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## DOC 2007-05 Processes and Procedures of the Academic Senate

University of Dayton. Academic Senate. Executive Committee

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**PROPOSAL TO THE ACADEMIC SENATE**

TITLE: Processes and Procedures of the Academic Senate

SUBMITTED BY: Executive Committee of the Academic Senate

DATE: April 25, 2008; revised 24 April, 2009

ACTION: Legislative Authority

REFERENCE: II. B. 1.

RATIONALE: These "Processes and Procedures" are intended to facilitate the smooth and transparent functioning of the Academic Senate at the University of Dayton.

Processes and Procedures  
Of the Academic Senate

University of Dayton

As amended  
April 24, 2009

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## I. Introduction

These “Processes and Procedures” are intended to facilitate the smooth and transparent functioning of the Academic Senate at the University of Dayton.

The Academic Senate was approved through a process that involved a faculty vote and a vote of the Board of Trustees in 1981. Since then, the Academic Senate has acted on numerous issues and established processes, procedures, and policies. The Executive Committee recognizes the need to provide members of the Academic Senate and the University community with a single document that summarizes the decisions that have been made by the Academic Senate in relationship to its responsibilities and processes in order to better conduct the business of the Academic Senate.

This document should be viewed as an on-going project, and should be reviewed and updated on an annual basis by the Executive Committee and the Academic Senate.

Information related to membership of the Academic Senate, minutes of meetings, and actions of the Academic Senate is available at:

<http://academic.udayton.edu/senate/>

## II. Academic Senate

**A.** Membership in the Academic Senate is set out in Article IV of the Constitution. This Article specifies that the membership of the Academic Senate consists of 39 voting members. (See Appendix A)

**B.** Members of the Academic Senate are responsible for initiating and formulating the academic and educational policies of the University of Dayton within the parameters set out in the Constitution. All members are expected to familiarize themselves with the Constitution and with the decisions that have been made by the Academic Senate over its history since 1981. Each member serves on one of the standing committees of the Academic Senate and is also expected to develop an expertise in the area of that committee. Members are expected to communicate with and regularly engage their constituencies in discussion of the issues that are before the Academic Senate. Senators who are on sabbatical may continue to serve on the Academic Senate. They are expected to meet all obligations, including attendance at committee meetings. If they are not able to meet these obligations, they should contact the President of the Senate and ask to be replaced for the sabbatical period.

**C.** Procedures for calling and conducting meetings of the full Academic Senate are set out in the Constitution, Article V. The following points include some of that information as well as information on current practices related to the meetings of the Academic Senate.

- The Academic Senate must meet at least once in each of the fall and winter terms. Usually monthly meetings are scheduled. The Academic Senate meetings are scheduled for 3:00 PM on Fridays.
- Attendance by more than half of the Senators (20 or more) constitutes a quorum.
- The Academic Senate functions using Roberts Rules of Order and has an appointed parliamentarian.
- Meetings of the Academic Senate and the agendas for such meetings must be announced to the University community at least one week prior to a scheduled meeting. The agendas are set by the Executive Committee and the President of the Academic Senate works with a liaison in the Provost Office to ensure that announcements are sent out by e-mail.
- The Constitution provides a process for calling special meetings.

**D.** Processes and procedures for the functioning of the Academic Senate are outlined in the Constitution. In addition, the Academic Senate has made decisions about specific processes and procedures through approval of Senate documents and has developed practices in relationship to other processes and procedures. This document summarizes

official decisions as well as processes and procedures that are in place as of the academic year 2007-2008.

### **III. Officers of the Academic Senate**

Process for the election of the officers of the Academic Senate and the specific duties of those officers are set out in the Constitution and, in the case of the Vice-President, in a document of the Academic Senate. The following also includes tasks and responsibilities that have been taken on by these officers but which are not specified in the official documents.

**A.** Election of Officers of the Academic Senate is set out in the Constitution of the Academic Senate in Section VI. A. 6. and C. 1 and 2. Currently, the new members of the Executive Committee are elected at the first meeting of the new Academic Senate. This normally takes place immediately after the last Winter semester meeting of the outgoing Senate. The Executive Committee is first elected and then the officers are elected from the members of the Executive Committee.

**B.** Responsibilities of the President

- Calls the meetings of the Academic Senate (Meetings for the Academic Senate need to be planned two years in advance. See the Calendar of Activities in the Appendices).
- Chairs the meetings of the Academic Senate
- Calls the meetings of the Executive Committee
- Chairs the meetings of the Executive Committee
- Attends the meetings of the Educational Leadership Council
- Calls meetings of the entire faculty to discuss Senate action
- Carries out additional responsibilities not specified in the Constitution of the Academic Senate (The President may appoint a representative to carry out specific additional responsibilities.)
  - Serves on the Provost Council
  - Serves on various University committees as the representative of the faculty
  - Attends University social events as the representative of the faculty
  - Attends meetings of the standing committees as requested
  - Attends sessions of the meetings of the Board of Trustees as requested by the Provost

**C.** Responsibilities of the Vice-President

Responsibilities are set out in DOC 84-01. These are:

- In the absence of the President of the Academic Senate, call and chair meetings of the Executive Committee of the Academic Senate.
- In the absence of the President of the Academic Senate and with the approval of the Executive Committee of the Academic Senate, call and chair meetings of the Academic Senate.
- Attends the meetings of the Educational Leadership Council.



