

# BYLAWS

## OF THE UNIVERSITY OF GUAM FACULTY SENATE

We, the Faculty of the University of Guam, to fulfill our shared responsibility in University academic governance, formally establish the University of Guam Faculty Senate and the *Bylaws* by which it shall operate.

### ARTICLE I – NAME

The name of this organization shall be the University of Guam Faculty Senate, also known as the Senate.

### ARTICLE II – OBJECT

The Senate serves the Faculty as their representative and legislative body on academic matters. It exists to ensure that the Faculty exercise their rightful and proper responsibility in the shared governance of academic matters at the University. Through the Senate, the Faculty will formally, actively, and systematically fulfill their duty to provide academic leadership in accordance with the standards set forth by the Western Association of Schools and Colleges (WASC), the American Association of University Professors (AAUP), the Charter for the Senate approved by the University's Board of Regents, and the BOR–Faculty Union *Agreement*.

Academic leadership shall include initiating academic policy recommendations and reviewing policies related to academic matters. These academic matters shall include academic freedom, academic standards, curriculum policy, catalog development and review, research policies, financial resources for instruction and research, part-time Faculty issues, professor emeritus/emerita status, and any other matter affecting the academic welfare of the University.

### ARTICLE III – MEMBERSHIP

#### SECTION 1 NUMBER AND QUALIFICATIONS

The Senate shall be composed of fifteen (15), or slightly more, members based on the apportionment formula of Section 2, below. (See Appendix 2.) The members shall be called Senators. All Senators shall be full-time tenure-track members of the UOG Faculty, with at least one full year of satisfactory concurrent or previous full-time service on the UOG Faculty at the time of election.

#### SECTION 2 APPORTIONMENT OF SEATS

The objective of the apportionment formula is to maintain at least fifteen (15) seats in the Senate without exceeding fifteen (15) by any more than the minimum number of seats required to provide at least one representative for the smallest entities, while also achieving reasonable proportionality of representation among all the entities, from the smallest to the largest.

The number of full-time faculty in each college, school, and unit grouping below shall thus be divided by an integer of sufficient magnitude to yield fifteen (15) seats, given that the number of seats assigned to each of the entities below shall be equal to the quotient of the division plus one (1) additional seat for any non-zero remainder. If exactly fifteen (15) seats cannot be thus obtained, the total shall be the smallest number exceeding fifteen (15).

- College of Liberal Arts and Social Sciences
- College of Natural and Applied Sciences
- School of Business and Public Administration
- School of Education
- School of Health
- School of Engineering & University Libraries
- Sponsored Programs and Research & Center for Excellence in Developmental Disabilities in Education Research and Service

The Faculty Election Commission shall determine the number of Faculty in each unit prior to annual elections and shall appropriately adjust the number of seats. Membership will only be reapportioned at that time. Creation, elimination, merging, or splitting of units will require a reapportionment for the next election. The Senate Parliamentarian shall maintain a computer spreadsheet to assist the Faculty Election Commission in implementing the apportionment formula; however, the Faculty Election Commission shall have sole responsibility for ensuring the correct implementation of the formula and the apportionment.

**ARTICLE IV – SENATE ELECTIONS AND APPOINTMENTS**

**SECTION 1 ELECTION, LENGTH OF TERM, AND NUMBER OF TERMS**

The full-time Faculty in each of the colleges and unit groupings shall elect their Senators from Faculty within their colleges or unit groupings by ballot in the month of April to serve a two-year term. The terms shall be staggered, with (to the extent practicable) fifty percent of the Senators from each college or grouping being elected each year. There is no limit on the number of terms served.

To provide adequate time for the nomination and consideration of candidates for the officer positions, the April election of new Senators shall take place during the first full week of April. No later than the end of the next working day after the Faculty Election Commission announces the results of the Senate election, the Senate President shall issue a written call to the incumbents and Senators-elect for nominations to the Senate officer positions. Nominations shall be provided in writing to the Faculty Election Commission, and shall be due no later than the end of the day on Thursday of the week prior to the first Senate meeting in May. The Election Commission shall notify the Senate of the names of the nominees for each position by the end of the next day (Friday). Based on the nominations received, the Election Commission shall prepare ballots to be distributed to the Senate at the first meeting in May, when the new Senate is to be seated and the new officers elected. Following the seating of the new Senators, the next order of business shall be the distribution of the ballots by representatives of the Election Commission and the marking of the ballots by the members of the Senate. The Election Commission shall count the ballots immediately after the last one is handed in, and shall announce the results immediately after the count. The new officers shall be seated immediately.

Induction of the Senators-elect shall be the first item on the agenda at the first meeting in May following the Senate election. Election of the Senate officers shall immediately follow the induction of the Senators-elect.

**SECTION 2 APPOINTMENT OF STANDING COMMITTEES**

The newly elected President, having been elected at the Senate meeting in May, shall prepare the list of committee assignments and present them to the Senate at the same meeting in May. At that time, the Senate President shall ask the Senate for ratification, by simple majority vote, of the committee appointments. Should the Senate not ratify the list, the Senate President shall take the advice of the Senate into consideration, and

resubmit a revised list of committee appointments no later than the next scheduled meeting of the Senate. As individual appointments occur over the course of the year to fill individual vacancies in committee assignments, the Senate President shall submit the name of each new appointee to the Senate for ratification. Each standing committee elects its chair from among the appointed members. Election of committee chairs shall be administered by the Senate officers and shall be conducted by ballot during a caucus of the committee, which shall be held during the Senate session at which the committee assignments are ratified. Committee caucuses shall convene immediately following the vote of ratification.

### **SECTION 3 SPECIAL, OR AD HOC, COMMITTEES**

When the Senate creates special committees, the Senate President shall submit the list of appointees to the Senate for ratification, along with a mission statement for the proposed committee. The mission statement shall contain a statement specifying the date or criteria by which the committee's mission shall be completed and the committee disbanded, accordingly. As provided for in the Parliamentary Authority, the Senate President shall appoint the committee chair, after consulting with the committee. Special committees may disband at their own discretion if a majority of the committee deems the committee's mission complete, or decides that the committee is no longer necessary, appropriate, or able to perform its mission.

### **SECTION 4 ABSENCES AND FORFEITURE OF TERM**

If any Senator is absent from more than half of the scheduled Senate meetings (i.e. those scheduled prior to the start of the academic year, as provided for in Article VI, Section 1) in a semester, then that Senator must vacate his or her seat immediately.

### **SECTION 5 RECALL**

A Senator is subject to recall by a two-thirds vote of his or her constituents. A recall election shall be held whenever a majority of the qualified voters of the constituency sign and present to the Senate a petition for recall. A Senator shall not be subject to a recall election more than once in an academic year.

### **SECTION 6 CONDUCT AND ETHICS**

The Senate may censure, suspend, or expel a member for persistent neglect of duties; conduct tending to injure the good name of the Senate, disturbing its well being, or hampering it in its work; or for malfeasance or conduct contrary to whatever code of ethics the Senate shall adopt. The bringing of charges, the determination of guilt, and the determination and imposition of appropriate penalties shall be conducted in accordance with the Senate's Parliamentary Authority and whatever related Special Rules the Senate shall adopt.

