

# WENTWORTH INSTITUTE OF TECHNOLOGY FACULTY SENATE BYLAWS

(Approved January 2022)

## **ARTICLE I - Name**

The name of this organization shall be the Wentworth Faculty Senate (hereinafter called the “Senate”).

## **ARTICLE II - Purpose**

The Senate shall represent all faculty in efforts to maintain and improve the quality of Wentworth Institute of Technology (hereinafter “Institute”)’s teaching and learning environment. Consisting of representatives from each School, the Faculty Senate serves as the legislative and executive agency of the faculty and as an assembly through which faculty exercise a collective and independent voice in the governance of the Institute. While ultimate policy authority resides with the Provost, President, and Board of Trustees, the Faculty Senate plays a critical role and has substantial influence on decision-making processes. In the spirit of shared governance, the Faculty Senate and associated committees make recommendations to Institute leadership on how best to strengthen the welfare of the Institute.

## **ARTICLE III - Membership**

Section 1. Members must be full time, non-administrative and non-contingent faculty. Full-time faculty with course release for research and/or up to one course release per term for service to the Institute may be members of the Senate. The Senate may include the most immediate preceding Chair of the Senate, with voting privileges, who can be appointed by the Senate Chair for a term of one year, which can be renewable up to one additional year.

Section 2. The Senate shall be composed of elected Senators for each School at the Institute including, The School of Architecture and Design, School of Computing and Data Science, School of Engineering, School of Management and School of Sciences and Humanities. Each School will be allotted one (1) Senator for every five (5) full time, non-administrative and non-contingent faculty in the School. In calculating the number of Senators per School, representation will be allotted based on whole number multiples of five (5). Thus, a school with 14 faculty will only receive two (2) Senators while a school with 15 will receive three (3). In an effort to ensure broad based representation, the Senate reserves the right to require any School to elect its Senators from different subject areas or programs taught within the School.

Section 3. To ensure continuity, up to 50% of open seats shall be filled per year. The number of open seats each year will be determined via an Institutional census (including eligible faculty headcounts by School) which will be delivered to the Executive Committee by March 1<sup>st</sup> by the Office of the Provost. The Executive Committee will communicate with each School by March 8<sup>th</sup> as to the number of open seats so that the election process can commence. Election results should be delivered to the Executive Committee by March 25th. Newly elected Senators will

begin their term on the first day of April and serve until the last day of March at the end of their term.

At the first election for Senate representatives (after the adoption of this version of the Senate Bylaws, Spring 2022), the various Schools shall adopt the following procedure:

- Each School shall elect one-half of its representation for a term of one (1) year and the other one-half of its representatives for a term of two (2) years. For Schools with an odd number of representatives, the half value will round up for 2 year terms and round down for 1 year terms. For instance, if a school gets 3 Senators, 2 will be elected for a 2 year term and 1 will be elected for a 1 year term.

#### **ARTICLE IV - Organization**

Section 1. The Senate shall be constituted as an elected body representing the faculty to maintain and enhance the teaching and learning environment at Wentworth Institute of Technology.

Section 2. The Senate shall be a separate elected body, reporting to and advising the President and Provost.

Section 3. The Senate shall specifically not be construed to be constituted for the purpose of carrying out directives of the Provost or other Institute Officials, but shall report to the Provost for administrative purposes.

Section 4. The Officers of the Senate and the Senate Committee Chairpersons shall derive their power and authority from the President of the Institute, with their specific duties and responsibilities deriving directly from the Senate members and the Faculty, subject in general to the approval of the President.

Section 5. The following Officers of the Senate shall be elected by the members of the Senate from amongst themselves: Chair, Vice-Chair, and Secretary. The duties of these Officers shall be as specified in Article VI of these By-laws.

Section 6. The Senate shall be managed by an Executive Committee comprised of the three elected Senate Officers, the most immediately preceding Chair of the Senate (at the discretion of the current Senate Chair), plus two additional members at large to be elected by the Senators from amongst themselves; with not more than two additional members to be appointed from time to time by the Chair, on a temporary basis, as the need for special expertise or specific input to particular issues that may arise.