- May serve as liaison between the Senate, its committees, and other University Committees, Councils, and Boards.
- Carries out additional responsibilities not specified in this document
  - Serves on the Judicial Review Committee (May appoint a representative to carry out this function)

**D. Responsibilities of the Secretary**

- Records minutes for the meetings of the Academic Senate and the Executive Committee of the Academic Senate.
- Promulgates minutes through appropriate means ( web site, e-mail, and list serve distribution) to members of the Academic Senate and the wider University community
- Communicates actions of the Academic Senate to the Provost for required action.
- Oversees the Senate webpage and Quickplace.
- Maintains the issues list for the Academic Senate.
- Works with the Office of the Provost to ensure that records of the Academic Senate are archived at the end of each academic year.
- Attends the meetings of the Educational Leadership Council.

#### IV. Executive Committee of the Academic Senate

**A.** The process for the election of members of the Executive Committee is set out in Section VI. E. of the Constitution.

- Because members of the Executive Committee are elected for two-year terms, there are times when these terms cannot be completed. This may be because a representative leaves the University, takes sabbatical leave or some other form of leave, or is not re-elected to the Academic Senate.
- If a member of the Executive Committee is unable to complete the full two-year term, elections are held for a one-year replacement to complete the term.
- This creates a two-year cycle for election of the following positions:
  - Year 1  
Humanities  
Natural Sciences  
Business  
Dean
  - Year 2  
Social Sciences  
Education  
Engineering
- Other member of the Executive Committee are appointed as follows:
  - Law has only one faculty representative and so that person is automatically on the Executive Committee
  - The Library has only one faculty representative and so that person is automatically on the Executive Committee
  - The undergraduate student representative is replaced yearly.
  - The graduate student representative is replaced yearly.

**B.** Responsibilities of the Executive Committee are also set out in VI. E. of the Constitution. Important responsibilities include:

- Set the Agenda for meetings of the Academic Senate.
- Appoint members of all Academic Senate committees. This includes sub-committees of the standing committees (for example, the Committee on General Education and Competencies).
- Facilitate the deliberations and actions of the Academic Senate, including coordination of activities among its committees. This includes receiving and assigning documents (See Section VI).
- Coordinate Academic Senate activities, through the Office of the Provost, with University-wide Committees, Councils, and Boards.
- Assure that committees of the Academic Senate:
  - Adhere to the principle of mandatory consultation with University administrators affected by committee action.
  - Are constituted in a way that reflects the charter of the committee.
  - Receive clear directions concerning their powers and responsibilities along with appropriate deadlines.
  - Report as charged.

- Conduct appropriate hearings on the topics under discussion.
- The Executive Committee has the power to establish temporary procedures and take action in cases in which the Constitution provides no guidance, such procedures being subject to approval of the Academic Senate at its next meeting.

In addition

- The Executive Committee has responsibility for working with appropriate bodies to ensure that University committees are maintained and appropriately appointed.
- The Executive Committee is responsible for ensuring that elections for the Academic Senate are held annually.
- The Executive Committee is responsible for ensuring that elections are held for membership of the University Promotion and Tenure Committee and receives the annual report of that Committee.
- The Executive Committee is responsible for monitoring the *Faculty Handbook* to ensure that all actions of the Academic Senate are appropriately incorporated into the *Handbook* by the responsible person in the Provost Office.
- Members of the Executive Committee also serve on the Educational Leadership Council.

#### C. Processes and Procedures

- Meetings are called by the President of the Academic Senate
- Meeting times are set to accommodate the schedules of all members. If no such time can be found, times are varied in order to assure that all members can attend regularly.
- Quorum: Attendance by more than half of its membership constitutes a quorum for conducting business at meetings of the Executive Committee.
- Voting: While most issues brought before the Executive Committee are acted on by consensus arrived at through discussion, any member may request a vote on any issue that is before the Executive Committee. When a vote is taken, a simple majority of the quorum present is required for passing a motion.
- Minutes are recorded by the Secretary of the Academic Senate and are promulgated in accord with the Constitution of the Academic Senate.
- A member of the Faculty Board attends the meetings of the Executive Committee as a non-voting participant.

## **V. Standing Committees of the Academic Senate**

There are three standing committees: Academic Policies Committee, Faculty Affairs Committee, and Student Academic Policies Committee. Each member of the Academic Senate is also a member of one of the Standing Committees. The duties and responsibilities of the standing committees are set out in the first document of the Academic Senate (DOC 81-1).

