

Faculty Senate Role - EXCERPTS from the Brandeis University FACULTY HANDBOOK¹, 03.13.18

Handbook Reference	Selected Handbook Text	Senate Roles & Responsibilities
III. FACULTY		
A. Functions, p. 1	<ul style="list-style-type: none"> Faculty participate in university governance through legislative and other acts of the Faculty Meeting, the Faculty Senate, faculty committees, academic departments and other academic units. 	Participate in Faculty Governance.
C. Rights and Responsibilities, 1. Rights, b. participation, p. 3	<ul style="list-style-type: none"> The University establishes procedures in consultation with the Faculty Senate for formulation and reformulation of university rules and regulations that apply to the faculty, but that are not in the Faculty Handbook. 	Consult with University on rules and regulations that apply to the faculty.
C. Rights and Responsibilities, 2. Responsibilities, g. work schedule, i., p. 5	<ul style="list-style-type: none"> Proposals for changes in university policy with respect to the work load of faculty must be submitted to the Faculty Senate, the School Councils, and the Undergraduate Curriculum Committee. 	Review faculty work load changes in University policy.
IV. ACADEMIC ADMINISTRATION		
C. Procedures for Establishment or Discontinuation of a Deanship, 1.-3., p. 9	<ul style="list-style-type: none"> The Provost works in cooperation with the Faculty Senate Council to establish an appropriate deliberative process regarding establishing or discontinuing a deanship, associate provostship, or associate deanship to ensure that faculty constituencies most affected by the proposal are consulted. The Provost informs the Faculty Senate of his or her decision and provides an explanation, and the Faculty Senate may vote to place the proposal on the next Faculty Meeting agenda for consideration. 	Work with Provost to establish deliberative process to establish or discontinue deanship, associate provostship or associate deanship. Vote to add proposals to the Faculty Meeting agenda.
F. Establishment and Discontinuation of Departments, Programs, Centers, Institutes, and	<ul style="list-style-type: none"> The Provost consults with the Faculty Senate Council as well as Academic Deans, chairs of relevant existing departments and School Councils, to establish a deliberative process for the establishment or discontinuation of a school, department, 	Consult Provost to establish a deliberative process for the establishment or discontinuation of school, department, undergraduate or

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Other Academic Units, 1. Proposals & 2. Process, p. 11	<p>undergraduate or graduate program, or other academic organizational unit such as a center or institute.</p> <ul style="list-style-type: none"> The Provost informs the Faculty Senate of his or her decision and provides an explanation, and the Faculty Senate may vote to place the proposal on the next Faculty Meeting agenda for consideration. 	graduate program, academic organizational unit (center/institute). Vote to add proposals to the Faculty meeting agenda.
V. APPOINTMENT, REAPPOINTMENT, TENURE AND PROMOTION		
A. Faculty, 4. Tenure and Promotion, b. procedure, i. definitions, (7), p. 17	<ul style="list-style-type: none"> Four members of the “Tenured Promotions Committee” are chosen by the Dean of Arts & Sciences in consultation with the Faculty Senate and the Division Heads. 	Consult A&S Dean on selected 4 Tenured Promotion Committee members.
A. Faculty, 4. Tenure and Promotion, b. procedure, ix. institutional need, p. 21	<ul style="list-style-type: none"> With prior approval of the President, the Provost may terminate an individual candidacy for reappointment or promotion and tenure on the basis of exceptional institutional need. Prior to acting, the Provost must provide the department with a written justification for the decision and send a copy to the Faculty Senate. 	Receive a copy of any written justification if Provost decides to terminate an individual candidate for reappointment or promotion and tenure on the basis of exceptional institutional need.
B. Academic Officers, 1. The Provost, a.-g., p. 23	<ul style="list-style-type: none"> If the Provost position becomes vacant, or a vacancy is anticipated, the President meets with the Faculty Senate Council and the University Advisory Council to establish a procedure for identifying and selecting candidates for the position. The President consults with the Senate Council concerning possible candidates and their credentials, and then the Senate Council reports to the Senate. The Senate Council gives the President, in writing, a sense of the Senate, including a non-binding vote. The Senate may request a special meeting with the President to provide any comments from the Senate as a whole concerning the candidates. The President recommends to the Board of Trustees only a candidate whose name has been discussed with the Council and in the Senate. The President consults with the Senate Council and University Advisory Council with respect to the reappointment of an 	<p>Senate Council meets with the President & University Advisory Council to address Provost vacancies.</p> <p>President consults with the Senate Council on candidates and Council reports to the Senate and provides to the President written sense of Senate.</p> <p>Senate may request special meeting with the President to provide feedback on candidates.</p> <p>President consults with the Senate Council regarding reappointment of an incumbent Provost or an Interim Provost.</p> <p>President consults with Senate Council on renewal of an Interim President and the Council shares written sense of the</p>

