CASE WESTERN RESERVE UNIVERSITY

# By-Laws of the Faculty Senate

Academic Year 2026-2027

CASE WESTERN RESERVE UNIVERSITY

# BY-LAWS OF THE FACULTY SENATE OF CASE WESTERN RESERVE UNIVERSITY

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CASE WESTERN RESERVE UNIVERSITY

BY-LAWS OF THE FACULTY SENATE OF CASE WESTERN RESERVE UNIVERSITY

These By-laws, in conjunction with the Constitution of the University Faculty, shall constitute the rules and regulations governing the conduct and procedures of the Faculty Senate in the performance of its duties, as authorized and directed by the aforesaid Constitution.

## BY-LAW I. DEFINITIONS

Selected terms appearing in these By-laws are employed with the following intent as to their definitions:

President. The President of the University.
Constitution. The Constitution of the University Faculty, as amended.
Chair. The Chair of the Faculty Senate.
Executive Committee. The Executive Committee of the Faculty Senate.
Secretary. The Secretary of the University Faculty and of the Faculty Senate.
Vice Chair. The Vice Chair of the Faculty Senate.
Nominating Committee. The Nominating Committee of the Faculty Senate.
Voting Members of the University Faculty. All persons holding full-time academic appointments at the ranks of Professor, Associate Professor, Assistant Professor, Senior Instructor, and Instructor in the constituent faculties of Case Western Reserve University as defined in the Constitution of the University Faculty, Article I, Section A.

## BY-LAW II. PURPOSE AND FUNCTIONS

The purpose and functions of the Faculty Senate shall be as provided in the Constitution, Article V, Section A.

## BY-LAW III. MEETINGS

Item a. Regular Meetings.
Pursuant to the Constitution, Article V, Section B, during each academic year the Faculty Senate shall hold at least three regular meetings within the period from September to December, inclusive, and at least three within the period from January to May, inclusive. The period between any two successive regular meetings shall not normally be less than approximately one month. The dates of regular meetings shall be determined by the Executive Committee in consultation with the Secretary. Attendance at regular Faculty Senate meetings will be held in-person as the default. It is for this reason that exceptions to in-person attendance will be made at the discretion of the Chair of the Faculty Senate.

A quorum will be determined at the beginning of the meeting by counting the voting members present in the room as well as the voting members who are attending remotely. Remote vote counting procedures shall be determined by the Executive Committee on an annual basis.

Item b. Special Meetings.
Special meetings of the Faculty Senate may be called by the President, by the Chair, by majority vote of the Executive Committee, or upon written petition, stating the purpose of the proposed meeting and signed by not less than twenty percent of the membership of the Faculty Senate.

Such petition shall be delivered to the Secretary who shall certify it to the Chair, who, in turn, shall call the special meeting. Special meetings of the Faculty Senate may, at the discretion of the Executive Committee, allow for electronic attendance and voting.

A quorum will be determined at the beginning of the meeting by counting the Senators present in the room as well as the Senators attending remotely.

A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.

Item c. Technology to support electronic meetings and procedural rules.

1. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
2. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate.

Item d. Emergency Meetings.
An emergency meeting of the Faculty Senate may be called by the President, by the Chair, or by the Executive Committee.

Item e. Extraordinary Circumstances.
When the University Administration declares that the University is affected by extraordinary circumstances, the Chair and Vice-Chair may designate regular meetings of the Faculty Senate to be emergency meetings such that all rules pertaining to notice, agenda, rules of order, order of business, quorum, and adoption of motions will be those that pertain to emergency meetings.

Item f. Notification and Agenda.

1) The Chair, or, on the Chair's designation, the Secretary shall notify each member of the Faculty Senate and those non-members who have the privilege of attending at least two weeks before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

2) At least seven days before each regular and special meeting, the agenda of the meeting shall be distributed to all members of the Faculty Senate, to a deputy appointed by the Provost and Deans, and, in addition, to those non-members of the Faculty Senate who have the privilege of attending and who, in response to the aforesaid notification, have communicated to the Secretary their intention of attending.

3) Notification of each emergency meeting shall be directed to each member of the Faculty Senate in advance of the meeting.

Item g. Presiding Officer and Rules of Order.
The Chair, or, in the absence of the Chair, the Vice Chair, or in the absence of both the Chair and the Vice Chair, a member of the Executive Committee designated by the President, shall preside at all meetings of the Faculty Senate. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Newly Revised, excepting as otherwise specified in the Constitution or in these By-Laws.

Item h. Order of Business - Regular Meetings.
The order of business at all regular meetings of the Faculty Senate shall be as follows:

1) Reading, correction, if necessary, and adoption of the minutes of the previous regular meeting and special meetings, if any.

2) Resolutions in memoriam.

3) Introduction of new members of the Faculty Senate.

4) Announcements.

5) Report of the Executive Committee.

6) Reports of other standing committees.

7) Reports of special committees.

8) Consideration of unfinished business.

9) Consideration of new business.

