

Faculty Senate Proposal to Amend the Academic Charter and Faculty Senate Rules and Regulations in Order to Create a More Representative Body

Academic Charter

Section XVI.B of the Academic Charter shall be amended to read:

B. The constitution of Faculty Senate shall be determined as described in the Faculty Senate Rules and Regulations. There may be no more than 30 Senators and each academic unit will be represented by at least one senator. For the purposes of Faculty Senate elections as well as representation on the Senate Executive Committee, the Faculty of Instruction of Cowles Library shall be considered a college.

Faculty Senate Rules and Regulations.

Section II: Senators shall be amended to read:

- A. **Constitution of the Senate.** The voting members of the Faculty Senate will be made up of a number of Unit Senators determined in (II)(B)(3), four At-Large Senators, and one Contingent Senator. No individual may serve as more than one type of Senator at a given time. The President of the University and the Provost will be non-voting ex-officio members of Faculty Senate, and shall report to the Senate at each regularly scheduled meeting.
- B. **Unit Senators.**
1. **Schools/Colleges.** For the purpose of the constitution of Faculty Senate, each of the following is considered a school/college:
 - a. Cowles Library;
 - b. the Law School;
 - c. the School of Journalism and Mass Communication;
 - d. the School of Education;
 - e. the College of Pharmacy and Health Sciences;
 - f. the College of Business and Public Administration;
 - g. the College of Arts and Sciences;
 2. **Unit membership.** Unit Senators will be members of and selected by the Faculty of Instruction of individual schools/colleges. Each school/college will follow its own internal procedures for electing Senate representatives.
 3. **Apportionment.** Each school/college shall be allotted one Unit Senator for every 15 Faculty of Instruction within that school/college, with a minimum representation of 1 Unit Senator. Faculty of Instruction jointly appointed to two schools/colleges shall count as half for each school. The Dean of any school may request to be represented by only one Unit Senator, with such request subject to the approval of the Senate Executive Committee. Schools/colleges may set their own policies on how to apportion representation within their unit, and each school shall follow its internal procedures for electing its Unit Senators.
 4. **Term and Election.** Unit Senators will be elected to two-year terms, with one half of the Unit Senators being elected as follows:

- a. Odd-numbered years. In odd-numbered years, elections will be held for one Unit Senator by each of the schools/colleges, except the College of Arts and Sciences, which will hold an election for half of its allotted Unit Senators, rounded up.
 - b. Even-numbered years. In even-numbered years, elections will be held for the remaining Unit Senators.
5. **Reapportionment.** Reapportionment shall take place in all years evenly divisible by five.

C. At-Large Senators.

1. **Generally.** Four Senators of the Faculty of Instruction will be elected by a University-wide At-Large election (At-Large Senators) from the list of eligible candidates prepared under (II)(C)(4).
2. **Term and Election.** At-Large Senators will be elected to two-year terms with one-half of the At-Large Senators being elected each year.
3. **Validation of the Election.** Each year, the Secretary will request that the All Staff Council (ASC) provide the Secretary with the names of two representatives of the ASC who will validate the election process and results. The Executive Committee shall confirm the validation representatives.
4. **Nomination Procedures.**
 - **Identification of Eligible Candidates.** Before each election, the Secretary shall prepare a draft list of candidates who are eligible for At-Large election. The draft list will be reviewed by the respective Unit before the nomination ballot is prepared and the Unit will confirm whether candidates are eligible and also identify those candidates that will not be in residence during the following academic year.
 - **Preparation of Nomination Ballot.** The Secretary shall then prepare a nomination ballot with a final list of eligible candidates to be placed on the nomination ballot. If an eligible candidate will not be in residence during the following year, a note accompanying the nomination ballot shall indicate that although the candidate is eligible, the candidate will not be available to be a Senator that year.
 - **Nomination Election and Preparation of Voting Ballot.** The Secretary will provide the nomination ballot to all members of the Faculty of Instruction for 7-9 days, including one weekend. Each member of the Faculty of Instruction will have up to two votes to cast for nomination of an eligible candidate to the voting ballot. The two votes may not be cast for the same eligible candidate. The Secretary will tally the votes and prepare an election ballot listing the names of the four nominated candidates who received the most votes. If there is a tie for the 4th position, all those who tie will be placed on the election ballot. All nominated candidates will be contacted by the Secretary to determine whether they are willing to serve. If the Secretary discovers that a nominated candidate is unable or unwilling to serve, the Secretary shall place the eligible candidate who received the next most votes on the voting ballot. The ASC validation representatives will certify the ballot.
5. **Election Procedures.** The Secretary will provide the election ballot to all members of the Faculty of Instruction for a period of 7-9 days, including one weekend. Each member of the Faculty of Instruction will have one vote to cast for election of At-Large