Section 7. Officers and Executive Committee members shall be elected for a one-year term which will overlap with the individuals appointed term to the Senate. The election shall be by written or electronic ballot and shall occur during the April meeting.. They shall assume their duties immediately following the elections, and they shall serve through the last day of March in the next year following the election.

Section 8. Officers and Executive Committee members shall be limited to two consecutive terms (2 years) in any specific office.

Section 9. In the event an elected Officer or Executive Committee member is unable or unwilling to serve, the retiring Officer or Executive Committee member shall continue to serve until a replacement is duly elected to finish the incomplete term for which an election shall be promptly held. In the event of a vacancy occurring after the first day of April, the Senate Chair, or in the case of a vacancy in that position, the Vice -Chair, shall appoint a replacement, with the concurrence of the Executive Committee. Replacement officials so appointed shall serve either up to thirty (30) days or until a properly and duly elected successor has been installed.

## **ARTICLE V - Duties**

Section 1. The Senate shall elect Officers from among its membership, hold meetings as needed, maintain adequate and appropriate minutes of all meetings, and keep the Wentworth Community reasonably informed of its actions and recommendations.

Section 2. The Senate shall take up and discuss matters of academic import or significance. These include, but are not limited to, curricula development, academic facilities, pedagogy, and academic support services, but specifically exclude issues of working conditions, which are the responsibility of the Faculty Federation. See Appendix A for a matrix that outlines the Senate's role in decision making related to matters of academic import or significance. Please note: this matrix is not exhaustive and is meant to include examples of common occurrences of shared governance at the Institute.

Section 3. The Senate shall take up and discuss matters of Institute and/or academic governance directly or indirectly affecting faculty and students.

Section 4. The Senate may form ad-hoc and/or standing committees of the Senate to provide input or advice to the Senate and/or to the Institute regarding any matter on which a Senate member or an Institute Officer, Director or Administrator may request such input or advice and which the Senate agrees to jointly address.

Section 5. The Senate shall take up and discuss academic issues affecting the Wentworth academic community.

Section 6. The Senate shall Co-Chair academic task forces and committees on which it participates as a joint member.

Section 7. The Senate shall review the need, function, operations, and organization of the Senate at least once every five calendar years. The Senate may, subject to the approval of the President, amend its By-laws and/or the operating procedures of the Senate as may be appropriate at any regular or special meeting of the Senate by a two-thirds vote, provided that previous written notice of the amendment was given to all members at least eight days in advance. If the President neither takes any action on, nor responds to, the proposed adopted Bylaws as amended

within Thirty (30) days after receipt thereof from the Senate, then the adopted Bylaws as amended are so approved by default immediately after that Thirtieth (30th) day.

Section 8. The Senate shall host an open Faculty Meeting at the start of each academic year, at a minimum, to update the Faculty on the State of the Institute in collaboration with the Provost, and to address questions from the Faculty.

Section 9. Issues of material budget expenditure by the Senate shall be made by Senate vote. The Senate may request funds from the Office of the Provost to support faculty development and enrichment. The request shall be made by a Senate motion and majority vote.

Section 10. As and when deemed appropriate by the Executive Committee, a Senator's meeting attendance may take place electronically rather than face-to-face. This shall be by synchronous videoconference, but if that is not reasonably available then by synchronous telephone conference. Similarly, as and when deemed appropriate by the Executive Committee, Senate voting may take place electronically.

Section 11. Monthly Meetings of the full Senate shall be held on the first Tuesday of every month during the academic year from 3:30-5pm (EST), or as close thereto as reasonably possible. Schools may not schedule meetings requiring any Senator's attendance during such Monthly Meeting time. Senators must attend at least 75% of Monthly Meetings during the academic year, otherwise the Chair of the Senate may remove any such Senator and ask for the School to conduct a new election for a replacement Senator at the earliest possible time.