Item i. Introduction of a Motion with Respect to New Business.
A member of the Faculty Senate may introduce a motion with respect to new business at any regular meeting by placing a copy of such motion with the Secretary at least ten days before the meeting for inclusion in the agenda. In accordance with the Constitution, Article VI, Section A, Paragraph 3, such inclusion shall not require approval by the Executive Committee.

At any regular meeting, a member of the Faculty Senate may introduce a motion with respect to new business which has not been included in the agenda, provided, however, that a vote of at least a two-thirds majority of the voting members present shall be required to validate such a motion as in order for consideration and possible action at that meeting.

Item j. Order of Business - Special Meetings and Emergency Meetings.
The order of business at any special meeting or any emergency meeting shall be only the consideration of the matter or matters for which the meeting shall have been called.

Item k. Reports, Motions, and Amendments to be Reduced to Writing.
All committee reports at all meetings shall be submitted to the Faculty Senate in writing. All motions introduced at all meetings, in addition to amendments thereto, shall be reduced to writing before a vote is taken.

Item l. Procedure of Voting.
Voting at all meetings of the Faculty Senate shall be by electronic voting devices (e.g. clickers) provided to each voting member. Upon completion of each vote and announcement of the tally, the electronic record of the individual members' votes will be deleted. Only the numerical vote tally will be reported in the minutes, except in the case of a roll call vote.

In the event of a failure of electronic voting devices or upon request of a member present, voting may be by voice, by a show of hands, by division of the assembly, or by secret ballot.

Upon demand by not less than eight of the voting members present, a roll-call vote shall be required; and, with respect to such roll-call vote, an entry shall be made in the minutes of the names of all members voting in the affirmative, of the names of all members voting in the negative, and of the names of all present but abstaining.

Item m. Minutes.
The Secretary shall prepare and keep the minutes of each meeting; submit a draft of the minutes to the Chair for review; and, prior to the next meeting, distribute a copy, with such comment as the Chair may append, to each member of the Faculty Senate and to such non-members who have the privilege of attending as may so request.

Item n. Quorum and Adoption of Motions.
At any meeting of the Faculty Senate, fifty percent of the voting membership shall constitute a quorum.

The quorum at regular meetings of the Faculty Senate is determined by a count of the voting members physically present and voting members attending remotely.

The quorum at Special Meetings of the Faculty Senate is determined by a count of the voting members physically present and voting members attending remotely.

Except where as indicated by the adopted Parliamentary Authority, the affirmative vote of the majority of the voting members in attendance shall be required for the adoption of any motion at all Faculty Senate meetings.

BY-LAW IV. MEMBERSHIP AND PRIVILEGE OF ATTENDANCE

Item a. Voting Membership.

The voting membership of the Faculty Senate shall be as provided in the Constitution, Article V, Sections C and F, subject to the provision that Faculty Senators shall not also serve as deans (Assistant, Associate, Vice, including Interim appointment) within their constituent faculties or any University entity. If any voting member is appointed to serve as a dean during their term on the Faculty Senate, their membership shall end immediately upon their appointment as dean, and their constituent faculties shall, using the process
identified in the constituent faculty's Bylaws, elect a Faculty Senator for the remainder of the former Senator's term.

Item b. Date of Annual Designation of Elected Faculty Members.
Pursuant to the Constitution, Article V, Section F, Paragraph 2, the closing date each year for receipt by the Secretary of the names of the members of each constituent faculty newly elected to voting membership in the Faculty Senate shall be March 1.

Item c. Non-Attendance of Members at Meetings.
The Secretary shall keep a cumulative record of attendance at meetings of the Faculty Senate and, in February each year, shall submit to the Executive Committee the names of

those elected faculty members of the Faculty Senate who have been absent from more than one-half of all regular and special meetings within the current academic year. Upon receipt of such report, the Chair shall designate a member of the Executive Committee to inquire of each member so listed as to the member's desire to continue membership in the Faculty Senate for the remainder of the term.

Item d. Student Membership.

1) Pursuant to the Constitution, Article V, Section C, student senators elected for one-year terms shall begin the day following their election. A student senator may serve on the Faculty Senate for no longer than three consecutive years.

2) Procedures for the election of student senators shall be as follows:

a. Undergraduate. The Undergraduate Student Government Vice President of Academic Affairs, who is elected each year from among members of the undergraduate student body, shall serve as the student senator. The Vice President of Student Affairs will report his/her name to the Secretary of the University Faculty no later than May 1 each year.

b. Graduate. The Graduate Student Council Vice President of Academic Affairs, who is elected each year from among the members of the graduate student body shall serve as the student senator. The Dean of the School of Graduate Studies will report his/her name to the Secretary of the University Faculty no later than May 1 each year.

c. Post-doctoral. Each year, the Secretary of the University Faculty shall request the Director of the Office of Post-Doctoral Affairs to initiate and administer the election by the Post-Doctoral Association of a post-doctoral fellow or scholar to serve as a member for the following year. The Director of the Office of Post-Doctoral Affairs will report his/her name to the Secretary no later than May 1 each year.

d. In the event that a student or a post-doctoral fellow or scholar chosen for membership in the Faculty Senate in the above three categories should not return to school in the autumn semester or in any other respect be unable or unavailable to serve, the Secretary shall request the appropriate administrative officer of those named previously in this item to initiate and administer a second selection by the procedure specified.