### **A. Responsibilities**

The general duties and responsibilities of each of the standing committees include:

- Considering all policies in the specific area of the committee as referred by the Executive Committee. These policies may be reviewed under legislative authority or legislative concurrence or in a consultative capacity. The initial determination of the type of action is made by the Executive Committee.
- Initiating changes in these policies for consideration by the Academic Senate
- Regularly reviewing all policies in the respective area and recommending changes as needed. (The standing committees have standing oversight over a range of issues. These are listed on the issues list maintained by the Vice-President of the Academic Senate.)
- Developing expertise in the areas where consultation may be needed.

### **B. Appointment**

- Members of the standing committees are appointed by the Executive Committee. Normally, members are asked to provide a ranking of their preferences. The Executive Committee tries to balance the membership on committees, ensuring the participation of faculty, students, and deans on each committee.
- The Faculty Board appoints a non-voting representative to each of the standing committees.
- The Provost appoints an associate provost as a non-voting representative to each of the standing committees.

### **C. Selection of Officers**

- Each standing committee elects a chairperson for the academic year. Normally this happens at the organizational meeting of the Academic Senate.
- The standing committees may elect other officers as needed. For example, a standing committee may determine to have a secretary to maintain the minutes.

### **D. Processes and Procedures**

- Setting of Meeting Times and Publication of Meetings
  - Meeting times are set to accommodate the schedules of all members. If no such time can be found, times are varied in order to assure that all members can attend regularly.

- Meetings and agendas are to be publicized in advance so that interested members of the University community can attend. (See DOC 81-1)
- Quorum: Attendance by more than half of its membership constitutes a quorum for conducting business at meetings of the Standing Committees.
- Voting: While most issues brought before the standing committees are acted on by consensus arrived at through discussion, any member may request a vote on any issue that is before the committee. When a vote is taken, a simple majority of the quorum present is required for passing a motion.
- Minutes: Each standing committee maintains minutes of every meeting. Minutes of the previous meeting should be approved at each meeting. Once these minutes are approved, they are sent to the Secretary of the Academic Senate and are posted on the Senate website and in the Quickplace maintained by the Academic Senate. All members of the Academic Senate are notified of the posting of these minutes. Unapproved minutes should be circulated to members of the standing committee in a timely manner so that they can be reviewed. Unapproved minutes should also be sent to members of the Executive Committee so that they are well-informed about the work of the Academic Senate. This can be accomplished by posting them in the appropriate place on the Senate Quickplace.
- Annual Reports: Each standing committee sends an annual report to the Secretary of the Academic Senate for inclusion in the minutes of the final meeting of each academic year.
- Each Standing Committee maintains an issues list and communicates that regularly to the Secretary of the Academic Senate for posting on the Senate webpage.

## **VI. Procedures for Handling Proposals Submitted to the Academic Senate**

Document 82-7 sets out the procedures for handling documents submitted to the Academic Senate. Since the passage of that document, the Constitution has been changed to that the President of the Academic Senate is a faculty member, rather than the Provost. Because of this, the initial submission and numbering of documents has been changed by practice.

### **A. Initiation of proposals**

- Proposals and issues are submitted to the President of the Academic Senate.
- The President places proposals and issues on the agenda for the Executive Committee.

### **B. Executive Committee Procedures**

- The Executive Committee of the Senate reviews the proposal and makes one of the following decisions:
  - Assign the proposal to one of the standing committees.
  - Return the proposal to the originator for additional information or development.
  - Reject the proposal as not appropriate for Senate action.
  - Proceed otherwise as it deems appropriate.
- If the proposal is accepted for Senate action, the Executive Committee instructs the Secretary to number the proposal and determines the action to be taken (Legislative Authority, Legislative Concurrence, and Consultation).
- If the proposal is assigned to a committee, the Executive Committee may state specific conditions (e. g., time limits, delimitation of proposal, specific directives, etc.).
- When a proposal is sent to a specific committee, copies of the proposal are posted on the Senate website so that the proposal is available to all members of the University. As the proposal undergoes significant change, revised versions are to be posted and linked to previous versions.

### **C. Standing Committee Procedures**

- The standing committee will review the proposal, do any research which it deems necessary, consult officers it deems appropriate, etc.
- The standing committee will then rewrite the proposal in a form for appropriate Senate action, and call it a document using the same number as on the original proposal and adding a new date. All previous dates will be retained.
- When the document is in this form, the Secretary of the academic Senate will make it available to the entire faculty. This will be done by placing it on the Senate website. Faculty should be advised of posting of Senate documents.
- Open hearings are not required of every document. When appropriate, the Executive Committee will direct that an open hearing be held by the standing

committee. Such hearings will be held by representative of the entire committee.

- After the hearing, if required, the standing committee will make any revisions it deems necessary, assign a new date, and submit the final document to the Executive Committee of the Senate.