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	<p>incumbent Provost.</p> <ul style="list-style-type: none"> In the case of an Interim Provost, the President consults with the Faculty Senate Council at the earliest possible date concerning candidates and their credentials. In the case of a renewal of an Interim Provost, the President consults with the Senate Council and the University Advisory Council, and the Senate Council then reports to the Senate and shares in writing with the President the sense of the Senate, including a non-binding vote of the Senate. 	Senate.
B. Academic Officers, 2. Academic Deans, a.-e., p. 23	<ul style="list-style-type: none"> If an academic deanship, associate deanship or associate Provostship becomes vacant, or a vacancy is anticipated, the Provost, acting under the authority of the President, meets with the Faculty Senate Council to establish a procedure for identifying and selecting candidates for the position. The Provost consults with the Senate Council concerning possible candidates and their credentials, and then the Senate Council reports to the Senate. The Senate Council gives the Provost the reaction of the Senate. The Senate may request a special meeting with the Provost to provide any comments from the Senate as a whole concerning the candidates. The Provost recommends to the President only a candidate whose name has been discussed with the Council and in the Senate. The Provost consults with the Senate Council and University Advisory Council with respect to the reappointment of an incumbent Academic Dean, associate dean, or associate Provost. 	<p>Senate Council meets with the Provost to address academic deanship, associate deanship or associate Provostship vacancies.</p> <p>Provost consults with the Senate Council on candidates and Council reports to the Senate and provides to the Provost the Senate reaction.</p> <p>Senate may request special meeting with the Provost to provide feedback on candidates.</p> <p>Provost only provides candidate names to the President who have been discussed with the Senate Council.</p> <p>Provost consults with the Senate Council on reappointment of an incumbent Academic Dean, associate dean, or associate Provost.</p>
VI. GOVERNANCE		
A. The Faculty Meeting, 1. Definition, iv., p. 24	<ul style="list-style-type: none"> At Faculty Meetings, the faculty hears and considers annual reports from the President, Provost, standing committees and others, as determined by the President or Provost, in cooperation with the Faculty Senate. 	Faculty Senate works with President & Provost to determine speakers/presenters at the faculty meetings.
A. The Faculty Meeting, 2.	<ul style="list-style-type: none"> The Chair of the Faculty Senate or a member of the Senate Council 	Senate Chair or Senate Council member

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Structure, a.-b., p. 24	<p>presides over the Faculty Meeting.</p> <ul style="list-style-type: none"> Special meetings of the faculty may be called by the President, Provost, or Faculty Senate, or by petition (written or electronic) to the Faculty Senate of half the quorum. 	<p>presides over the Faculty Meeting. Senate may call special faculty meetings.</p>
A. The Faculty Meeting, 2. Agenda and Procedures, a. & e., p. 25	<ul style="list-style-type: none"> The agenda for each Faculty Meeting is established by the Provost and the Faculty Senate Council. Faculty legislation is normally formulated by the Faculty Senate or a faculty committee defined in the Faculty Handbook (section VI. D.) For legislation, which requires approval by two separate Faculty Meetings (normally consecutive), a second reading may not be waived if the legislation has not first been reviewed by a faculty standing committee or by the Faculty Senate. If the Board rejects legislation adopted by the Faculty Meeting, the Provost must inform the Faculty Senate immediately. 	<p>Set each faculty meeting agenda with the Provost. Formulate faculty legislation. Review proposed legislation before a second Faculty Meeting reading. Receives immediate notice from the Provost if the Board rejects legislation adopted by the Faculty Meeting.</p>
B. The Faculty Senate, 1. Definition, p. 25	<ul style="list-style-type: none"> The Faculty Senate is the representative body of the Faculty as a whole. 	<p>Be the Representative body of the Faculty.</p>
B. The Faculty Senate, 2. Functions, a.-f., p. 25-26	<ul style="list-style-type: none"> The Faculty Senate (or any member of the faculty by writing to the Faculty Senate) may initiate discussion on any issue relevant to the educational and research missions of the university or the provisions of the Handbook, including but not limited to academic freedom; the rights, responsibilities, work schedule, salary, and benefits of faculty members; university policies regarding faculty appointments, tenure, promotion, and dismissal; and university rules and regulations as they affect faculty. The Faculty Senate <ul style="list-style-type: none"> i. introduces issues and formulates legislation or proposals for other actions for consideration by the Faculty Meeting; ii. reviews proposed legislation before its submission to the Faculty Meeting and contemplated changes in university rules and regulations that affect faculty, and makes appropriate recommendations to the sponsors thereof and to the Faculty Meeting; 	<p>Initiate discussions on any relevant issue. Introduces issues and formulated legislation or proposals for other actions for consideration by the Faculty Meeting. Review proposed legislation and any contemplated changes in university rules and regulations that affect faculty before those go to the Faculty Meeting. Make recommendations to sponsors of any proposed legislation of contemplated changes in university roles and responsibilities and to the Faculty Meeting. Review standing committees and special</p>