### **SECTION 7 VACANCIES**

Senate seats are declared vacant by the Senate President, who prepares a written declaration of vacancy to the Senate and the affected electorate within three (3) business days of the following: (1) absence by a Senate member from more than half of the scheduled Senate meeting within a single semester, as provided under Article IV, Section 4 (Absences and Forfeiture of Term) of the Senate Bylaws; (2) the effective date of resignation given in a formal letter of resignation tendered by a member of the Senate; (3) notification of the death, disability, or separation from the University of a Senate member; or (4) expulsion of a senator according to the Special Rules regarding the Senate's Code of Conduct. Within ten (10) business days of the declaration, the Senior member of the affected delegation shall convene and chair a meeting of the remaining members of the college or unit grouping's Senate delegation at which they shall constitute themselves as Senate Vacancy Nominating Committee for the unit or unit grouping identify a qualified and willing nominee to fill the seat. The delegation shall forward the nomination in writing, under the signature of the chair, to the Senate Executive

Committee within fifteen (15) business days of the declaration. (If a unit or unit grouping has only two seats in the Senate, the remaining member undertakes the duties specified above. If a unit or unit grouping has only a single seat in the Senate, then the remaining members of the Senate Standing Committee to which the departed member belonged shall nominate an eligible faculty member from the departed member's unit or unit grouping.) If the delegation fails to identify a nominee within fifteen (15) business days, then the seat remains vacant until the next general election. The nomination shall be presented to the Senate during the "Other Business" portion of its next scheduled meeting. The nominee shall not be present when his or her nomination is presented and discussed. Deliberations and voting on nominations shall be conducted in executive session. Voting shall be conducted by ballot, with the outcome of the vote recorded in the minutes.

Upon approval by the Senate the nominee shall be appointed to fill the seat until the inauguration of the next Senate. The newly appointed interim member is inducted and seated at the next scheduled meeting following the one at which he or she was appointed. At the next scheduled general election, the seat shall thus be open for nomination and permanent election according to the provisions of Section 1, above, and whatever Special and Standing Rules of the Senate may apply. If the duration of the term for the seat extends beyond the next scheduled general election, then the person elected to the seat in the general election shall serve the duration of the term. If the vacancy occurs within thirty (30) business days of the close of the nomination period for the next scheduled general election, then the seat shall remain vacant until filled in the scheduled election. These procedures shall also apply to the filling of vacancies on the Academic Review Committees.

## ARTICLE V – OFFICERS

### SECTION 1 NUMBER AND QUALIFICATIONS OF OFFICERS

The officers of the Senate shall consist of a President, a Vice-President, and a Recorder. These officers will perform the duties prescribed by these *Bylaws* and in the parliamentary authority adopted in these *Bylaws*.

### SECTION 2 ELECTION, LENGTH OF TERM, AND NUMBER OF TERMS

The election of the Senate officers shall immediately follow the seating of the Senators-elect at the first Senate meeting in May following the Senate election. At that time, the members of the Senate shall elect the three officers from within the Senate. Each officer shall serve a one-year term, and there is no limit on the number of terms served. The new officers shall assume their duties immediately after their election at the Senate meeting.

### SECTION 3 VACANCIES

A vacancy in the office of President shall be filled as provided in Article VII of these *Bylaws*. If another officer's position becomes vacant, it shall be filled by an election to be held at the next scheduled Senate meeting after the vacancy's occurrence.

### SECTION 4 RECALL

An officer is subject to recall by a two-thirds vote of the Senate. A recall vote shall be held whenever a majority of the Senators sign and present to the Senate a petition for recall. An officer shall not be subject to a recall election more than once in an academic year.

<b>ARTICLE VI – MEETINGS AND GENERAL OPERATIONS</b>
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**SECTION 1 MEETING TIMES**

Scheduled regular meetings of the Senate shall be held at least once during each calendar month during the academic year. The schedule for each academic year shall be prepared by the Senate Executive Committee and ratified by the Senate at the first Senate meeting of the academic year. Special meetings of the Senate may be scheduled by the Executive Committee or the request of a majority of Senators within five (5) business days notice. An emergency meeting may be called by the President on one (1) day's notice. Special meetings are to address ordinary business, and may be called when volume of business exceeds what can be reasonably executed in the scheduled meetings or when unanticipated matters of university interest require prompt Senate action prior to the next scheduled meeting. Emergency meetings are to address matters of grave and urgent importance and may be called when the Senate must respond immediately or take initiative on timely matters of vital interest to the faculty or the university. Meetings of the Senate, its standing committees, and review committees, are open except when scheduled for or otherwise taken into executive session in accordance with the Senate Bylaws or Parliamentary Authority. Conditions when executive session is appropriate may include, but are not limited to, occasions when the Senate is considering approval or ratification of appointments; charges brought against a member of the Senate, which could result in suspension, censure, or dismissal; or when the presiding officer deems that the Senate may be subject to attempts at intimidation, duress, or disruption by non-members present or likely to enter the meeting hall.

**SECTION 2 QUORUM**

For all scheduled Senate meetings, both regular and special, a majority of current members shall constitute a quorum. Officers are voting members and shall be included in the count for a quorum.

**SECTION 3 GENERAL OPERATIONS**

The officers shall constitute the Executive Committee of the Senate, of which the Senate President shall serve as chair. The Executive Committee shall have general supervision of the affairs of the Senate between its business meetings, fix the hour and place of meetings, make recommendations to the Senate, and shall perform such other duties as are specified in these *Bylaws*. In addition to these general functions, the Executive Committee shall:

- a. have specific, but not exclusive, responsibility for the maintenance of the Bylaws and Standing Rules of the Senate, consistent with the provisions of Articles XI, XII, and XIII.
- b. coordinate Senate business and follow up on Senate actions by meeting regularly with the chairs of the Senate Standing Committees and university administrators, and as necessary with chairs of other university committees.
- c. ensure that the Faculty Assembly is appropriately organized, coordinated, and conducted at the beginning of each semester.
- d. prepare the annual budget of the Senate, based on proposals by the Senate standing committees and review committees, and on the budget ceiling provided by the Administration.
- e. serve as the approving authority for requests for expenditures.
- f. assume no other powers beyond those explicitly established for it in the Bylaws and no other duties beyond those prescribed to it by the Standing Rules of the Senate.