#### **D. Senate Action**

- The Executive Committee will then determine if the document is ready for Senate action.
  - If a decision is made that it is ready, the Executive Committee will place the document on the next Senate agenda.
  - If a decision is made that the document is not ready, it will be returned to the appropriate standing committee along with the specific reasons for returning it.
- Once a document is on the Senate agenda, the Senate will decide the appropriate action to be taken.
- Final versions of all documents will be provided to all Senators and the entire faculty at least one week before the Senate meeting at which the document is to be discussed. This is done through the Senate website.

## VII. Index of Actions of the Academic Senate

The Academic Senate has developed official processes and procedures on some issues and established practices on others. Senators should consult all of the documents that have come before the Academic Senate in order to understand past practice and documented practices and procedures. These are available on the website for the Academic Senate at:

<http://academic.udayton.edu/senate/documents/senate%20documents/Documents.htm>

The following presents a summary of issues that have been acted on by the Academic Senate. Most recent actions are at the beginning of the topical lists.

### A. Documents Related to the Function of the Academic Senate

- **DOC-09-01 University Nominating and Recruitment Committee**
- **DOC-07-05 Processes and Procedures of the Academic Senate** (approved April 25, 2008; requires annual review by the Academic Senate)
- **DOC-06-05 Constitutional Amendment to change the timing of elections and terms for faculty, instructional staff, and student representatives** (approved April 21, 2006; Approved by faculty vote September 25, 2006; Approved by the Board of Trustees, October 19, 2006)
- **DOC-04-02 Amend Two Subsections of the Constitution of the Academic Senate** (approved February 6, 2004)
- **DOC-01-03 Televising Academic Senate Meetings on Flyer TV** (April 17, 2001)
- **DOC-01-01 Amendment to Provide for Undergraduate Student Senators to be the Same Students Elected by the SGA as Academic Senators** (February 23, 2001)
- **DOC-00-11 Lecturer Representation on the Academic Senate** (October 13, 2000)
- **DOC-98-03 Amendments to the Constitution, Official Ballot of the Academic Senate** (March 27, 1998)
- **DOC-86-01 Evaluation of the Senate**
- **DOC-85-04 Critical Budget Issue for the 1987-1988 Annual Report**
- **DOC-85-03 Procedure for the Academic Senate and the Executive Committee on the University Budget Process and Content Procedure**
- **DOC-84-01 Responsibilities of the Vice-President of the Academic Senate**
- **DOC-82-07 Procedures for Handling Proposals Submitted to the Academic Senate** (approved February 18, 1983)
- **DOC-81-01 Proposed Duties and Responsibilities of the Newly Established Standing Committees** (January 7, 1982)

### B. Documents Related to University-wide Curricular Policies



## 1. General Education

- **DOC-08-01 The Common Academic Program**
- **DOC-07-04 A New Vision for the University of Dayton's Honors Program** (Approved September 26, 2008)
- **DOC-03-08 Revised General Education Policy** (approved October 31, 2003) (This document supersedes all previous documents)
- **DOC-02-02 Revision of Section V, Administration of the University's General Education Policy, April 1991** (approved April 19, 2002)
- **DOC-96-06 Proposal for Processing General Education Course Proposals** (April 15, 1996; see Doc-81-02)
- **Doc-81-02 General Education** (Approved September 23, 1983; 1991 revisions are also included in this document)

## 2. Competencies (Basic Skills)

- **DOC-08-02 Revision of Quantitative Reasoning Competencies** (Approved October 29, 2004; revised and approved with stipulation to review in two years; January 23, 2009)
- **DOC-05-03 Change in the QRC Module 3 Retake Requirement** (approved December 2, 2005)
- **DOC-03-01 Quantitative Reasoning Competencies** (approved February 14, 2003)
- **DOC-00-12 Implementation of Writing Competency** (October 13, 2000; See Doc-99-8)
- **DOC-00-10B Implementation - Quantitative Reasoning Competencies and DOC-00-10A Quantitative Reasoning Competencies** (October 13, 2000)
- **DOC-00-02 University General and Graduation Competency Membership Amendment** (February 11, 2000)
- **DOC-99-08 University General and Graduation Competency Program** (November 29, 1999). This is the document that establishes the Competency Program. Documents noted after this document augment this policy.
- **Doc-82-04 Basic Skills Report** (Approved September 21, 1984) Replaced by the competencies program.