Item e. Privilege of Attendance.

The privilege of attendance by non-members at meetings of the Faculty Senate shall be as provided in the Constitution, Article V, Section D, excepting, however, that, in addition to

those therein specified, each of the following persons may designate an alternate to attend without vote and participate in the discussion:

1) the deputy designated by the President for membership in the Faculty Senate as provided in the Constitution, Article V, Section C.

2) the Secretary of the University Faculty and of the Faculty Senate.

3) any Provost or Dean.

BY-LAW V. OFFICERS

Item a. Chair, Chair-elect/Vice Chair and Past-Chair

1) The Faculty Senate shall elect annually from among the associate professors and professors of the University Faculty a Chair-elect, who shall serve as Vice Chair during his or her first year of office and shall become Chair of the Faculty Senate during his or her second year in office and Past Chair in the third year. If not already an elected member of the Faculty Senate, the Vice Chair, the Chair, and the Past Chair shall be voting members of the Faculty Senate by virtue of office.

2) In the event of a vacancy in the Chair prior to the expiration of an incumbent's one-year term, the Vice Chair shall become the Chair pursuant to Chapter 2, Art. V, Section F, Par. 6 of the Faculty Handbook.

Item b. Secretary.
As provided in the Constitution, Article II, Section C, the Secretary of the University Faculty shall serve *ex officio* as Secretary of the Faculty Senate.

Item c. Parliamentarian.
Upon assuming office, the Chair shall appoint a Parliamentarian to serve at the pleasure of the Chair. The parliamentarian shall advise the Chair as to rules of order.

BY-LAW VI. PROCEDURE FOR ELECTION OF THE CHAIR-ELECT.

1) Each year the Nominating Committee shall nominate two candidates for Chair-elect for the coming year and shall report these nominations to the Secretary not later than March 1. The Secretary shall thereupon notify all members of the Faculty Senate of these nominations by mail.

Within three weeks thereafter, an additional nominee, or nominees, for the office may be entered in candidacy by written petition signed by not less than ten percent of the members of the Faculty Senate with respect to each such nominee, and submitted to the Secretary, providing, however, that each such nominee by petition shall have stated in writing to the Secretary acceptance of the nomination.

2) Following the close of the period for nominations by petition, the Secretary shall submit by mail, to each voting member of the Faculty Senate, a ballot listing the names of the nominees, to be marked and returned within two weeks.

The nominee receiving the majority of votes cast shall be declared elected. In the event no one nominee receives a majority of the votes cast, a second ballot bearing the names of the two nominees who have received the largest numbers of votes shall be distributed for run-off election. In the event of a tie vote of such character as to foreclose the second ballot procedure or of a tie vote on the second ballot, such tie shall be resolved by the Executive Committee.

3) The Chair-Elect shall begin his/her term on the day following Commencement day each year.

## BY-LAW VII. COMMITTEES

Item a. General Provisions with Respect to Committees of the Faculty Senate.

1) Service on Faculty Senate Standing and Ad Hoc Committees is open to all fulltime voting members of the University Faculty (Tenured, Tenure-Track, Non-Tenure-Track), except for those who serve as deans (assistant, associate, vice and interim) in constituent faculties or in CWRU central administration or serve as other primarily administrative officers with faculty rank. This does not apply to those positions on committees that are explicitly stated in a committee's charge to be for certain members of the CWRU central administration who serve ex officio.

2) The chair of each standing and ad hoc committee of the Faculty Senate, if a member of the University Faculty and not otherwise a member of the Faculty Senate, shall be a voting member of the Faculty Senate for the duration of the term of office, as provided in the Constitution, Article V, Section C.

3) The term of membership of all newly elected members of standing committees shall begin on the day following Commencement Day each year.

4) Any standing committee of the Faculty Senate may establish subcommittees and appoint members of such subcommittees. The establishment of any standing

subcommittee shall be subject to approval by the Faculty Senate, with the exception of standing subcommittees of the Committee on Undergraduate Education. The membership of any subcommittee need not be confined to members of the parent committee.

5) With respect to standing committees with overlapping terms of membership, the respective terms of individual members comprising the initial membership of such committees shall be determined by lot.

6) In lieu of an in-person meeting, e-mail voting is permitted for standing committees on certain issues. E-mail voting should be used for issues that do not require extensive discussion (i.e, non-substantive matters), or in extraordinary circumstances requiring a time-critical vote. Any member of a standing committee may move to submit a matter for e-mail voting by emailing all members of the committee and the Secretary of the University Faculty. The motion for e-mail voting requires the unanimous consent of all standing committee members. Any member wishing to veto the e-mail voting motion must do so within seven calendar days from the date of the motion. If the motion to proceed with e-mail voting is accepted, an e-mail vote requires a special quorum. The issue under consideration is approved only if a majority of the total members of the standing committee vote in favor of the issue within fourteen calendar days of the original motion for e-mail voting. If the issue does not receive a majority vote within fourteen days, the motion expires.