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	<ul style="list-style-type: none"> • iii. reviews the activities of standing and special faculty committees on an annual basis and makes appropriate recommendations for the improvement thereof; • iv. conducts faculty elections called for in this Handbook; • v. considers proposals to establish new schools, departments, or undergraduate interdepartmental programs; • vi. considers other matters brought to its attention by members of the faculty or academic administration and recommends appropriate action; and • vii. calls special meetings of the Faculty as appropriate. • c. The Faculty Senate determines, via electronic poll or other means, the issues of greatest concern to the faculty and ensures their consideration by the Faculty Meeting or appropriate academic administrative bodies. • d. The Council of the Faculty Senate may represent the Senate in discussions with the President, Provost, Academic Deans, and other members of the university community. • e. As specified in this Handbook, the Council of the Faculty Senate <ul style="list-style-type: none"> • i. advises the President, Provost, and the Dean; • ii. nominates candidates for faculty committees; and • iii. provides informal mediation of disputes involving faculty members. • f. Minutes of all Senate meetings are distributed to the faculty, electronically or in writing 	<p>faculty committees on an annual basis. Make recommendations for the improvement of standing and special faculty committees. Conduct faculty elections. Consider proposals to establish news schools, departments or undergraduate interdepartmental programs. Consider other matters brought by members of the faculty or administration and recommends actions. Call special meetings of the Faculty as appropriate. Determine the issues of greatest concern to the faculty and ensures their consideration by the Faculty Meeting or academic administrative bodies. Faculty Senate Council may represent the Senate in discussions with the President, Provost, Academic Deans and other members of the university community. Faculty Senate Council advises the President, Provost, and the Dean. The Senate Council nominates candidates for faculty committees. The Senate Council provides informal mediation of disputes involving faculty members. Distribute Senate meeting minutes to the faculty.</p>
B. Faculty Senate, 3. Structure, a.-c., p. 26-27	<p>a. The members of the Faculty Senate are elected as follows:</p> <ul style="list-style-type: none"> i. Each School of the College of Arts and Sciences elects two members, 	Senators are elected from each School of the College of Arts & Sciences, Heller,