## 3. Assessment

- **DOC-07-02 University of Dayton Assessment Plan** (Approved December 14, 2007)
- **DOC-95-02 Assessment Plan** (April 21, 1995)
- **DOC-95-06 Academic Program Review -- Program Assessment** (November 13, 1995)

## 4. First Year Experience

- **DOC-96-04 Proposal for a University First-Year Experience Program** (April 5, 1995)

5. Curriculum Change

- **DOC-97-07 Consultation Procedures for Curriculum Change** (March 28, 1997)

6. Honors/Scholars Program

- **Doc-03-06 The Brother Joseph W. Stander Symposium and Honors Convocation** (approved September 12, 2003)
- **There are documents between the 01 and 02 years that are not numbered that relate to the Honors and Scholars Programs.**

C. Documents Related to Academic Programs

1. Graduate

- **DOC-08-03 Master of Science in Bioengineering**
- **DOC-07-03 Guidelines for the Development of Course-Based Graduate Certificate Programs** (Approved December 14, 2007)
- **DOC-05-04 Doctor of Physical Therapy (DPT)** (approved December 2, 2005)
- **DOC-04-03 Professional M.S. in Mathematics Education Program Development Plan** (approved March 12, 2004)
- **DOC-03-13 Broad-based LL.M. and Masters of the Study of Law** (approved December 12, 2003)
- **Doc-03-05 The University of Dayton Proposal for New Graduate Degree Program Professional M.S. in Financial Mathematics Program Development Plan** (approved September 12, 2003. Approved by Board of Trustees, October 17, 2003)
- **DOC-98-04 Criteria for Serving on and Chairing of Master's Thesis and Doctoral Advisory Committees** (April 17, 1998)
- **DOC-97-06 Proposal to Initiate the Ph.D. in Theology** (April 11, 1997)
- **DOC-97-04 Notice of Intent to Discontinue Master of Arts in Philosophy** (March 28, 1997)
- **DOC-97-02 Notice of Intent to Discontinue Master of Science in Mathematics** (January 1997)
- **DOC-97-01 Notice of Intent to Discontinue Master of Arts in History** (January 1997)
- **DOC-96-03 Guide for the Initiation of a New Graduate Degree Program** (February 9, 1996)
- **DOC-96-02 Procedures for Graduate Program Suspension, Reactivation, and Discontinuation** (January 31, 1996)
- **DOC-94-11 Conflict of Interest Policy** (April 28, 1995)
- **DOC-94-01 Proposal for the Formation of a Graduate School** (April 29, 1994)
- **DOC-86-05 Proposal for the Establishment of a Ph.D. Program in Educational Leadership, Public and Catholic, at the University of Dayton**

## 2. Undergraduate

- **DOC-99-11A Computer Engineering Technology, New Degree Program** (April 16, 1999) DOC-99-11B Additional Information for Doc-99-11A
- **DOC-98-07 Curricular Changes in Teacher Education Programs** (April 17, 1998)
- **DOC-96-10 B. S. in Environmental Engineering** (December 20, 1996)
- **DOC-96-09 Curriculum Revisions for Chemical and Materials Engineering** (December 1996)
- **DOC-95-07 Requirements to Earn an Additional Bachelor's Degree** (December 1, 1995)
- **DOC-84-07 Change in Degree Designation for Programs in Engineering Technology/Deletion of Associate in Technology Degree**

## 3. Other

- **DOC-98-08 Change the Name of the School of Education** (September 11, 1998)
- **DOC-94-10 Initiation, Suspension, Reactivation and Discontinuation of Academic Degree Programs** (April 21, 1995)
- **DOC-82-08 Academic Program Review** (Part II, consultative approved March 15, 1985)

## D. Documents Related to the Academic Calendar

- **DOC-05-02 Change in Exam Schedule for Fall 2005** (March 11, 2005; Academic Senate unanimously favored the original calendar)
- **DOC-04-09 Sense of the Senate Document from the Calendar Committee** (approved December 3, 2004)
- **DOC-04-07 Evening Class Schedule** (approved December 3, 2004)
- **DOC-04-04 Final Tests Schedule** (approved April 23, 2004)
- **DOC-03-10 Final Examination Week** (approved December 12, 2003)
- **DOC-03-09 Finals Week Proposal** (Vote of Confidence October 31, 2003)
- **DOC-96-11 Recommendations on Academic Calendar** (December 1996)

## E. Documents Related to Administrative Maintenance of Academic and Educational Policies

- **DOC-07-01 Changing Reporting of Grade-in-Progress from 'P' to 'IP'** (Approved October 26, 2007)
- **DOC-06-06 Designation of Honors for Undergraduates** (approved April 21, 2006)
- **DOC-06-02 Change in Course Withdrawal Policy** (approved March 10, 2006)(Sent to the President by the Provost April 12, 2006)
- **DOC-04-05 Participation in May Commencement Short of Required Credits** (approved October 29, 2004)
- **DOC-04-01 Students with Disabilities and Final Exams** (approved February 6, 2004)