Alternatively, in lieu of an in-person meeting, standing committees may meet synchronously by electronic means such as that used in remote instruction. In such case, all rules of procedure that apply to in-person meetings shall also apply to synchronous electronic meetings.

When the University Administration has declared that the University is affected by extraordinary circumstances in civic life, as referenced in Bylaw III, Item d above, standing committees may meet synchronously by electronic means such as that used in remote instruction, and be subject to reasonable notice of the time and manner of the meeting and reasonable advance delivery of written reports and proposals for action by electronic means. Alternatively, standing committees may conduct business via e-mail voting without observing the seven and fourteen day periods specified above if all committee members who have a vote agree to that procedure.

7) A cumulative record of attendance shall be kept at all standing committee meetings. In February of each year, the chair shall identify those members of the

committee who have been absent for more than one-half of the meetings and shall have the right to ask the committee member(s) to step down.

Item b. Executive Committee.

The membership and functions of the Executive Committee shall be as provided in the Constitution, Article VI, Section A, excepting that, in addition to the functions therein specified, the Executive Committee shall also assume the following responsibilities:

1) Each year the Executive Committee, in consultation with the Secretary, shall determine the dates of regular meetings of the Faculty Senate as specified in By-law III, Item a.

2) The Executive Committee shall select the chair of each standing and ad hoc committee from among the faculty members of each respective committee. No chair of any standing or ad hoc committee may at the same time serve as Dean, Associate Dean, or Assistant Dean of any University entity. In the event that the chair of a standing committee resigns during the academic year in which he/she is serving, the chair of the Faculty Senate shall, in consultation with the current members of that standing committee, appoint a new chair from the members of that committee. If none of the committee members are able or willing to serve, the chair of the Faculty Senate may appoint a chair from the members of the University Faculty.

3) Upon request by the chair of any standing committee, the Executive Committee shall submit to that standing committee a written statement clarifying the responsibilities of the standing committee, subject to the provisions of the Constitution and of these By-laws; and the Executive Committee may submit such a statement to any standing committee on its own initiative.

4) The Executive Committee shall be responsible for identifying existing or emerging issues affecting the nature and scholarly effectiveness of the University, including all proposed changes in the organizational structure of the University falling within the scope of Article III, Section B, and Article V, Section A, Paragraph 2, of the Constitution of the University Faculty. The Executive Committee shall take suitable and timely action with respect to all such issues, including, as appropriate, their placement on the agenda of the Faculty Senate.

5) Each elected faculty member on the Executive Committee serves ex officio on his or her constituent faculty executive committee or corresponding entity as provided in the Constitution Article VI, Sec. A, Par. 1, and Faculty Senate Bylaw X. Therefore, each Executive Committee member should report to the Faculty Senate

Executive Committee at least once during the year about issues affecting his or her constituent faculty.

6) The Executive Committee should hear reports from the standing committees at least once a year, preferably in the middle of the academic year.

The Executive Committee shall take the initiative in periodically exploring with the President plans and projects affecting the Faculty and the University and shall assume full responsibility for bringing to the attention of the Faculty Senate all issues which, in the Committee's judgment, affect the vital interests of the Faculty and involve the nature and direction of the University.

Item c. Nominating Committee.

The membership and functions of the Nominating Committee shall be as provided in the Constitution, Article VI, Section B, subject, however, to the following provisions:

1) Pursuant to the Constitution, Article VI, Section B, the annual designation of members of the Nominating Committee for the following year shall be made not later than May 1; and the term of membership on the Nominating Committee shall begin on the day following Commencement Day.

2) Each year, the Nominating Committee shall submit to the Faculty Senate nominations for membership in standing committees for the following year not later than April 1; and the term of membership of all elected members of standing committees shall begin on the day following Commencement Day.

3) In the selection of nominees for membership on each standing committee of the Faculty Senate, the Nominating Committee shall consult with the incumbent Chair of the committee for which nominees are being selected.

Item d. Finance Committee.

1) The membership and functions of the Faculty Senate Finance Committee (FSFC) shall be as provided in the Constitution, Article VI, Section C.

2) The Chair of the FSFC shall request the President to designate a deputy to sit with the Committee regularly and participate in its deliberations. In fulfillment of the functions of the FSFC specified in the Constitution, Article VI, Section C, Paragraph 3, the FSFC may request the President, or such deputy as the President may designate, to report directly to the Faculty Senate with respect to budgetary matters.

3) An elected faculty member of the FSFC may serve for a maximum of two immediately successive three-year terms and thereafter shall be eligible for re-election to the Committee only after the lapse of at least one year following the expiration of a continuous six-year period of service.