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	<p>each professional school elects two, six are elected at-large, and one member is elected by the emeritae/emeriti faculty from their ranks.</p> <p>ii. To be eligible for election, a candidate must be a member of the faculty within the tenure structure or on a multi-year contract and have been a member of the faculty for at least one year before election, if tenured, or for at least two years, if non-tenured. All emeritae/emeriti faculty members are eligible to run for the emeritae/emeriti seat.</p> <p>iii. Senators are elected for three-year terms. A Senator may not serve for more than six consecutive years.</p> <p>iv. Elections are conducted by the Faculty Senate during the final exam period of the spring term. Voting is conducted electronically. Candidates are elected by plurality. The newly-elected and continuing Senators shall meet before the final faculty meeting of the academic year, convened by the chair, or in the chair's absence by the oldest member, who presides over the new Senate's election of its chair. The emerita/emeritus Senator is not eligible to serve as chair. The chair-elect presides over the election of the new Senate Council. Results of the elections are announced at the last meeting of the faculty in the spring term. Terms of office begin on the first day of instruction in the fall term.</p> <p>b. The first Senate meeting is held during the first month of the academic year. The Faculty Senate meets at least six times during the academic year. The chair, or one-fourth of the members, may call for additional meetings.</p> <p>c. The Council of the Faculty Senate consists of the chair of the Faculty Senate, who also chairs the Council, and three other members of the Senate. Members of the Council are elected for one-year terms. No more than two Senators from a single School may serve on the Senate Council. For this purpose, faculty from the Heller School for Social Policy and Management and the Brandeis International Business School are considered members of the School of Social Science.</p> <p>The emerita/emeritus Senator is not eligible to serve on the Senate</p>	<p>IBS and at-large, as well as one emeritae/emeriti faculty election.</p> <p>Conduct elections and announces election results at the last meeting of the faculty in the spring term.</p> <p>Conduct at least six Senate meetings each academic year.</p> <p>The Senate Council includes the chair of the Senate, who also chairs the Council.</p>

Handbook Reference	Selected Handbook Text	Senate Roles & Responsibilities
	Council.	
C. School Councils, 1. Structure, d., p.27	<ul style="list-style-type: none"> Members of the Council of the Rabb School of Continuing Studies to be appointed by the Provost after consultations with the Faculty Senate Council and the Academic Deans. 	Senate Council consults with the Provost on Rabb School Council appointments.
C. School Councils, 2. Functions, e., p.29	<ul style="list-style-type: none"> The Provost and/or Dean of Arts and Sciences will inform the Faculty Senate and Faculty Meeting of recommendations by the School Councils for major change or discontinuation of academic programs sufficiently in advance of their submission to the Board of Trustees for approval to permit deliberation of such recommendations. 	Will receive notice from the Provost and/or Dean of Arts and Sciences of recommendations by School Councils for major change or discontinuation of academic programs, <i>before</i> they are submitted to the Board of Trustees for approval to permit deliberations.
D. Faculty Committees, 1. Standing and Special Committees, a., p. 29	<ul style="list-style-type: none"> After consultation with the Faculty Senate Council, the Provost may create special committees for specific purposes and duration. 	Senate Council consults with the Provost on creating special committees for special purposes and duration.
D. Faculty Committees, 2. The University Advisory Council, a., p. 29	<ul style="list-style-type: none"> The University Advisory Council is composed of six faculty members appointed by the Provost in consultation with the Council of the Faculty Senate. 	Senate Council consults with the Provost to appoint University Advisory Council members.
D. Faculty Committees, 3. Undergraduate Curriculum Committee, a., p. 30	<ul style="list-style-type: none"> The Undergraduate Curriculum Committee includes five faculty chosen for two-year terms in an election at-large conducted by the Faculty Senate. 	Conduct at-large election for Undergraduate Curriculum Committee members.
D. Faculty Committees, 4. The Committee on Undergraduate Academic Standing, a., p. 30	<ul style="list-style-type: none"> The Committee on Undergraduate Academic Standing includes eight members of the faculty selected by the Dean in consultation with the Council of the Faculty Senate so as to ensure representation of each School. 	Consult the A&S Dean on faculty selections for Undergraduate Academic Standing Committee members.
D. Faculty Committees, 5. The University Budget Committee, a., p. 31	<ul style="list-style-type: none"> The University Budget Committee includes two faculty members appointed by the Faculty Senate. 	Appoint two members of the University Budget Committee.
D. Faculty Committees, 6. The Committee on Undergraduate Admissions and Financial Aid	<ul style="list-style-type: none"> The Committee on Undergraduate Admissions and Financial Aid is composed of six members of the faculty appointed by the Provost in consultation with the Council of the Faculty Senate, the Dean of Admissions and Financial Aid and the Dean of Student Life, the Directors of Admissions and of Financial Aid, and the Vice President for Budget and Planning. 	Senate Council consults with the Provost on six faculty appointments to the Committee on Undergraduate Admissions and Financial Aid.