- **DOC-03-12 Diploma Exercises and Commencements** (approved December 12, 2003)
- **DOC-03-11 Extension of Roesch Library Hours During the Final Examination Period** (approved December 12, 2003)
- **DOC-03-07 Revised Dean's List Proposal** (approved October 31, 2003)
- **DOC-03-03 University Degree Requirements for Minimum UD Credit Hours** (approved February 14, 2003)
- **DOC-01-07 Graduate Academic Policies Affected by the New +/- Grading System** (approved 12/07/01)
- **DOC-01-06 Suspension Notations Due to Disciplinary Violations on the Academic Transcript** (approved 12/07/01)
- **DOC-01-02 New +/- Grading System** (approved March 23, 2001)
- **DOC-00-16 Undergraduate Academic Policies Affected by the New +/- Grading System** (approved 10/12/01)
- **DOC-00-06 Designation and Transcription of Service Learning Courses** (March 31, 2000)
- **DOC-98-05 Technical Advances and Process Changes** (April 17, 1998)
- **DOC-97-12 Learning Assistance Center and Tutorial Senate** (December 5, 1997)
- **DOC-97-03 Transcribing of GPAs** (February 18, 1997)
- **DOC-96-07 Final Exam Policy** (December 1996)
- **DOC-96-05 Revision to the University of Dayton Final Exam Policy** (March 18, 1996)
- **DOC-95-05 University Policy Mandating Course Descriptions from All Undergraduate Academic Departments** (December 1, 1995)
- **DOC-95-03 18th Hour Policy** (September 12, 1995) **DOC-94-05 Allowable Credit Hours for Full-Time Tuition** (November 10, 1994)
- **DOC-94-07 Grade Option 2 Policy** (March 16, 1995)
- **DOC-94-06 Attendance Policy** (December 16, 1994)
- **DOC-94-04 Graduation Honors** (October 14, 1994)
- **DOC-94-03 Retake Policy** (February 3, 1995)
- **DOC-93-02 Change in First-Year Student Attendance Policy** (March 30, 1993)
- **DOC-92-04 Wording Change to Encourage Professors to Encourage Attendance** (April 15, 1992)
- **DOC-92-03 Recommended Wording Changes for Deficiency Reports** (April 15, 1992)
- **DOC-92-02 Recommended Procedure for First Year Student Attendance Requirements** ( April 15, 1992)
- **DOC-87-05 Attendance Policy**
- **DOC-86-06 Student Disciplinary Records Policy**
- **DOC-84-06 Change in the Timing System of the Final Examination Schedule**
- **DOC-84-03 Proposed Change in Admission Requirements for Some Students** (Approved March 15, 1985)

- **DOC-82-05 Amendments to the University's Attendance Policy** (forwarded to faculty March 1, 1983; President approved March 23, 1983)

## F. Documents Related to Faculty Issues and Concerns

### 1. Promotion and Tenure Issues

- **DOC-06-10 University Promotion and Tenure Policy** (approved April 20, 2007; approved by faculty September 26, 2007; approved by the Board of Trustees December 4, 2007)
- **Doc-06-11 Post Tenure Review** (Approved April 11, 2008)
- **Doc-06-08 Evaluating Faculty Teaching for the Purpose of Tenure, Promotion, and Merit** (sense of the Senate discussion April 21, 2006)(Legislative Authority action April 11, 2008, tenure issue only)

### 2. Sabbaticals

- **DOC-96-08 Sabbatical Policy** (December 1996)
- **DOC-87-01 Sabbatical Leave** (See Doc-81-05)
- **DOC-81-05 Sabbatical Leave** (Approved December 9, 1983)

### 3. Retirement

- **DOC-00-07 Cashability of Retirement Benefits** (March 31, 2000)
- **DOC-00-04 Faculty Voluntary Early Severance Program and Phased Retirement Option** (February 18, 2000)
- **DOC-97-09 Phased Retirement Option for Senior Faculty** (October 9, 1997)
- **DOC-97-08 Faculty Voluntary Early Severance Program** (October 9, 1997)
- **DOC-92-01 Phased Retirement Option for Senior Faculty** (Approved April 22, 1992)
- **DOC-89-01 Phased Retirement Option for Senior Faculty**
- **DOC-88-01 Faculty Voluntary Early Retirement Program** (Continuation of 82-3, Consultative)
- **DOC-82-03 Faculty Voluntary Early Retirement Program** (Approved May 18, 1983--see additional letters attached)

### 4. Leaves

- **DOC I-04-06 Faculty Maternity Leave Policy** (approved October 29, 2004) Changes November 25, 2008
- **DOC-04-06 Faculty Maternity Leave Policy** (approved October 29, 2004)
- **DOC-02-03 Suspending the "Tenure Clock" for Tenure Track Faculty Members Eligible for Family or Medical Leave** (approved by Academic Senate, December 6, 2002, voted upon and approved by faculty, approved by Board of Trustees, May 16, 2003)
- **DOC-95-04 Effect on Tenure Review of Leaves of Absence for Personal or Family Reasons** (October 20, 1995; effective August 15, 1996)

## 5. Tuition Exchange

- **DOC-02-01 Resolution in Support of Proposal by the Office of Human Resources to Modify Eligibility Standards for the Tuition Exchange Program** (approved February 15, 2002)
- **DOC-00-09 Tuition Exchange Program** (April 28, 2000)
- **DOC 98-02 Tuition Exchange Program, Benefits and Severance Package** (March 27, 1998)
- **DOC-88-02 Tuition Exchange Program**