Item e. Committee on Faculty Personnel.

1) The Committee on Faculty Personnel shall consist of a deputy designated by the President, a member of the Committee on Faculty Compensation elected by that committee to serve *ex officio*, and nine voting members of the University Faculty elected by the Faculty Senate. The term of membership on the Committee on Faculty Personnel shall be three years; three members shall be elected each year. Each elected member shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership.

2) The Committee on Faculty Personnel shall review faculty personnel policies and procedures, including those having to do with appointment, reappointment, promotion, tenure, and retirement and shall recommend to the Faculty Senate as to desirable changes in these policies and procedures.

3) At least once every other academic year, the Committee on Faculty Personnel, or one of its subcommittees, shall discuss with the Provost or Dean of each constituent faculty the personnel policies and procedures of that faculty. Each year the Committee shall request of the chief academic officer of the University a report on personnel actions in the categories designated in Paragraph (2) of this item.

Item f. Committee on Research.

1) The Committee on Research shall consist of the Dean of the School of Graduate Studies, *ex officio,* the Associate Vice President for Research, *ex officio,* nine voting members of the University Faculty elected by the Faculty Senate, one undergraduate student member elected by the Undergraduate Student Government, three student members elected by the Graduate Student Council, and one postdoctoral scholar/fellow elected by the Post Doctoral Researchers Association. The term of membership on the Committee on Research shall be three years for faculty members and one year for student and postdoctoral scholar/fellow members. Each elected faculty member shall be eligible for re-election only after the lapse of at least one year following the expiration of two

consecutive three year terms of membership. The terms of student and postdoctoral scholar/fellow members shall begin immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election annually.

2) No more than two of the nine faculty members of the Committee on Research shall be chosen from any one constituent faculty.

3) The Committee on Research shall participate in the initiation and formulation of University policies bearing directly on academic research (including scholarship and scholarly activity, henceforth referred to as “research”) encompassing all disciplines and shall direct such participation towards facilitation of the performance of high quality research. The Committee shall devote special attention to the policies and regulations deriving from sponsoring agencies providing funding from sources outside the University and shall direct its attention to the maintenance of a proper balance between the recognition and fulfillment of obligations assumed in the acceptance of outside funding and the retention of academic freedom in the pursuit of appropriate research initiatives.

4) The Committee on Research shall monitor the implementation of existing research policy to determine status and adequacy. Categories of interest to the Committee shall include, but not be limited to, research involving human subjects, animal experimentation, inventions and patents, copyrights, computer resources, and biohazards. The Committee shall request regular annual reports from such administrative committees as specifically deal with these and other categories within the Committee's purview and shall maintain accurate and timely information with respect to these categories. The Committee shall participate in an advisory capacity in the selection of qualified members to serve on either faculty or administrative committees dealing with the research-related categories within its purview.

Item g. Committee on Graduate Studies.

1) Membership and terms of service of the Committee on Graduate Studies shall be as provided in the Constitution, Article VI, Section D, providing, however, that each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The terms of graduate student members shall begin immediately upon their election to committee membership at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Graduate student members shall be eligible for re-election annually.

2) No more than two of the at-large members of the Committee on Graduate Studies shall be chosen from one constituent faculty.

Item h. Committee on Faculty Compensation.

1) The Committee on Faculty Compensation shall consist of the Chief Finance and Administrative Officer or a designated deputy, the Provost or a designated deputy, and nine voting members of the University Faculty elected by the Faculty Senate. The term of membership on the Committee on Faculty Compensation shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The Chair of the Committee on Faculty Compensation shall serve *ex officio* as a member of the Finance Committee, and one faculty member from the Committee on Faculty Compensation shall be elected by the Committee to serve ex officio on the Committee on Faculty Personnel. These two members of the Committee on Faculty Compensation shall bring to the attention of the Finance Committee and the Committee on Faculty Personnel developments concerning faculty salaries and fringe benefits.

2) The Committee on Faculty Compensation shall consult with and advise the university administration and Board of Trustees on the formation and review of university policies and procedures concerning faculty salaries and fringe benefits. The responsibilities of the committee shall include: consultation with the university administration regarding fringe benefits and the annual allocation of funds available for faculty salaries and raises, an annual review of the guidelines and policies for faculty compensation for each school and college considering issues of comparability in policies across units, review of the implementation of those guidelines and policies at each school and college, competitive analyses of faculty salaries and fringe benefits in peer universities nationwide, the effect of current salaries and fringe benefits on the ability of the university to attract and retain top faculty, and other matters of policy and equity brought to its attention by the faculty or administration. The faculty members of the Committee on Faculty Compensation shall serve as the faculty representatives on any university committee on faculty fringe benefits or compensation.

3) The faculty members of the Committee on Faculty Compensation shall report to the Faculty Senate on its activities at least once during each semester of the academic year.

Item i. Committee on the University Libraries.