Handbook Reference	Selected Handbook Text	Senate Roles & Responsibilities
D. Faculty Committees, 7. The Committee on Faculty Rights and Responsibilities, c., p. 31-32	<ul style="list-style-type: none"> Four members of the Committee on Faculty Rights and Responsibilities, three of whom hold tenure, are appointed by the Faculty Senate.... The Faculty Senate and the Provost together appoint the three alternate members. [No department chair or equivalent, incumbent Academic Dean, member of the Faculty Senate Council, Faculty Representative to the Board of Trustees, or member of the University Advisory Council may be appointed to the Committee on Faculty Rights and Responsibilities. Members of the Committee appointed or elected to any of these positions must relinquish their membership on the committee.] 	Appoint four members of the Committee on Faculty Rights and Responsibilities, three of whom hold tenure. Senate and Provost jointly appoint three alternate Committee members.
D. Faculty Committees, 8. The Intellectual Property Review Committee, a., p. 32	<ul style="list-style-type: none"> The Intellectual Property Review Committee includes two faculty members appointed by the Faculty Senate Council. 	Senate Council appoints two members of the Intellectual Property Review Committee.
E. Faculty Representatives to the Board of Trustees, b.-c., p. 32	<ul style="list-style-type: none"> The Faculty Representatives to the Board of Trustees report to the Faculty Senate, and to the faculty as a whole at the Faculty Meeting, on matters that come before the Board, which are of particular interest to the faculty. Elections of Faculty Representatives are conducted by the Faculty Senate according to the same procedure used for election of Senators. 	Faculty Reps report to the Senate on matters that come before the Board, which are of particular interest to the faculty. Conduct elections of Faculty Representatives.
VII. DISPUTE RESOLUTION		
A. The Dispute Resolution Process, 2. The Academic Dean (Arts and Sciences, Brandeis International Business School, or The Heller School for Social Policy and Management), a.-b., p. 33-34	<ul style="list-style-type: none"> When a dispute involving faculty rights or responsibilities comes to the attention of the Dean, he or she determines whether to return the dispute to the chair of the department involved, to accept the dispute for resolution, or to submit it to the Provost. At this point, the chair, the affected faculty member(s), or the Dean may call upon the Faculty Senate to facilitate resolution of the dispute. If the Senate is unable to achieve agreement among the parties to the dispute within 10 working days, it informs the Dean, who then must decide the issue within 10 working days of being notified by the Senate. 	May be called upon by the chair of the department involved, the affected faculty member(s), or the Dean to facilitate resolution of a dispute involving faculty rights or responsibilities. If no agreement is reached among the parties within 10 working days, the Senate informs the Dean, who must then decide within the next 10 working days.

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C. Suspension or Dismissal for Cause, 1. Authority to Suspend or Dismiss, c., p. 35	<ul style="list-style-type: none"> A member of the faculty may not be suspended prior to completion of the procedures defined in the Handbook (VII., C., 2.), unless the President, following consultation with the Faculty Senate Council, finds exceptional and imminent danger of serious harm to the faculty member, to others, or to the university by the faculty member's continuance. In extraordinary circumstances, the President may suspend a faculty member without prior consultation, provided the President consults with the Faculty Senate Council within 48 hours after imposing the suspension. 	Senate Council consults the President prior to suspending a member of the faculty for exceptional and imminent danger of serious harm to the faculty member, others or the university by the faculty member's continuance. Or, the Senate Council consults the President within 48 hours after the President imposes the suspension.
C. Suspension or Dismissal for Cause, 2. Procedure for Suspension or Dismissal, a. and c.iii., p. 35-36	<ul style="list-style-type: none"> Action to suspend or permanently dismiss a member of the faculty is initiated by the Provost. When considering suspension or dismissal, the Provost will first consult with the Faculty Senate Council. The faculty member, the Provost and the Faculty Senate each may appoint an observer, who will attend but not participate in the proceedings. 	Senate Council consults the Provost when they are considering suspension or dismissal. May appoint an observer to attend, but not participate in the proceedings of a suspension/dismissal review.
VIII. ADOPTION AND AMENDMENT OF THE FACULTY HANDBOOK		
a.i., p. 37	<ul style="list-style-type: none"> Proposals for further revision of the Handbook may be placed on the agenda of the Faculty Meeting by the Faculty Senate; the Committee on Faculty Rights and Responsibilities; the Provost or Academic Deans; and the President. 	Propose revision of the Faculty Handbook as a Faculty Meeting agenda item.