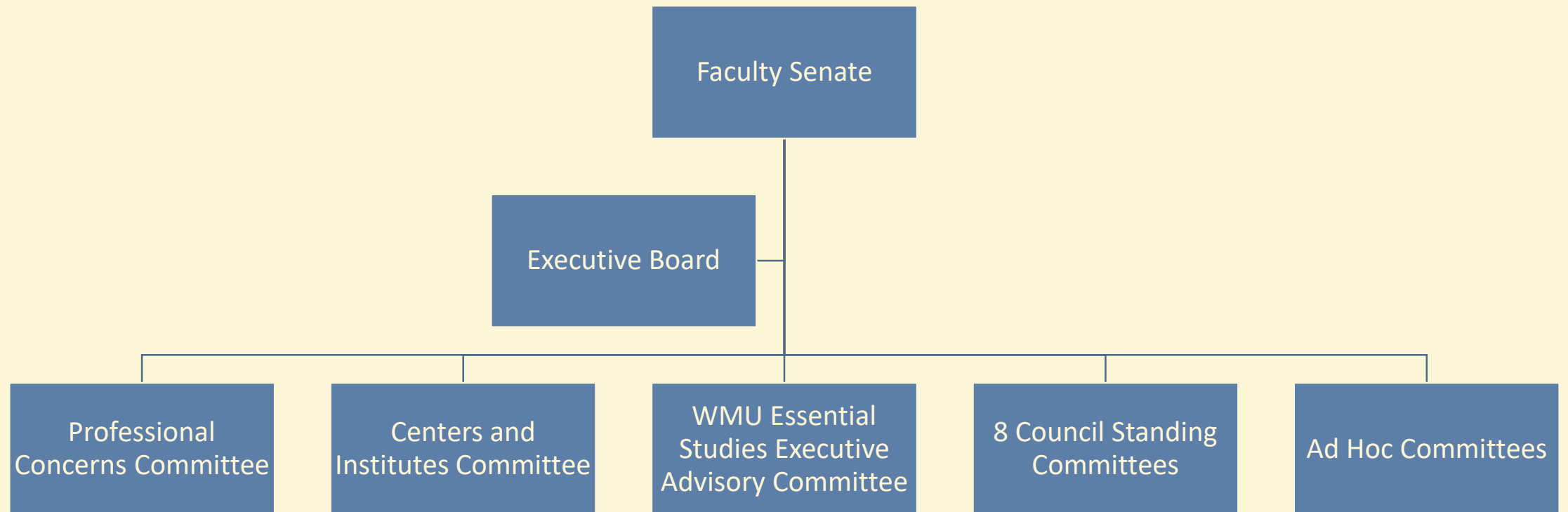
Organizational structure

- 1) The Senate includes the full faculty senate, the executive board, standing councils and committees and various work groups and ad hoc committees
- 2) The executive board 1) creates agendas for the Senate meetings; 2) presides over the Senate meetings; 3) identifies and appoints council, committee, work group and special appointments to University groups; 4) provides charges for, and accepts annual reports for all councils and committees and; 5) evaluates MOAs from councils and committees. The full senate oversees the activity of the executive board and directs the action of the executive board

Councils



Committees



Basic duties of senators

- 1) Attend faculty senate meetings
- 2) Disseminate information, including the content of upcoming MOAs, and a summary of meetings, to their unit in a timely manner
- 3) Represent their unit by voting and by voicing concerns to the relevant parties via the appropriate mechanisms



Other ways to contribute

- 1) Join a council or committee and/or encourage other members of your unit to do likewise
- 2) Pay faculty fees and encourage other members of your unit to do likewise
- 3) Stay informed by reading prior meeting minutes and executive board minutes in advance of the meeting
- 4) Participate actively in the meetings by asking questions to the president and provost after their presentations and by presenting professional concerns relevant to your unit or the broader WMU community

Meeting rules

- 1) The Senate and related bodies use the American Institute of Parliamentarians: Standard Code of Parliamentary Procedure
- 2) Arrive on time and sign in
- 3) Do not discuss WMU-AAUP Agreement and issues of direct relevance to the contract at Senate meetings



You should know

- 1) The Senate operates under a constitution and bylaws that are available on the Senate website. Reading these in their entirety in advance of your first meeting is a good idea
- 2) Copies of the Standard Code of Parliamentary Procedure are available from internet booksellers for \$20 or less and make for a wonderful beach read
- 3) The Senate is the faculty's mechanism for shared governance in accordance with the University's Board of Trustees, whose authority is delegated to them by the State of Michigan.