1) The Committee on the University Libraries shall consist of the Vice President for University Technology, the University Librarian/Associate Provost, the Director of the Cleveland Health Sciences Library, the Director of the Judge Ben C. Green Law Library, and Director of the Lillian and Milford Harris Library of the Jack, Joseph and Morton Mandel School of Applied Social Sciences, all non-voting members *ex officiis*; nine voting at-large members who are full-time faculty members elected by the Faculty Senate, with no more than two from a constituent faculty; and three nonvoting student members including and one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Council, and one postdoctoral scholar/fellow elected by the Postdoctoral Association. The term of membership for faculty members on the Committee on the University Libraries shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate after Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election annually. The Chair or the designee of the Committee on Information & Communication Technology shall sit as a voting ex officio on the Committee on University Libraries, and the Chair or the designee of the Committee on University Libraries shall sit as a voting *ex officio* member on the Committee on Information & Communication Technology.

2) The Committee on the University Libraries shall advise the University Libraries and the University administration on policies and procedures relating to the operations, facilities, and budget of the University Libraries. The Committee shall report regularly to the Senate, with recommendations as appropriate.

Item j. Committee on Information and Communication Technology.

1) The Committee on Information & Communication Technology shall consist of the Provost or designated deputy, the Vice President for University Technology, and the Associate Provost and University Librarian, *ex officiis, as non-voting members*; nine voting members of the University Faculty (one representative from each constituent faculty (8) and one representative from UGEN (Department of Physical Education and Athletics)); and one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the

Graduate Student Council, and one postdoctoral scholar/fellow elected by the Postdoctoral Association. The Chair or the designee of the Committee on University Libraries shall sit *ex officio* as a voting member on the Committee on Information & Communication Technology; and the Chair, or the designee of the Committee on Information & Communication Technology shall sit *ex officio* on the Committee on University Libraries. The term of membership for faculty on the Committee on Information & Communication Technology shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election.

2) The Faculty Senate Committee on Information and Communication Technology (FSCICT) shall advise the Vice President for University Technology and the Information Technology Executive Committee on policies, strategies and practices that promote the effective use and management of information and communication technologies (ICT) to support the University's academic, research, and administrative missions.

The committee shall:

a) Establish priorities related to ICT policies and strategies on the campus;

b) Review and provide input annually on the operations and budget of University Technology;

c) Advise, consult and help develop guidelines and policies on how to organize and govern information and communication-related services, and how to develop, select and budget for ICT within University Technology.

The Committee shall review the information technology and telecommunications infrastructures for teaching, research, and service; collaboration technologies; and administrative systems, especially those related to the academic advising and research administration.

3) The Committee shall report to the Faculty Senate at least once each year.

Item k. Committee on Women Faculty.

1) The committee shall consist of nine faculty members elected by the Faculty Senate. No more than two members shall be from any one constituent faculty. Each member shall be eligible for election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The committee shall have as *ex officio* members the provost or a designee, the Director of the Flora Stone Mather Center for Women, or a designee, the chairs of the Faculty Senate Committee on Minority Affairs, the Women Faculty of the School of Medicine, and the President's Advisory Council on Women, or their designees, and others as shall be determined by the elected members of the committee.

2) The Faculty Senate Executive Committee shall appoint a chair of the Committee on Women Faculty.

3) The committee shall: participate in the initiation and formulation of university policies and procedures bearing on recruitment, retention, promotion, compensation, and quality of life of women faculty; monitor issues bearing on these matters; and make recommendations to the Faculty Senate as to desirable changes in these policies and procedures.

4) The committee shall report to the Faculty Senate at least once during each academic year.

Item l. Committee on Minority Affairs.

1) The Committee on Minority Affairs shall be composed of nine faculty members, no more than two members from each constituent faculty including the department of Physical Education and Athletics, elected by the Faculty Senate for three-year overlapping terms, one graduate student elected by the Graduate Student Council, one undergraduate student elected by the Undergraduate Student Government, one postdoctoral scholar/fellow elected by Post-Doctoral Researchers Association, and two *ex officio* administrative officers involved with issues of diversity appointed by the provost. The chair of the Faculty Senate Committee on Women Faculty shall also serve as an *ex officio* member. In addition, there may be *ad hoc* members, who are involved with issues of diversity, inclusion and equity, appointed annually by the Chair with the advice of the Committee. Each elected faculty member of the committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their appointment to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-appointment annually.

1) The Executive Committee shall appoint the Chair of the Committee on Minority Affairs from among the faculty members of that Committee.

2) The chair may propose, with the approval of the Executive Committee, an elected faculty member of the committee to serve as vice-chair. Service as vice chair does not require a commitment to serve as the next chair.

3) The Committee shall serve in an oversight and advisory role, monitoring matters related to minority affairs and providing recommendations and strategic guidance to the Faculty Senate on teaching, research, and the overall quality of academic life at Case Western Reserve University, with the goal of fostering an inclusive environment that enables all minorities to thrive and grow in their University roles.