## 6. Other Issues

- **DOC-06-12 Faculty Background Checks** (approved December 1, 2006)
- **DOC-03-02 Create Non Tenure Track Research Professorships** (approved February 14, 2003)
- **DOC-00-08 Technology and Tenure** (March 31, 2000) and **DOC-99-09 Technology and Tenure** (December 3, 1999)
- **DOC-00-03 Faculty Voting Rights** (February 18, 2000)
- **DOC-97-10 Definition of Faculty and Voting Procedures Related to Academic Freedom and Tenure** (December 7, 1997)
- **DOC-96-01 Revision in Policies Regarding Faculty Grievances, Tenure, and Academic Freedom** (December 1995)
- **DOC-95-01 Faculty Workload Guidelines** (April 1995)
- **DOC-94-09 Adjunct Faculty Status Policy** (January 13, 1995)
- **DOC-94-02 Part-Time Faculty Policy** (April 8, 1994)
- **DOC-93-01 Policy on Misconduct in Research and Scholarship** (October 5, 1993)
- **DOC-91-03 Faculty Grievance Document** (Approved May 8, 1992)
- **DOC-91-02 Process for Evaluating Non-tenured and Tenured Faculty** (Approved November 23, 1993)
- **DOC-89-04 Academic Administrative Promotions**
- **DOC-89-02 Recommendations Prioritization of Resources for Research and Inquiry**
- **DOC-88-03 Revision of Definitions of Distinguished Service Professor and Professor Emeritus**
- **DOC-87-03 Proposed Policy on Overload Compensation Due to Unavoidable Absence** (See Doc-81-04)
- **DOC-87-02 Restrictions on Charges for Materials Authored, Co-authored, or Published by a Faculty Member Teaching the Course in Which the Materials are Used**
- **DOC-84-05 Lecturer** (Approved March 15, 1985)
- **DOC-84-02 Recognition Award for Faculty**
- **DOC-82-09 Faculty Appeals and Hearing Procedures for Allegations of Illegal Discrimination**
- **DOC-82-01 Faculty Exchange**

- **DOC-81-04 Overload Compensation**
- **DOC-81-03 Confidentiality of Faculty Personnel Files**

#### G. Documents Related to Student Issues and Concerns

##### 1. Assessment of Teaching

- **DOC-05-01 Revision of Undergraduate Standards of Conduct and Establishment of an Undergraduate Honor Pledge** (approved April 25, 2008)
- **DOC-04-08 Use of Student Evaluations in Judging Teaching Effectiveness** (approved December 3, 2004)
- **DOC-00-13 Voluntary Release of Student Assessment of Instruction Answers** (October 13, 2000)
- **DOC-00-01 Directions for Completing Student Assessment of Instruction--Report of Results of Students Assessment of Instruction** (February 18, 2000; Effective March 1, 2000)
- **DOC-99-07 Student Assessment of Instruction** (December 3, 1999; Effective March 1, 2000)
- **DOC-99-01 Voluntary Release of Faculty Evaluation Answers** (March 19, 1999)
- **DOC-89-03 Revision of Faculty Evaluation Form**

##### 2. Other

- **DOC-05-01 Revision of Undergraduate Standards of Conduct and Establishment of Undergraduate Honor Pledge**( Originally submitted March 11, 2005; Approved April 25, 2008)
- **DOC-98-06 Medical Excuses from the Health Center** (April 17, 1998)
- **DOC-98-01 Physical Activities Courses** (March 27, 1998)
- **DOC-90-03 Proposed University of Dayton Student Speakers' Policy**
- **DOC-90-02 Draft Policy on the Official Recognition of Student Groups and Organizations**
- **DOC-82-10 Procedure for Student Academic Grievance Based upon Sexual Harassment**

#### H. Other Documents

- **DOC-03-04 Policy on Fair, Responsible and Acceptable Use of Electronic Resources, and the Proposed Guidelines for Interpreting the Policy on Fair, Responsible, and Acceptable Use of Electronic Resources** (approved September 12, 2003)
- **DOC-00-05 Diversity in Community** (February 18, 2000)
- **DOC-98-09 The Character of Community at the University of Dayton** (December 11, 1998)
- **DOC-97-11 Statement of Dignity** (December 5, 1997)

- **DOC-97-05 Guidelines for the Proper Use of Recombinant (rDNA) DNA** (March 28 1997)
- **DOC-94-08 Intellectual Property Policy** (December 16, 1994)
- **DOC-90-05 Proposed Policy on the Distribution or Sale of Materials and Solicitation of or by Employees**
- **DOC-90-04 Proposed Draft for University of Dayton Statement on Freedom of Expression**
- **DOC-87-04 Proposal for a Policy For Formulating Recommendations** Concerning CIA Recruitment on Campus
- DOC-86-04 Revised Employee Grievance Policy
- **DOC-86-03 Policy on Computing Ethics** (Approved January 23, 1987)
- **DOC-85-02 Guidelines for Inclusive Language Usage**
- **DOC-85-01 University Programming for Persons 60 Years of Age or Over**
- **DOC 84-04 Change in Policy Requiring Prayer at the Beginning of Classes** (Approved March 15, 1985)
- **DOC-83-02 Evaluation of the Dean of the College of Arts and Sciences**
- **DOC-83-01 Policy and Procedures on Sexual Harassment**
- **DOC-82-06 Library Collection Evaluation Policy** (approved April 8, 1983)