**Section 4 SENATE PARLIAMENTARIAN**

After each newly elected Senate is constituted, the Senate Executive Committee shall appoint a Senate Parliamentarian, whose appointment shall be ratified by a simple majority vote of the Senate. The Parliamentarian shall advise and instruct the Senate and its officers on parliamentary procedure and assist the Executive Committee in maintaining the Bylaws and Standing Rules. As specified in *Robert’s Rules of Order*, the Parliamentarian’s role during meetings is purely advisory and consultative; the chair has sole authority to rule on questions of order and answer parliamentary inquiries. The Parliamentarian shall be appointed from among current or previous Senate members, based upon his or her knowledge and experience with *Robert’s Rules of Order* and the Senate’s Bylaws and Standing Rules. If the Parliamentarian thus appointed is a current Senate member, then the Parliamentarian shall have all the rights and privileges of any other member. A Parliamentarian who is also a serving Senate member shall attend to his or her regular duties as a member of the Senate, during and outside of meetings, in addition to the duties of Parliamentarian as specified in the Senate’s Bylaws, its Standing Rules, and *Robert’s Rules of Order*. A Parliamentarian who is not a currently serving Senate member shall serve the Senate exclusively as Parliamentarian, with no other rights or privileges of Senate membership, but attend solely to the duties of Parliamentarian, during and outside of meetings, as specified in the Senate’s Bylaws, Standing Rules, and *Robert’s Rules of Order*. Should the Parliamentarian be absent from a formal Senate meeting, the Vice President shall serve as Parliamentarian *pro tem* for the meeting.

**ARTICLE VII – DUTIES OF THE OFFICERS AND STAFF**

In addition to the duties prescribed in the parliamentary authority, the officers and staff shall perform the duties described below.

**SECTION 1 DUTIES OF THE PRESIDENT**

- a. serve as presiding officer at Senate meetings.
- b. direct the preparation of the agenda for Senate meetings in consultation with the Vice-President and Recorder, and ensure that the agenda is made available to Faculty prior to the meeting.
- c. ensure that the Senate is provided with copies of official correspondence addressed to the President, and inform and update the Senate on other matters affecting the Faculty.
- d. attend meetings of the Board of Regents, its subcommittees, and other University bodies as necessary; if unable to attend a meeting, the President may appoint another officer or Senator to attend that particular meeting.
- e. meet as necessary or as previously agreed to with the UOG President, Chair of the Board of Regents, Faculty Union Chair, Student Government Association President, and the Staff Council Chair.
- f. serve as signature authority for expenditures approved by the Executive Committee.
- g. represent the faculty at academic ceremonies.

**SECTION 2 DUTIES OF THE VICE-PRESIDENT**

- a. serve as presiding officer when the President is unable to attend meetings of the Senate.
- b. serve as acting President when the President is off island.
- c. assume the office of President for the remainder of the term, if for any reason the position becomes vacant.
- d. serve as timekeeper during meetings of the Senate, and also as Senate Parliamentarian *pro tem* in the absence of the Senate Parliamentarian.

- e. serve as compiler and editor of the Senate Bylaws and rules

**SECTION 3 DUTIES OF THE RECORDER**

- a. serve as presiding officer at Senate meetings if both the President and Vice-President are unable to attend, in which case the recorder shall appoint a recorder *pro tem*.
- b. serve as acting President when the President and Vice President are both off island. Should the Recorder also be off island, succession as acting President falls to the Standing Committee Chairs in the order listed in the Bylaws.
- c. take the minutes at each Senate meeting and maintain an attendance record.
- d. ensure that the minutes of Senate meetings are made available to the faculty.
- e. perform the executive functions of the organizational treasurer, to include tracking accounts and financial records maintained by the Senate secretariat and office of the Senior Vice President for Academic and Student Affairs, and making reports to the Senate leadership and membership on the status of the Senate budget.
- f. serve as Senate Archivist (maintaining a centralized depository for Senate documents, including documents from the Senate standing committees and review committees).
- g. Coordinate with the Administration and Faculty Election Commission to maintain an accurate and up-to-date roster of faculty showing full-time faculty, tenure-track, faculty, graduate faculty, and other categories that may pertain to the support and management of faculty governance.

**Section 4 DUTIES OF THE STAFF SECRETARY**

- a. prepare and manage correspondence from and to the Senate standing committees, review committees, and college academic affairs and curriculum committees, and other correspondents of the Senate.
- b. prepare and maintain records of the correspondence and functional documents of the Senate, including meeting agenda and minutes, handbooks, and historical documents.
- c. maintain a database for tracking Senate correspondence and retrieving materials from the archives.
- d. maintain the Senate website, as directed by the Senate officers.
- e. maintain office equipment and supplies, prepare materials for meetings, and ensure meeting rooms are scheduled and set up.
- f. maintain an up-to-date database of all UOG faculty.
- g. perform other duties as assigned by the Senate President or Senate Executive Committee.

**ARTICLE VIII – DUTIES AND INTERNAL ORGANIZATION OF THE SENATE**

Although elected by the colleges and unit groupings, Senators represent and act on behalf of the Faculty as a whole. The Senate shall be the Faculty organization responsible for making recommendations regarding university-wide academic affairs (including those listed in Article II of these *Bylaws*) and for taking action on recommendations from the Senate standing committees, review committees, commissions, college academic affairs committees, and college curriculum committees. At all levels of discussion of university-

wide academic affairs, all parties shall endeavor to exercise critical thinking in an open and professional manner and shall strive to make decisions based on shared evidence.

The Senate recognizes three basic types of action on recommendations and proposals sent to it and on items originating from within it: *endorsement*, *approval*, and *adoption*:

1. **Endorsement:** Endorsement implies the lending of the Senate's support to a recommendation or document that already has, and will retain, some standing of its own whether or not the Senate endorses it. Endorsement certifies that the Senate is satisfied that the work it has endorsed has been well researched and critically examined; that it is complete and of high quality; and that it is compatible with the broad inter-collegiate interests of the university, as seen by the Faculty. Senate endorsement also implies that the Senate is satisfied that the work has been prepared with due respect to the University's rules and procedures, and that the Faculty has played its appropriate role in the development process. The Senate need not, indeed should not, conduct detailed debate on specific aspects of items that come to it for endorsement. It should simply satisfy itself that the work is worthy of faculty support, based on the criteria above. If the Senate is not thus satisfied, it withholds endorsement and sends its concerns back to the organization from which the item originated so that Senate concerns can be resolved before the item is submitted again.
2. **Approval:** Approval denotes official consent on the contents of a document for which the Senate has sole authority, and which has no standing in the absence of Senate action.
3. **Adoption:** Adoption implies acceptance of a recommendation or document as the Senate's own. Items put before the Senate for adoption may originate from within or outside of the Senate.

Academic policy recommendations from the Administration shall be sent to the Senate, via the Senate President, for review and recommendation from the Senate before implementation.

Each Senate standing committee and review committee shall develop its own procedures and submit them to the Senate.

At any meeting of the Senate, its standing committees, or review committees, the presiding officer shall grant any request for a secret ballot.

The Senate, by simple majority vote, shall have the right to modify the Senate standing committee structure as needed, to create any special committees as needed to carry on the work of the Senate, and to add additional members to the standing committees as requested by the committee. Senators (except officers) shall be evenly distributed (insofar as practicable) among the Senate standing committees, and no senator shall serve on more than one Senate standing committee. Standing committee members shall choose their officers from among their members for one-year terms.

All Senate standing committees and all review committees shall submit a written end-of-the-year report to the Senate, and the Senate President shall submit a written end-of-the-year report to the Faculty.