## **ARTICLE VI - Officers**

Section 1. The Chair of the Senate shall have the following responsibilities:

- a. Call all meetings of the Senate and, with the consultation of the Executive Committee, establish the agenda for all meetings.
- b. Chair Senate meetings and general faculty meetings called by the Senate.
- c. Chair the Senate Executive Committee.
- d. Represent the Senate, as appropriate, on and off campus.
- e. Appoint officers pro tem, as needed, to carry out the functions of the Senate in the absence, or inability to serve, of any other Senate officer.
- f. Appoint the Chair of any committee or subcommittee formed by the Senate, upon the recommendation of the Executive Committee.
- g. Receive one course release per semester of an academic year (excludes Summer) to execute the duties of the Senate Chair

Section 2. The Vice-Chair of the Senate shall have the following responsibilities:

- a. Serve as Chair of the Senate, including all the responsibilities and duties thereof, in the absence or inability of the Chair to serve.
- b. Serve as Vice-Chair of the Senate Executive Committee.
- c. Review minutes of meetings of the Senate and the Senate Executive Committee prior to distribution.

d. Organize and oversee the activities of all committees, subcommittees, and task forces formed by the Senate.

Section 3. The Secretary of the Senate shall have the following responsibilities:

- a. Serve as Chair of the Senate, including all the responsibilities and duties thereof, in the absence, or inability, of both the Chair and Vice-Chair to serve.
- b. Serve as Secretary of the Senate Executive Committee.
- c. Record the proceedings of the Senate and the Senate Executive Committee meetings.
- d. Prepare the minutes of the Senate and the Senate Executive Committee meetings.
- e. Maintain the official records of the Senate, including an historical record copy of all minutes of all meetings of the Senate and any of its committees and subcommittees.
- f. Distribute minutes for approval no later than 96 hours after each Senate meeting and review by Vice-Chair

Section 4. The Senate Executive Committee shall have the following responsibilities:

- a. Prepare the agenda for the Senate meetings.
- c. Act as liaison between the Senate and the Provost.
- d. Establish committees and subcommittees of the Senate for the purposes of carrying out the functions and duties of the Senate. Said committees and subcommittees may be established as standing committees of the Senate or as temporary task forces of the Senate, as the Executive Committee, with the subsequent approval of the Senate as a whole, may determine.
- e. Recommend to the Chair of the Senate the appointment of a specific person to chair every committee, subcommittee, or task force created by the Executive Committee.
- f. Prepare an annual report on the activities of the Senate, to be presented to the Faculty by the Chair of the Senate at the Spring meeting of Faculty Days, outlining the significant issues addressed by the Senate during the prior academic year, the successes and failures of those efforts, and the issues to be addressed by the Senate in the next academic year.

Section 5. The appointed Chair of each Senate committee, subcommittee, or task force shall have the following responsibilities:

- a. Chair the meetings of the committee to which appointed.
- b. Appoint a secretary to record and prepare minutes of all meetings of the committee.
- c. Establish the operational procedures for the committee.
- d. Report monthly on the work of the committee to the Senate at least 1 week prior to a scheduled Senate meeting

## **ARTICLE VII - Meetings**

Section 1. Regular Meetings

- a. Regular meetings of the Senate shall be held once each month at a time and place to be determined by the Chair to be most convenient to the majority of the members. Meetings may be held at different times and different places each month during the academic year at the discretion of the Chair. Summer meetings may be cancelled if there are no agenda items beyond updates which can be shared asynchronously.

b. Notice of each meeting, along with the draft minutes of the prior meeting, shall be distributed to all members by the Senate Chair, not later than one week prior to the designated time of each meeting.

#### Section 2. Special Meetings

a. Special meetings of the Senate may be called by the Senate Chair, at their discretion, when, in the opinion of the Chair, a matter of particular urgency arises that requires input from the Senate.

b. Special meetings of the Senate shall be held at a time and place to be determined by the Chair, taking into account the reasonable convenience of the majority of the members.

c. The minutes of all special meetings of the Senate shall be recorded and prepared by the Secretary for distribution not later than 48 hours after the meeting.

d. The opinion of members not able to attend a special meeting of the Senate shall be specifically solicited by the Chair, or the designee of the Chair, when known in advance, prior to said meeting and shall be reported by the Chair, or designee of the Chair, at the start of discussions for which the meeting was called.

#### Section 3. Executive Session

a. The Senate shall meet in executive session only if it has been determined by a two-thirds vote of the members present and voting that the matters to be discussed are of such sensitivity or confidence that discussion in a general meeting could or would seriously compromise the integrity of the discussions or the well-being of the members.