#### I. Special Resolutions

- Special Resolution--**Raymond M. Herbenick** (April 23, 1999)
- Special Resolution -- **Stanley L. Saxton** (April 23, 1999)



## VIII. Appendices

### A. Academic Year Calendar for Activities of the Academic Senate

#### April-May

- First meeting of the new Senate. This includes election of the members of the Executive Committee, election of the new officers of the Academic Senate, and preliminary standing committee assignments.
- Outgoing secretary reviews minutes and documents to ensure accuracy
- President receives the report of the University Promotion and Tenure Committee and communicates this to the Executive Committee

#### Summer

- President works with the Provost Office liaison regarding meeting times and places for the Academic Senate and the Executive Committee. Meetings for the Academic Senate need to be planned two years in advance. Meetings for the next year need to be reviewed and confirmed. Meeting times and place for the Executive Committee should be established for the next year, if possible.
- Outgoing secretary and incoming secretary transition the management of the website and Quickplace and ensure that the Provost Office Liaison has archived paper copies of the minutes and documents of the previous year.
- Membership of the Academic Senate is finalized and posted. This involves identifying sabbatical replacements, etc.

#### August

- Executive Committee and Standing Committees set meeting times and the agenda for the term. This information is distributed to members of the Academic Senate and the University community.

#### September

- First meeting of all committees. The Processes and Procedures should be reviewed and ongoing work should be discussed.
- Processes for clear communication between the standing committees and the Executive Committee should be confirmed. This includes confirming who will report for each standing committee at the meetings of the Executive Committee. It also includes confirming the process for submitting approved and unapproved minutes of all the committees.
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

#### October

- On-going work

- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

#### November

- On-going work
- Budget meeting

#### December

- On-going work
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

#### January

- Executive Committee and Standing Committees set meeting times and the agenda for the term. This information is distributed to members of the Academic Senate and the University community.
- On-going work
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

#### February

- On-going work
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

#### March

- On-going work
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.
- Election of new members to the Academic Senate
- Election of new members to the University Promotion and Tenure Committee

#### April

- On-going work
- Executive Committee establishes the agenda for the meeting of the Academic Senate. The President works with the Provost Office liaison to promulgate the agenda.

- Executive Committee appoints new members to the Committee on General Education and Competencies in accordance with that policy.
- The Executive Committee reviews and revises the processes and procedures document for the Academic Senate.
- All standing committees submit annual reports for the minutes of the April meeting.

## B. Template for Documents

Documents will be given the following format. The Executive Committee will determine the document number, the nature of the action, and the reference when the document is submitted and will make any changes as the document is assigned and developed.

**DOC I -00-00**

### **PROPOSAL TO THE ACADEMIC SENATE**

**TITLE:** This should give a clear indication of the content of the document

**SUBMITTED BY:** this may be any group or member of the University

**DATE:** The Executive Committee will assign a date for final action by the Academic Senate. If multiple actions are taken, this will be recorded and appropriate documents linked on the Academic Senate webpage.

**ACTION:** Legislative Authority, Legislative Concurrence, or Consultation

**REFERENCE:** The section of the Constitution of the Academic Senate that gives the Senate authority on the issues and any other relevant University documents.

**RATIONALE:** This may be included in the opening of the document or may be stated here.

C. Template for Minutes

UNIVERSITY OF DAYTON  
DAYTON, OHIO  
MINUTES OF THE ACADEMIC SENATE  
Date  
Place and Time

Senators Present:

Senators Excused:

Guests:

1. Opening Prayer:

2. Roll Call:

3. Minutes:

4. Announcements:

5. New Business Issues

7. Committee Reports:

Faculty Affairs Committee:

Academic Policies Committee:

Student Academic Policies Committee:

Executive Committee:

9. Adjournment:

Respectfully submitted,

D. Templates for Issues Lists (including standing oversight)

The Secretary of the Academic Senate will maintain the following issues list on a yearly basis for the Academic Senate.

DOC#	Title	Date reviewed by ECAS	Date assigned APCAS	Date assigned FACAS	Date assigned SAPAS	Action taken by AS	Date and outcome

Yearly Committees (including standing oversight)

Each standing committee and the Executive Committee will maintain an issues list that tracks both standing oversight issues and issues assigned by the Executive Committee.

Doc #	Issue	Action	Description of further information	Sent to ECAS (date)