The Senate and the Faculty Union shall be the respective bodies that select Faculty representatives to any ad hoc committees formed by the Administration to deal with academic matters, matters covered by the BOR-Faculty Union *Agreement*, or both.

All the committees and commissions described in Articles VIII through X (except for the Promotion and Tenure Committee and the University Student Discipline and Appeals Committee) shall send their recommendations to the Faculty Senate for action by the Senate. All Senate recommendations shall be transmitted to the Administration as described in section 1 of this article.

**SECTION 1 IMPLEMENTATION PROCEDURES FOR SENATE ACTIONS**

Shared decision-making shall be the primary guiding principle of implementation.

Recommendations and decisions of the Senate shall be forwarded to the Administration.

The President of the Senate and the President of the University shall jointly establish, in written Memorandum of Agreement, the procedures for routine interaction between the Senate and the Administration. These procedures may be revisited and revised at any time upon the request of the Faculty Senate President or the University President.

In addition to procedures for routine interaction, the memorandum shall incorporate agreements on other matters essential to the success of shared governance, including but not limited to the determination of appropriate load allocations for faculty serving in positions of leadership on the Senate, its standing committees, and associated review committees, as well as the appropriate extension of the employment of the Senate President to ensure continuity of Faculty representation in university governance through the summer and winter inter-sessions.

For matters under the purview of the Board of Regents, and that require a final decision from the Board, the University President shall notify the Faculty Senate President, in writing, of the matter’s final disposition.

**SECTION 2 SENATE STANDING COMMITTEE ON INSTITUTIONAL EXCELLENCE**

This committee is composed of up to four (4) Senators appointed by the Senate President in consultation with the Senators.

This committee shall:

- a. review and make recommendations relative to the University's compliance with WASC accreditation standards.
- b. develop and recommend standards of academic and professional ethics.
- c. make recommendations on issues pertaining to academic freedom and institutional integrity.
- d. perform other necessary functions relative to its areas of responsibility.

**SECTION 3 SENATE STANDING COMMITTEE ON FACULTY EXCELLENCE**

This committee is composed of up to four (4) Senators appointed by the Senate President in consultation with the Senators.

This committee shall:

- a. ensure that appropriate university-wide Faculty development activities are organized, budgeted for, coordinated, and conducted.
- b. develop and recommend policies for integrating part-time Faculty into the life of the University.

- c. develop procedures and standards for the Senate to use in bestowing the University Charter Day Faculty awards in teaching, research, and service.
- d. monitor University policies regarding faculty research and make recommendations to support faculty research, including incentives and awards for academic research.
- e. recommend or review candidates for honorary degrees.
- f. perform other necessary functions relative to its areas of responsibility.

**SECTION 4 SENATE STANDING COMMITTEE ON EVALUATIONS**

This committee is composed of up to four (4) Senators appointed by the Senate President in consultation with the Senators.

This committee shall:

- a. develop and recommend procedures and standards for student evaluation of part-time and full-time Faculty.
- b. develop and recommend procedures and standards for Faculty evaluation of Administrators.
- c. review and recommend revisions in the *Comprehensive Faculty Evaluation System*.
- e. perform other necessary functions relative to its areas of responsibility.

**SECTION 5 SENATE STANDING COMMITTEE ON UNIVERSITY BUDGET AND PLANNING**

This committee is composed of up to four (4) Senators appointed by the Senate President in consultation with the Senators.

This committee shall:

- a. review and recommend revisions of Academic Master Plan, Physical Master Plan, Fiscal Master Plan, and other university-wide planning activities.
- b. review and provide recommendations for budgeting of all University funds.
- c. review and make recommendations on the University's planning databases.
- d. provide recommendations on such issues as campus safety, compliance with ADA, parking facilities, buildings, and grounds.
- e. perform other necessary functions relative to its areas of responsibility.

**ARTICLE IX – THE SENATE’S ACADEMIC REVIEW COMMITTEES**

By this article of these Bylaws, the Senate charts and maintains three academic review committees reflecting the three principal areas of curricular organization: undergraduate, graduate, and general education. The primary function of the review committees is to provide *objective, independent peer review* of faculty proposals and reports. Review committees have no authority to reject or disapprove recommendations, but rather are to provide the originators and decision-makers with independent critical evaluations as specified in Sections 3 through 5 below in the interest of strengthening proposals and ensuring informed decisions. The primary function of the Senate with respect to review of academic proposals and reports is to ensure the integrity of the process.

The review committees are instruments of the Senate. The Senate may therefore modify the provisions of this article by simple majority vote. The Senate may also create, by simple majority vote, any

*ad hoc* committees as needed to carry out the work of Faculty academic governance, or add limited-term additional members to the review committees as requested by them.

Regulations regarding elections, scheduling of meetings, absences, forfeitures of term, substitutes, voting, recalls, and vacancies for review committee members shall be the same as those for the Senate as provided in Article IV of these *Bylaws*.

## **SECTION 1 COMMITTEE MEMBERSHIP AND PROCEDURES FOR CONSTITUTION**

The review committees shall consist of one full-time tenured or tenure track Faculty member elected from each college, school, and unit grouping (as provided in Article III, Section 2) by the respective full-time Faculty thereof. Members of the Undergraduate Curricula Review Committee and General Education Review Committee shall not serve concurrently as chairs of undergraduate major programs or as program representatives to a college academic affairs committee. Members of the Graduate Curricula Review Committee must be members of the Graduate Faculty, and may not serve concurrently as chairs of graduate major programs or as program representatives to a college academic affairs committee. Members of the Faculty may not serve concurrently on the Faculty Senate and an academic review committee. Academic review committee members shall serve a two-year term. The terms shall be staggered to the extent practicable, with fifty percent (50%) of the Faculty members from each college or grouping being elected each year. There is no limit on the number of terms served. Committee members assume their duties on the date of the inaugural session of the incoming Faculty Senate, which occurs in May. Committee members shall elect a chair and a secretary from among the newly-elected and interim members of the Academic Review Committee. Committee officers shall serve a one-year term. A majority of the committee members constitutes a quorum.

The student government is invited each year to appoint a full-time student in good academic standing to serve as the student government liaison and student advisor to each review committee. Each committee may also invite the participation of administrators, other faculty, staff, or students as it deems appropriate to the matters being discussed. While the review committees are encouraged to be receptive and even to solicit constructive input from appropriate outside sources, their fundamental purpose—to conduct objective, independent faculty peer review—must not be compromised, but rather is to be respected, preserved, and protected. A review committee may therefore enter into executive session during any meeting or portion of a meeting when it deems it necessary, either by giving prior notice to the Senate during its report at a scheduled Senate meeting or by majority vote of the committee members present at any meeting with a quorum present.

At the first Senate meeting of the fall semester, each review committee shall submit to the Senate its schedule for the remainder of the academic year. At each scheduled meeting of the Senate, each review committee shall report on the actions taken since the previous Senate meeting, and submit approved minutes of any meetings, which the Senate Secretary shall file.