#### Section 4. Quorum

a. A quorum of the Senate shall be declared when the appointed hour for a meeting has arrived and at least one-third (1/3) of the duly elected members of the Senate are present and ready to convene.

b. In the event a quorum has not convened by fifteen minutes past the appointed hour for the meeting to start, the Chair shall declare the absence of a quorum and shall reschedule the meeting for a new time and place to be determined by the Chair, but said time not to be less than 48 hours after the appointed time. The Secretary shall immediately post a notice to that effect on the door of the place in which the postponed meeting was originally scheduled to be held, and then the Secretary shall duly notify all members of the postponement and of the new time and place for the rescheduled meeting.

c. A special meeting shall be postponed only if a quorum cannot be assembled within thirty minutes of the appointed time for the meeting.

#### Section 5. Meeting Minutes

a. The minutes of all meetings of the Senate and all Senate Committees and Subcommittees shall be maintained as outlined above.

b. One (1) copy of all minutes of all meetings shall be maintained by the Secretary of the Senate as a formal record of the proceedings of the Senate.

c. One (1) copy of the minutes of all Committees and Subcommittees shall be maintained by the Chair of that Committee or Subcommittee as a permanent record of the work of that Committee or Subcommittee.

- d. In the event a Committee or Subcommittee disbands, the official records of that Committee or Subcommittee shall pass to the Secretary of the Senate who shall continue to maintain those records in perpetuity.
- e. Upon transfer of the duties of the Secretary of the Senate, the outgoing Secretary shall be responsible for turning over to the incoming Secretary, a complete and unabridged file of all the historical records of the Senate in a safe and orderly fashion, for safekeeping and maintenance.
- f. One (1) copy of the minutes of all Senate meetings, except executive sessions, shall be forwarded to the Provost upon their approval by the Senate.
- g. The form of all such required meeting minutes copies – paper, electronic or otherwise – shall be determined from time to time by the Senate Chair.

#### Section 6. Voting

- a. Each Senator who is present at a meeting either physically or through synchronous video- or telephone conference shall have one (1) vote on all motions. There shall be no proxy or absentee voting. When deemed appropriate by the Executive Committee, an electronic vote may be administered. For electronic voting a minimum of seven (7) days' notice shall be provided to all Senators by the Chair. Such notice shall include the motion and supporting documentation for the electronic vote. The motion shall pass with a simple majority, if the vote tally reaches quorum. If quorum is not met, the motion will be tabled.

#### **ARTICLE VIII - Parliamentary Authority**

The rules contained in the most recent Edition of Robert's Rules of Order shall govern the Senate in all cases where they are not inconsistent with these bylaws and/or any special rules of order the Senate may adopt.

#### **ARTICLE IX - Amendments**

These bylaws may be amended at any regular or special meeting of the Senate by a two-thirds vote, provided that previous written notice of the amendment was given to all members at least eight days in advance. Amendments to the bylaws shall be forwarded to the President for approval.

## Appendix A: WIT Faculty Senate By-Laws

	Faculty Senate	Faculty Committees (Senate Committees include: New programs, Program Review, Faculty Affairs, Enrollment and Admissions, Finance, Calendar, ICC, Academic Policy, Academic Instruction)	Other
Academic Policies and Standards	<b>Approves</b>	Academic Policies Committee (Recommends)	Academic Policy Writing Group (Registrar + Deans + Provost's Office) (responsible)
New Degree Program	<b>Approve*</b>	New Programs Committee ( <b>Approves</b> ) Program Curriculum Committee ( <b>Responsible</b> )	*Final approval after routing through Senate lies with the Provost, President and Board of Trustees
Curriculum/Degree Requirements and course approvals	Provost's Office and Dean's Offices <b>Consult</b> with the Senate	Program Curriculum committees ( <b>Responsible</b> for designing and updating degree programs consonant with educational, accreditation, School and Institute requirements); ICC ( <b>Approves</b> )	
Academic Calendar	<b>Consulted</b> (committee of the whole)		Calendar committee retired (January 2022)