4) The Committee shall report to the Faculty Senate at least once during each academic year.

Item m. Committee on By-Laws.

1) The Committee on By-Laws shall consist of six voting members of the University Faculty, elected by the Faculty Senate, with no more than two from a constituent faculty. The term of membership on the Committee on By-Laws shall be three years. Members of the committee are eligible for reelection immediately upon completion of their term.

2) The Committee on By-Laws shall review and advise the Faculty Senate with respect to:

a) the rules and regulations governing the conduct and procedures of the Faculty Senate in the performance of its duties, as authorized and directed by the Constitution;

b) all proposed amendments to the Constitution of the University Faculty;

c) all proposed amendments to the By-Laws of the University Faculty;

d) all proposed amendments to the By-Laws of a constituent faculty, as mandated by Article VII, Sec. A., Par. 1 of the Constitution; and

e) The Committee on By-Laws shall take into account in its review the internal consistency of each set of By-Laws, as well as the consistency of the By-Laws with other sets of By-Laws and the Faculty Handbook. The committee shall also ensure that By-Laws provide for decision-making

processes which are essentially democratic, as specified in Article VI, Sec. A., Par. 4 and Sec. D., Par. 6.

3) At least once every five years, the Committee on By-Laws shall carry out a review of the Constitution of the University Faculty, as mandated by Article IX, Par. 2 of the Constitution. The Committee shall also review the By-Laws of the Faculty Senate at that time.

Item n. Committee on Campus Planning, Facilities, and Space Governance

1) The Committee shall advise the CWRU administration on campus planning, space governance, and facilities. The Committee shall be a forum for bidirectional communication with the Vice President for Campus Planning & Facilities Management. It shall provide Faculty perspectives and counsel on issues relating to adequacy and continuous improvement of campus learning environments; maintenance and improvements of campus landscapes; and attention to mobility and accessibility.

2) As a representative body of the faculty, the Committee shall consult with and advise the Vice President for Campus Planning & Facilities Management regarding, but not limited to:

    a) Assignment or reallocation of space based on campus and program priorities, the strategic and campus master plans, actual utilization, and overall need;

    b) Review of space management governance, with input provided to university leadership including the Provost, SVP for Research, and VP for Campus Planning & Facilities Management, and Deans of the constituent faculties;

    c) Campus Planning strategies, space governance, and facilities as they affect current and planned educational and research programs and activities;

    d) Strategic Planning that envisions physical changes to the campus to enhance the learning environment, enliven our community, and enrich the culture of collaborative research, scholarship, and intellectual exchange;

e) Transparency and accountability in priority setting, space and resource allocation among units, and issues related to physical planning, including sustainability, accessibility, safety, and security of persons, buildings, and other facilities;

f) the University's progress towards meeting the targets set in the most recent Climate Action Plan.

3) The Committee shall stay apprised of the needs of the Faculty by keeping itself fully informed on matters referred to in Par 2. The Committee shall receive reports from the administration, the Office of the Vice President for Campus Planning & Facilities Management, the deans of constituent faculties, and the Faculty Senate Executive Committee representatives of each of the constituent faculties.

4) The Committee shall report all of its activities to the Faculty Senate Executive Committee and present an annual report of its activities to the Faculty Senate.

5) Membership of the Committee shall consist of:

a. Seven at-large members of the University Faculty;

b. One undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Council, and one postdoctoral scholar/fellow elected by the Postdoctoral Association, all nonvoting;

c. Vice President for Campus Planning & Facilities Management, *ex officio* and, occasionally, individuals from this office (nonvoting), as deemed necessary by the chair;

d. One representative from the Provost's Office, *ex officio*

The at-large members shall be elected to serve overlapping three-year terms. One of the at-large members shall serve as the chair No more than two of the seven faculty members shall be chosen from any one constituent faculty.

6) The chair is expressly authorized to invite chairs of other Faculty Senate standing committees to meetings, in addition to other guests, as needed, to provide input on faculty priorities.

Item o. Executive Committee Subcommittee Faculty Well-being, Community, and Engagement*

The subcommittee *"Faculty Well-being, Community, and Engagement"* will:

i. Inaugurate an ongoing process to enhance faculty well-being and strengthen the sense of community and engagement within the Faculty Senate and, by extension, the University Faculty of Case Western Reserve University.

ii. Highlight the role of the Faculty Senate as the representative body of the University Faculty and, based upon input from committee members and guests, identify opportunities for collaboration and propose strategies to:

a. Create a thriving community.

b. Facilitate communication between faculty and the University Wellness office. Receive input and notifications as requested.

c. Provide input on new and existing policies that impact faculty well-being, community, and engagement.

iii. Receive input and advice on opportunities for faculty development and community building originating from the Office of Faculty Development created in their pursuit of excellence in research, mentoring, and leadership.

iv. Promote, support, and recognize ongoing faculty investment in shared governance, service, and leadership.

v. Represent the Faculty Senate in the President's Engagement initiatives. Review data, generate recommendations, and propose implementations to address matters that may arise from the engagement initiative from the president's office. Assist in ongoing efforts on engagement.

vi. Identify financial and other resources including designated locations for university faculty to informally assemble.

vii. Report its progress and recommendations to the Faculty Senate on a quarterly basis

***Committee term:***

*The subcommittee will convene in fall of 2023 and will be subject to Faculty Senate feedback 12 months from its first convened meeting.*

*Committee membership:*
Founding Members may include current constituent faculty representatives on the faculty senate Executive Committee (term ending May 2023) and incoming constituent faculty representatives of the Executive Committee (term ending May 2024).