The review committees are instruments of the Senate, and crucial contributors to the success of the Faculty role in academic governance. Therefore, should a review committee consistently fail to perform its designated functions, roles, or responsibilities to the satisfaction of the Senate, the Senate may disband it by majority approval of a motion for disbandment. Within ten (10) business days of disbandment the members of each college or unit grouping's Senate delegation shall solicit interest from among eligible members of the college or unit grouping and meet to identify a qualified and willing nominee to fill its respective seat on the committee until the next scheduled general election. The delegation shall forward the nomination to the Senate Executive Committee within fifteen (15) business days of the committee's disbandment. The nomination shall be presented to the Senate at its next scheduled meeting, and upon approval of the Senate the nominee shall be appointed to fill the seat until the next scheduled general election, at which time the committee shall be reconstituted. If, however, the disbandment of the committee occurs within six (6)

calendar weeks or fewer before the next scheduled general election, the committee shall remain vacated until its seats are filled in accordance with the regular procedures set forth in this Section, above.

**SECTION 2 REVIEW, RECOMMENDATION, AND ENDORSEMENT OF ACADEMIC PROPOSALS AND REPORTS**

The review committees review academic proposals or reports recommended to the Administration by the college academic affairs committees, and provide comments and suggestions regarding the proposal or report. Each review shall include opportunities for the authors and other contributors to respond. When the review process is complete, the college academic affairs committee and the review committee forward their respective reports to the Senate. The Senate monitors the process and, based on its confidence that processes and procedures have been duly followed, endorses the academic proposal or report and forwards it and the reviewers' report to the approving authority, i.e., the Administration. Neither the Senate nor its review committees presume authority to impose injunctions or penalties on academic programs.

Senate endorsement certifies Faculty satisfaction and confidence in the quality and integrity of the development and review process. The Senate shall not co-opt the functions of the review committees nor presume to conduct a redundant or separate review of proposals or reports. The Senate may, however, share its own observations or concerns, or attach appropriate conditions or qualifications to its endorsement. *This is a collaborative rather than adversarial process* in which the authors of academic proposals or reports and the reviewers work toward the common goal of producing a product that serves the best interest of the institution, while the Senate monitors and guarantees the integrity of the process.

Detailed procedures for the implementation of the functions established for the review committees in these Bylaws and by university policies for academic review and decision-making shall be set forth in the Senate's Special Rules and Standing Rules.

Functions assigned exclusively to the review committees are specified in the subsequent sections of this Article. Functions not assigned to the Senate's review committees are left to the college academic affairs committees and other appropriate organs of academic governance within the university and the colleges. Functions recognized for such entities include, but are not be limited to:

- a. making recommendations to the Administration concerning academic programs, including policies and standards for admission and degree requirements, new programs and courses, and substantive changes in existing programs and courses.
- b. making recommendations to the Administration for development and implementation of assessment plans.
- c. accomplishing periodic reviews of degree programs in accordance with University Program Review Guidelines.
- d. conducting a detailed review of the portions of the Undergraduate Catalog and Graduate Bulletin or Catalog within the purview of the college, near the beginning of the annual review cycle.
- e. recommending technology and facilities needed to support the curricula.
- f. recommending and reviewing policies for development and use of the library collection to support the curricula.

**SECTION 3 UNDERGRADUATE CURRICULA REVIEW COMMITTEE**

In accordance with procedures to be set forth in the Senate's Special Rules and Standing Rules this committee shall:

- a. conduct independent, general cross-disciplinary reviews of recommendations and reports to the Administration from the academic affairs committees and other recognized elements of academic governance within the university concerning undergraduate programs, including policies and standards for admission and degree requirements, new courses and programs, substantive changes in existing courses and programs, ongoing assessment practices, periodic program reviews, and other recommendations and reports relevant to the undergraduate curricula.
- b. conduct a general review of the Undergraduate Catalog near the end of each cycle of publication, just before it goes to the Administration for approval.
- c. perform other necessary functions relative to its areas of responsibility.

**SECTION 3.1 PROGRAM REVIEW SUBCOMMITTEE**

The Program Review Subcommittee shall serve as an instrument of the Undergraduate Curricula Review Committee for the sole purpose of periodic program reviews. Each Program Review Team (PRT) will include members of the Program Review Subcommittee and a Faculty Senate Appointee. This subcommittee shall review program self-studies, complete a report on the PRT’s findings and recommendations, and present the report to the UCRC for endorsement. The UCRC Chair will then present the final report to the Faculty Senate.

Regulations regarding elections, scheduling of meetings, absences, forfeitures of term, substitutes, voting, recalls, and vacancies for the subcommittee members shall be the same as those for the Senate as provided in Article IV of these *Bylaws*.

**SECTION 4 GRADUATE CURRICULA REVIEW COMMITTEE**

In accordance with procedures to be set forth in the Senate’s Special Rules and Standing Rules this committee shall:

- a. conduct independent, general cross-disciplinary reviews of recommendations and reports to the Administration from the academic affairs committees and other recognized elements of academic governance within the university concerning graduate programs, including policies and standards for admission and degree requirements, new courses and programs, substantive changes in existing courses and programs, ongoing assessment practices, periodic program reviews, and other recommendations and reports relevant to the graduate curricula.
- b. conduct a general review of the Graduate Bulletin or Catalog near the end of each cycle of publication, just before it goes to the administration for approval.
- c. perform other necessary functions relative to its areas of responsibility.

**SECTION 5 GENERAL EDUCATION REVIEW COMMITTEE**

In accordance with procedures to be set forth in the Senate’s Special Rules and Standing Rules this committee shall:

- a. provide faculty review and oversight of the University General Education curriculum.
- b. review and recommend faculty proposals to include courses in the General Education curriculum.
- c. review the portions of the Undergraduate Catalog relevant to General Education near the end of each cycle of publication, just before it goes to the Administration for approval.
- d. review and respond to student learning outcome measures relevant to General Education.

- e. review the ID 180 course.
- f. provide recommendations to the Administration for developing and enhancing General Education at the University.
- g. recommend procedures for and coordinate ongoing assessment and periodic reviews of the General Education curriculum.
- h. perform other necessary functions relative to its areas of responsibility.

**ARTICLE X – FACULTY ELECTION COMMISSION,  
PROMOTION AND TENURE COMMITTEE,  
ACADEMIC PROPOSALS AND CHANGES,  
AND UNIVERSITY STUDENT DISCIPLINE AND APPEALS COMMITTEE**

**SECTION 1 FACULTY ELECTION COMMISSION**

For membership, see the BOR-Faculty Union *Agreement*. This commission shall:

- a. conduct Faculty elections, including recall elections.
- b. conduct Faculty polls and confidence votes.
- c. determine appropriate Faculty Senate seat apportionment.
- d. perform other necessary functions relative to its areas of responsibility.

**SECTION 2 PROMOTION AND TENURE COMMITTEE**

For membership and duties, see the BOR-Faculty Union *Agreement*.

**SECTION 3 UNIVERSITY STUDENT DISCIPLINE AND APPEALS COMMITTEE**

For membership and duties, see the *Rules, Regulations and Procedures Manual*. This committee shall also hear student appeals relative to University policies enforced by the Admissions and Records Office.

**ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert’s Rules of Order* shall govern the UOG Faculty Senate meetings, Senate standing committee meetings, and review committee meetings in all cases in which they are not inconsistent with these *Bylaws* and any special rules of order the Senate may adopt.

**ARTICLE XII – AMENDMENT OF SPECIFIC SECTIONS OF THE *BYLAWS***

Amendments of one or a few specific sections of these *Bylaws* that are not extensive may be made at any scheduled meeting of the Senate by a vote of two-thirds of the Senators, provided that the amendments have been submitted in writing at the Senate’s previous scheduled meeting. Unless otherwise noted in the amendment, an amendment shall become effective after the Senate President announces the vote.

<b>ARTICLE XIII - REVISION OF THE <i>BYLAWS</i></b>
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In contrast to *amendment*, *revision* consists of replacing the existing *Bylaws* with an entirely new document.

**SECTION 1 POLLING THE FACULTY**

Upon presentation to the Senate of a petition signed by one-third of the full-time Faculty, the Faculty Election Commission shall, within ten (10) business days, conduct a poll of the full-time Faculty about whether or not the Faculty want a revision of the *Bylaws*. If two-thirds of the Faculty support revision, then the Senate shall appoint a seven-member Bylaws Revision Committee within ten (10) business days of the certification of the polls results by the Faculty Election Commission. With input from the University community, the committee shall complete a new draft *Bylaws* and transition plan for presentation to the Faculty no later than the Spring faculty assembly of the following academic year.

**SECTION 2 DISCUSSION AND RATIFICATION**

The Senate President shall call a special meeting of the Faculty four weeks after the presentation to provide the Faculty the opportunity to discuss the proposed revision. A ratification vote shall take place no later than ten (10) business days after the special Faculty meeting at which the revision was debated. The revised *Bylaws* must be ratified by a majority of the full-time Faculty through a written ballot no later than the subsequent scheduled general election. For purposes of a smooth transition, the new *Bylaws* shall take effect at the beginning of first month of May following the certification of the ratification vote.

<b>ARTICLE XIV – RELATIONSHIP WITH THE UOG FACULTY UNION</b>
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**SECTION 1 RECOGNITION**

The UOG Faculty Senate recognizes the UOG Faculty Union as the sole collective bargaining organization for the Faculty of the University of Guam in matters dealing with wages, hours, working conditions, and the resolution of grievances and adverse actions.

**SECTION 2 RELATIONSHIP OF THE FACULTY SENATE CHARTER AND SENATE *BYLAWS* WITH THE BOR-FACULTY UNION *AGREEMENT***

The BOR-Faculty Union *Agreement* supersedes any provisions of the Faculty Senate Charter and *Bylaws* with which it may conflict. If any section of the BOR-Faculty Union *Agreement* supersedes the Charter and *Bylaws*, then all remaining provisions of the Charter and *Bylaws* are separable and remain in effect.

**APPENDIX 1: EXCERPTED STATEMENTS ON FACULTY ACADEMIC LEADERSHIP**
**Western Association of Schools and Colleges (WASC) Standards (1988 and 2000):**

“Standard 3.C [1988]: The role of the faculty in institutional governance is both substantial and clearly defined.

3.C.1 The role of the faculty in various policy-making, planning, budgeting, and special purpose activities is clearly and publicly stated.

3.C.2 Faculty have and exercise a substantial and independent voice in matters of educational program, faculty personnel, and other matters of institutional policy that relate to their areas of responsibility and expertise.”

Standard 3 [2000] ‘Organizational Structures and Decision-Making Processes’: . . . .

4. The institution’s faculty exercises effective academic leadership and acts consistently to ensure both academic quality and the appropriate maintenance of the institution’s educational purposes and character.”

**American Association of University Professors (AAUP) Statement on Governance (1990):**

“The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. . . . The faculty sets the requirements for the degrees offered in course[s], determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved. . . .

Agencies for faculty participation in the government of the college or university should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved, and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.”

*[For the complete statement, go to AAUP’s web site at [www.aaup.org/govern.htm](http://www.aaup.org/govern.htm)]*

**Donald Kennedy, former president of Stanford University [excerpt from pp. 144-145 of his book *Academic Duty* (Harvard University Press, 1997)]:**

*[Dr. Kennedy describes how, in the late 1960s, Stanford’s faculty decided to create a Senate to replace an unwieldy Academic Council. Kennedy considered it an “extraordinary exercise in the creation of government” and he offered this advice to other universities involved in the same process:]*

“Whatever method [i.e., plenary or representative] is employed [in a faculty Senate], it is essential that faculty members have a way of deploying trusted representatives to participate not only in the committees that carry out the regular functions of the faculty, but also in the committees that act for it in the major university policy decisions. In no kind of institution is the consent of the governed more vital to success – or more difficult to obtain – than at a university. Because the faculty’s work *is* the university’s work, it is essential that faculty support be behind the decisions that vitally affect it.”

**APPENDIX 2: SEAT APPORTIONMENT FORMULA**

To obtain the appropriate divisor start with the integer obtained by dividing the total number of full-time faculty by 15 and then rounding up to the next whole number. Divide the integer thus obtained into the number of faculty in each unit. The number of seats assigned to each unit is the quotient, plus one additional seat for any non-zero remainder. If the total number seats assigned to the Senate exceeds 15, then increase the divisor by one and repeat this process until the total number of seats assigned to the Senate is equal to 15 or exceeds 15 by the minimum amount.

Example: For the hypothetical distribution of faculty in the chart below, the total number of full-time faculty is 185. One-fifteenth of 185 is 12.3, so the first trial divisor would be 13 (i.e., 12.3 rounded up to the next whole number). Dividing the number of faculty in each unit by 13 yields 17 seats, as shown in the chart below. Note the inequity of this hypothetical initial distribution: C2 is allocated five seats, whereas C1 is allocated only four, even though the total number of faculty in the two colleges differs by only two. There is only a 2% difference in faculty, but a 25% difference in representation between the two colleges. It is thus necessary to see if the total number of seats can be reduced (but to no less than 15) by increasing the divisor:

		Faculty	Quotient	Remainder	Seat for remainder	Seats
colleges	C1	52	4	0	0	4
	C2	53	4	1	1	5
schools	S1	17	1	4	1	2
	S2	25	1	12	1	2
	S3	11	0	11	1	1
small units	UG1	17	1	4	1	2
	UG2	9	0	9	1	1
	<b>TOTAL</b>	<b>184</b>	<b>11</b>		<b>6</b>	<b>17</b>
	<b>Total/15 =</b>	<b>12.3</b>	<b>Starting divisor =</b>	<b>13</b>	<b>Selected divisor =</b>	<b>13</b>

For this example, increasing the divisor to 14 reduces the total number of seats to 16, by eliminating the extra seat from C2. Sixteen still exceeds the target of 15, but increasing the divisor to 15, and even to 16, does not reduce the total number of seats to 15:

		Faculty	Quotient	Remainder	Seat for remainder	Seats
colleges	C1	52	3	4	1	4
	C2	53	3	5	1	4
schools	S1	17	1	1	1	2
	S2	25	1	9	1	2
	S3	11	0	11	1	1
small units	UG1	17	1	1	1	2
	UG2	9	0	9	1	1
	<b>TOTAL</b>	<b>184</b>	<b>9</b>		<b>7</b>	<b>16</b>
	<b>Total/15 =</b>	<b>12.3</b>	<b>Starting divisor =</b>	<b>13</b>	<b>Selected divisor =</b>	<b>16</b>

Further increasing the divisor to 17, however, reduces the total number of seats to 14 because one seat is lost by each of the two units with 17 members. This makes the Senate too small, so the only alternative is to return to the configuration of 16 seats. The calculations are thus complete, with a total of 16 seats assigned to the Senate and allocated among the various units as shown in the table above.