## Appendix A: WIT Faculty Senate By-Laws

Admissions Standards	<b>Informed</b>	Enrollment and Admissions Committee ( <b>consulted</b> )	Enrollment Management ( <b>Responsible</b> )
Retention and Graduation Requirements	<b>Consulted</b>		Enrollment Management, Success Studio, Registrar's office
Library Related Policies	<b>Consulted</b>		
Items related to supporting scholarly activity/University Research and Scholarship (e.g. course release, funds for conference travel, grants office, IRB, society memberships)	<b>Approve/Consulted</b> depending on the circumstance	Faculty Affairs <b>Consulted</b> on Policy	
Budget and Planning Related	<b>Consulted</b> as a committee of the whole (2X per year)		Finance committee retired (January 2022)
Program Accreditation	<b>Informed</b>	Program Curricular Committees ( <b>Responsible</b> )	

## Appendix A: WIT Faculty Senate By-Laws

Periodic Program Review	<b>Approves</b>	Program Review Committee <b>(Responsible)</b>	
IT support for Academics	<b>Informed</b>	Academic Instruction Committee <b>(Consulted)</b>	
Promotion	<b>Informed</b>	Promotion Committee (Recommends within the constraints of the Union Contract)	Faculty Affairs committee <b>consults</b> with promotion committee regarding updates to process and procedures related to promotion
Facilities (specifically those related to instruction) [Maintenance (e.g. HVAC in CEIS building? Autoclave?) Labs? What is Capital Equipment?]	<b>Informed</b>	Academic Instruction Committee <b>(Consulted)</b>	
Establishment, reorganization or discontinuation of organizational units	<b>Consulted</b> (for Academics)		
Study Abroad	<b>Informed</b>	Faculty Affairs <b>(consulted)</b>	
DEI Policies	<b>Consulted</b> on matters related to the teaching and learning environment		Various departments, working groups and committees <b>responsible</b>
Hiring Policies and procedures – Full Time Faculty	<b>Informed</b>	Faculty Affairs <b>Consulted</b>	Hiring in general will likely fall under purview of VP ERE. Consultation with FA around best practices

## Appendix A: WIT Faculty Senate By-Laws

Hiring of Full Time Faculty	<b>Informed</b> (of onboarded new faculty)	Faculty Hiring Committees (Recommends)	HR Approves
Hiring Policies and procedures – Adjunct Faculty	<b>Informed</b>	Program faculty or curricular committees helps to define role and expectations	
Hiring Policies and procedures – Semester Hire Faculty	<b>Informed</b>	Program faculty or curricular committees helps to define role and expectations	
Hiring Policies and procedures – (Academic) Staff	<b>Informed</b>		
Other matters regarding general welfare of institution	<b>Informed</b>	Senate executive committee ( <b>Consulted</b> )	
Co-op Standards and updates	<b>Informed</b>	Program curricular committees ( <b>Consulted</b> )	
Student honors and scholarships	<b>Informed</b>		Faculty Informed (could be Senate or full faculty)
Student life and athletics	<b>Informed</b>		Faculty Informed (could be Senate or full faculty)
Advancement and external relations	<b>Informed</b>		Faculty Informed/Consulted, as appropriate (could be by School, Senate or full faculty)

## Appendix A: WIT Faculty Senate By-Laws

Student Learning communities and residential pipeline programs	<b>Informed</b>	Enrollment and Admissions Committee ( <b>consulted</b> )	Program curricular committees ( <b>consulted</b> ): curriculum development
--	-----------------	--	--

<b>Decision Level</b>	<b>What It Means</b>	<b>Bottom Line</b>
<b>A =</b> Approve	A group (team, board, committee) or person who must sign off or veto a decision before it is implemented or selected from options developed by the R role; accountable for the quality of the decision.	The buck stops here.
<b>R =</b> Responsible	A group or person who takes the initiative in the particular area, develops the alternatives, analyzes the situation, makes the initial recommendation, and is accountable if nothing happens in the area.	It's our job to make it happen—if things get stuck, it's my fault.
<b>C =</b> Consulted	A group or person who must be consulted prior to a decision being reached but with no veto power.	Advice honestly solicited and engaged with, but no veto power.
<b>I =</b> Informed	A group or person who must be notified after a decision, but before it is publicly announced; someone who needs to know the outcome for other related tasks but need not give input.	Informed before public announcement; needs to know for related task.