- Service is voluntary and the precise membership will be determined from among those who are interested.
- The term of service will be for two years, with continuation of the subcommittee subject to review.
- Representative from the Provost's Office, non-voting *ex officio* (1)
- Representative from University Wellness office (Dr. Elizabeth Click), non-voting *ex officio* (1)
- Representative from the Office of Faculty Development (Dr. Ozan Akkus), non-voting *ex officio* (1)
- Other members may be appointed as needed. Guests may be invited as needed.
- The subcommittee chair will be elected by the members of the committee.
- The Provost's Office is asked to provide administrative support and a budget.

**Approved by the Faculty Senate Executive Committee May 2, 2023, Approved by the Faculty Senate May 11, 2023.*

Item p. Additional Committees.

The Faculty Senate may create additional standing committees, *ad hoc* committees, and multipartite committees and commissions.

## BY-LAW VIII. MEMBERSHIP IN THE UNIVERSITY FACULTY BY VIRTUE OF OFFICE

Pursuant to Article I, Section B, of the Constitution, in addition to the officers therein specified (the President, the Provost, or a deputy designated by the President, and the Secretary of the University Faculty), all vice presidents, a deputy appointed by the Provost, Deans, University Librarian, and the Director of the Cleveland Health Sciences Library shall be voting members of the University Faculty by virtue of office.

## BY-LAW IX. PROCEDURE FOR REVIEW OF ORGANIZATIONAL AND PROGRAM CHANGES

Pursuant to the Constitution, Article III, Section B, and Article V, Section A, proposals to the Faculty Senate from sources other than the Executive Committee, falling within the categories specified in these sections of the Constitution, shall be received by the Secretary and transmitted to the Chair. The Chair, in turn, shall place each proposal so received with the Executive Committee at the next meeting of that committee for recommendation as to appropriate action.

As provided in By-law VII, Item b, (4), the identification on its own initiative of issues arising under the foregoing provisions of the Constitution shall be the responsibility of the Executive Committee.

## BY-LAW X. FACULTY SENATE POLICY ON APPROVAL OF BY-LAWS OF CONSTITUENT FACULTIES

Pursuant to the Constitution, Article VII, Section A, Paragraph 4, specifying that the By-laws of each constituent faculty shall provide that the decision-making processes of its government be essentially democratic, approval by the Faculty Senate of the Charters and By-laws of constituent faculties will normally be contingent on the inclusion in such documents of provisions to the following effects:

1) That a majority of the members of the Executive Committee (or corresponding entity) of a constituent faculty shall be voting members of the faculty elected by the faculty, and further, that the committee shall report to the faculty as the author of its responsibility. In the event of a question as to which body of the constituent faculty is the Executive Committee or corresponding entity for purposes of Article VI of the Faculty Constitution, the constituent faculty must make a recommendation to the Faculty Senate Executive Committee. Such a recommendation must be made by vote of the constituent faculty, and the Faculty Senate Executive Committee shall have the power to approve or reject such a recommendation.

2) That the majority of the members of each standing committee of a constituent faculty concerned with matters of faculty responsibility shall be voting members of the faculty elected by the faculty, and further, that the committee shall report to the faculty as the author of its responsibility. The matters of faculty responsibility to which this requirement shall apply include the following:

(a) research and scholarship
(b) degree requirements
(c) curriculum
(d) standards of admission
(e) student standing and promotion

3) That the majority of the members of the agency of the constituent faculty charged with making recommendations of appointments and promotions shall be voting members of the faculty chosen by either (a) an elective process, (b) a process in which an elected agency has had a decisive voice, or (c) a process which specifies as members all those members of the constituent faculty of stated rank or ranks.

## BY-LAW XI. AMENDMENT

A proposal for amendment of these By-laws may be initiated by any member of the Faculty Senate in the form of a motion at any regular meeting, subject to the provisions of By-law III, Item d, such motion to be for referral of the proposed amendment to the Faculty Senate By-Laws Committee for review.

Should the Faculty Senate adopt such motion for referral, the By-Laws Committee shall consider the amendment at its next meeting and report to the Faculty Senate Executive Committee. The Executive Committee shall in turn report to the Faculty Senate at the Senate's next regular meeting, subject to the provisions as to notification and agenda of Bylaw III, Item d. Action of the Faculty Senate as to adoption of such proposed amendment shall be by a two-thirds majority vote of the voting members present.