Note that this allocation is optimal. It cannot be made more equitable by increasing the number of seats to 17 (in which case one of the two colleges is over-represented), nor can it be made more equitable by reducing the number of seats below 16 (in which case the number of seats drops to 14, making the Senate too small and leaving two of the medium-sized units grossly under-represented). Taking a seat away from one of the smallest units (each of which has but one seat) would leave it completely unrepresented. Taking a seat from one of the two largest units (which have nearly the same number of faculty, i.e., 54 and 52, respectively) would leave it substantially underrepresented with respect to the other. Of the three mid-sized units, which each has exactly two seats, two of the units have exactly the same number of faculty (17) and one has 25. Thus, this formula can be seen to enforce not only a total number of seats that approaches the target as closely as possible, but the most equitable allocation as well.

**ACKNOWLEDGMENTS**

Listed below (in alphabetical order) are the members of the Faculty Senate Organizing Committee who volunteered their time during the Summer and Fall sessions of 2000 to help develop these Senate *Bylaws*:

- Dr. Steven S. Amesbury (Marine Biology, Marine Laboratory)
- Dr. Michael B. Ehlert (Psychology, CAS)
- Dr. Nicholas J. Goetzfridt (Library Science, Learning Resources Center, RFK Memorial Library)
- Dr. John Jenson (Hydrogeology, WERI)
- Dr. Harley I. Manner (Geography, CAS)
- Dr. Donald L. Platt (History, CAS)
- Dr. Velma A. Sablan (Special Education, COE)
- Dr. Nancy Schmitz (Physical Education, CNHS)

Many thanks also to those UOG Faculty, Staff, Students, Administrators, and Board of Regents members who provided valuable input at various stages of the Senate development process. This cooperation made the creation of these *Bylaws* a truly collaborative effort.

**Summary of Amendments:**

May 3, 2001. *This amendment was made to bring the Bylaws into compliance with the agreement made between the Faculty Senate and Acting President (Dr. Tsuda) to establish a permanent and stable working relationship between the Senate and the Administration:*

- *Section 5 Article V deleted.*
- *Article VIII, paragraph 5: Specifications for load allocations for standing committee chairs deleted.*
- *Article VIII, Section 1: Section rewritten to provide that a standing Memorandum of Agreement between the Senate and the Administration govern the procedures for interaction between the Senate and the Administration, determination of appropriate load allocations for Senate officers and chairs of the Senate and academic committees, and extension of employment for the Senate President for summer and winter inter-sessions. Reference to Board Chair deleted from final paragraph.*
- *Article VIII, Section 2, paragraphs b and c, Section 3, paragraph c, Section 4, paragraphs a and b: "and recommend" added.*
- *Article IX, paragraph 1: Specifications for load allocations for academic committee chairs deleted.*
- *Article IX, Section 3, paragraph b, Section 4, paragraph b: "and recommend" added.*

Sep 20, 2001. *This amendment was made to provide for election of a faculty senator from the part-time, adjunct, and emeritus faculty.*

- *Article III, Section 1, paragraph 1: Added provision for election of one senator from among part-time, adjunct, or emeritus faculty.*
- *Article III, Section 2, paragraph 2: Specified that provision for election of one senator from among part-time, adjunct, or emeritus faculty shall not affect apportionment.*
- *Article III, Section 2: Added paragraph at the end of the section charging Faculty Election Commission with certification of eligibility for part-time, adjunct, or emeritus faculty to vote or run for the position.*
- *Article IV, Section 1: Specified a two-year term for the part-time, adjunct, or emeritus faculty senator.*

October 4, 2001. *This amendment corrected an oversight to make Article VIII consistent with the amendment of May 3, 2001.*

- *Article III, final paragraph: Struck "President of the University" and inserted "Administration."*

November 15, 2001. *This amendment clarified the responsibilities of the Senate Standing Committee on Institutional Excellence regarding the undergraduate and graduate catalogs.*

- *Article VIII, Section 2, paragraph e: New language substituted.*

March 21, 2002. *This amendment changed the name of the Academic Committee on Library Resources & Information Technology.*

- *Article IX, Section 5: Name changed to "Academic Committee on Information Resources & Technology."*

April 18, 2002. *This amendment clarified the eligibility of the part-time faculty to run or vote for the part-time, adjunct, emeritus seat provided for by the September 20, 2001 amendment. It also changed the term length of the seat to one year.*

- Article III, Section 2: Additional language inserted into the paragraph added by the September 20, 2001 amendment.
- Article IV, Section 1, paragraph 1, line 4: Struck "two" and inserted "one" in the sentence inserted by the September 20, 2001 amendment.

May 2, 2002. *This amendment changed the name of the Academic Committee on General Education Programs.*

- Article IX, Section 4: Struck "Programs" from the committee name.

October 17, 2002. *This amendment inserted and added language to Article VI, Section 3, to establish the Senate Executive Committee and specify its functions.*

March 6, 2003. *The Senate approved three amendments:*

- The first amendment added language to Article VI, Section 4, to *strengthen and clarify the role of Senate Parliamentarian*. It also made concomitant adjustments in Article VII to the duties of the Vice President and Secretary.
- The second amendment *realigned the academic committee structure* in Article IX. It also made concomitant changes in Article VIII, Sections 2 and 3, to the functions of the Senate standing committees; in Article VI, Section 3, to the functions of the Senate Executive Committee; and in Article X, Section 3, to the interactions between the Senate and the college academic affairs and curriculum committees.
- The third amendment *eliminated the practice of proxy voting* by designated substitutes by striking the original provision for it from Article IV, Section 2.

May 8, 2003. *The amendments of September 20, 2001 and April 18, 2002 were excised from the Bylaws in recognition of the provision in the BOR/GFT Agreement that only full-time faculty may serve on faculty committees and the provision of Article XIV of the Faculty Senate Bylaws, that "the BOR/GFT Agreement supersedes any provisions of the Faculty Senate Charter and Bylaws with which it may conflict."*

November 6, 2003. *This amendment modified the formula in Article III for apportionment of Senate seats to accommodate the revision of the university academic structure made in summer 2003. It also updated language in Articles IV, Section 1, Article IX, Sections 1 and 3, and Article XV that referred to the specific number of colleges and unit groupings from the previous academic structure.*

February 19, 2004. *This amendment corrected erroneous references to "positions" rather than faculty and to "senators" rather than seats in Section 2, Article III.*

October 7, 2004. *This amendment modified Article V, Section 1, and Article VII, Sections 1 and 3, to change the title of the Senate Secretary to Senate Recorder, in anticipation of the Senate hiring a professional staff secretary.*

October 21, 2004. *This amendment deleted the impractical requirement in Article VII, Section 1.e, for the Senate President to meet monthly with other university leaders.*

February 3, 2005. *This amendment modified Article X to update and clarify routing of academic proposals to the Senate.*

February 17, 2005. *This amendment modified Article IX, Section 2, to permit election of members of the ACGC.*

March 3, 2005. *This amendment modified the preamble to Article VIII to define the types of actions taken by the Senate.*

March 17, 2005. *This amendment modified Article VI, Section 3, Article VII, Sections 1 and 3 to add functions for administering the Senate budget.*

September 8, 2005. *This change enfranchised the CEDDERS faculty by grouping CEDDERS with SP&R for representation in faculty governance.*

September 22, 2005. *Three changes were made. The first inserted “semi-monthly” in lieu of “first and third week of each month.” The second changed the provision for revision by eliminating the mandate for automatic biennial consideration of revision and provided for faculty to petition for revision instead. The third change updated the duties of the Senate officers to reflect the establishment of the staff secretary position, which took over certain duties previously assigned to the officers.*

October 13, 2005. *This amendment added the provision for the Senate to adopt and administer a code of ethics.*

October 27, 2005. *This amendment provided for unanticipated vacancies in the Senate or academic committees to be filled by interim members nominated by the delegation from the affected college or unit grouping and appointed by the Senate, in lieu of holding a special election to fill the vacant seat with a new permanent member before the next scheduled general election.*

January 26, 2006. *This amendment changed the voting requirement for modification of the academic committees from two-thirds vote to simple majority vote.*

March 9, 2006. *This amendment replaced the three academic committees with three academic review committees responsible for independent peer review of academic proposals.*

January 25, 2007. *This amendment corrected errors in terminology or grammar, and inconsistencies and ambiguities inherited from the original document or that are artifacts of previous amendments.*

March 8, 2007. *Two amendments were made on this date. One (Article VI, Section 4) eliminated the proscription against the parliamentarian serving as a Senate officer or committee chair. The other deleted Article XI, on elections and appointments, from the Special Rules and incorporated it into article IV the Bylaws.*

October 11, 2007. *Article III was amended to reapportion the seats of the Senate within the new constellation of units after the University dissolved the College of Professional Studies into three new schools: the School of Business and Public Administration, the School of Education, and the School of Nursing and Health Sciences. This amendment also ensures that the total number of seats in the Senate remains as close as possible to 15, without dropping below 15. The amendment includes an Appendix 2: Seat Apportionment Formula. This amendment also adds the word “School” in Section 1 of Article IX.*

March 27, 2008. *Article VII was amended as follows: First, the Senate President is designated as the representative of the faculty for ceremonial functions. Second, the Vice President is designated as acting*

*president when the Senate President is off island, the Recorder is designated as acting president when both President and Vice President are off island, and a provision is added for succession of the acting presidency in the absence of all three of the officers. Finally, a provision is added for the Senate Recorder to exercise executive oversight of the tasks of managing an up-to-date list of full-time faculty members.*

March 27, 2008. *Article III was amended to establish a minimum of one full year of faculty service before a member of the faculty member would be able to run for election.*

May 8, 2008. *Article IV, Section 7 was amended to correct an oversight in the provision from the amendment of October 27, 2005. This amendment makes explicit that interim members serve until the next Senate is inaugurated.*

November 20, 2008. *In October 2005, the Senate amended its Bylaws to provide for filling unanticipated vacancies with interim members. The Special Rules were also amended to include supporting rules in April 2006. In March 2007, the Senate deleted these procedures from the Special Rules and incorporated them into the Bylaws. However, some of the provisions from the Rules were inadvertently omitted in the attempted transfer from the Rules to the Bylaws. Nevertheless, the practices begun under the previous provisions in the Rules (such as the senior member of the delegation convening the meeting to nominate interim members) have been continued. This amendment rectified the omission of these practices by including them in the Bylaws, as originally intended. It also clarified and streamlined some of the steps within the nomination and appointment process.*

November 20, 2008. *This amendment designated the Senate Vice President as the compiler and editor of the Senate's Bylaws and rules.*

May 3, 2010. *Article IV, Section 7 of the Bylaws, regarding filling of unanticipated vacancies, was amended to include expulsion from the Senate as an unanticipated vacancy, and now identifies thirty (30) business days prior to the close of the nominating period as the period within which a seat shall remain vacant until the general election. The amendment also notes that a seat unfilled by a delegation will remain unfilled until the next general election.*

May 5, 2011. *Article VI, Section 1 was amended to change the meeting frequency from semi-monthly to monthly and to add explicit definitions, provisions, and criteria for special meetings, emergency meetings, and executive sessions. Article IV, Section 4 was also amended to conform with the changes to Article VI, Section 1.*

November 17, 2011. *Article IV, Section 7 was amended to state that the process to fill unexpected vacancies on the Faculty Senate also applies to the filling of unexpected vacancies on the Academic Review Committees.*

April 19, 2012. *Article IV, Section 1 was amended to delete references to alternative dates for the Faculty General Election and the Submission of Nominations to the Faculty Election Commission. The University Academic Calendar now identifies a Spring Break at Semester Week 10 ensuring no conflict with the stated date for the Faculty General Election and the submission of nominations to the Faculty Election Commission.*

August 23, 2012. *The Senate approved two amendments:*

- *Article VIII, Sections 3 and 4 were amended to transfer the duty of recommending or reviewing candidates for honorary degrees from the Standing Committee on Evaluations to the Standing Committee on Faculty Excellence.*

- *Article IX, Section 1 was amended to change the beginning duty dates for elected academic review committee members from immediately after certification of the election votes to the inaugural session of the incoming Faculty Senate which occurs in May.*

March 19, 2015. *The Senate approved three amendments:*

- *Article IV, Section 7 was amended to specify that during deliberation and debate on Senate appointments of interim members that voting on nominations shall be conducted in executive session and that voting shall be conducted by ballot, with the outcome of the vote recorded in the minutes.*
- *Article VI, Section 1 was amended to re-insert a line that had inadvertently been left out when the article was last amended on May 5, 2011. A second amendment to the same section was made to clarify the types of occasions on which it is appropriate for the Senate to conduct business in executive session.*

February 21, 2019. *The Senate approved two amendments:*

- *Article III, Section 2 was amended to reflect the current makeup of units at the University of Guam.*
- *Article IX, Section 3 was amended to create Undergraduate Curricula Program Review subcommittee of the Undergraduate Curricula Review Committee with the sole purpose of reviewing program self-studies.*