Senators. The Secretary will tally the votes. The ASC validation representatives shall certify the tally. The Secretary shall notify the nominees who received the most votes that they have been elected as At-Large Senators. If there is a tie on the At-Large election ballot, the ASC validation representatives will confer with the Senate Executive Committee to resolve the tie.

6. **Validity of Ballots.** Following the close of the voting period set by the Secretary for nominee and election ballots, ballots are no longer valid.
7. **Potential Irregularity in Delivery of Ballots.** If a member of the Faculty of Instruction informs the Secretary that he or she did not receive an original nominee or election ballot, the Secretary will make that ballot available to the Faculty member. The Secretary will record and report such an irregularity to the ASC validation committee to be considered in their deliberations when validating an election.

D. Contingent Senators.

1. **Contingent Faculty.** For the purpose of this document, Contingent Faculty are defined as any instructor teaching a course for Drake University during the Spring semester during which the ballot is being prepared, or who is expected to teach a course in the following fall semester, but who is not a member of the Faculty of Instruction (defined in the Academic Charter, Section 1.A.).
2. **Generally.** One Senator representing Contingent Faculty will be elected by a University-wide Contingent Senator election from the list of eligible candidates prepared under (II)(D)(5).
3. **Term and Election.** The Contingent Senator will be elected to a two-year term in even numbered years.
4. **Validation of the Election.** Validation of the election will follow the procedures and be done concurrently by those described in (II)(C)(3).
5. **Nomination Procedures.**
 - **Eligibility.** Anyone who is currently teaching a course in the Spring semester during which the ballot is being prepared or who is expected to teach a course in the Fall semester will be eligible to be on the ballot.
 - **Identification of Eligible Candidates.** Before each election, the Secretary shall prepare a draft list of candidates who are eligible for the Contingent Senator election. The draft list will be reviewed by the respective Unit before the nomination ballot is prepared and the Unit will confirm whether candidates are eligible and also identify those candidates that will not be in residence during the following academic year.
 - **Contacting Eligible Candidates.** Approximately thirty calendar days before the nomination election will be held, the Secretary shall send a solicitation of volunteers via electronic mail (e-mail) to all eligible candidates identified. The Secretary shall make a good faith effort to obtain contact information from the Departments if a candidate does not yet have a Drake e-mail address. The e-mail will include a description of the duties required. Any instructor who expresses a willingness to put their name forward will be included on nomination ballot. If two weeks after sending the initial solicitation the Secretary has not received at least two volunteers from among the part-time faculty, another solicitation will be sent, again asking for volunteers and identifying the lack of identified candidates. The volunteer solicitation process will close two business days before the nomination ballot is prepared. If no

candidates (either Contingent or Non Contingent) have been identified at this point, there will be no candidate elected for that year. In the next election period, the process will be repeated in an effort to find a Contingent Senator to serve the remainder of the term.

- **Preparation of Nomination Ballot.** The Secretary shall then prepare a nomination ballot with a final list of eligible and willing candidates to be placed on the nomination ballot. The ballot will clearly identify candidates who will be Contingent and Non Contingent faculty.
 - **Candidate Statements.** All candidates will be given the opportunity to submit a candidate statement, which will be distributed by the Secretary to all eligible voters.
 - **Nomination Election and Preparation of Voting Ballot.** The Secretary will provide the nomination ballot to all Contingent Faculty (as defined under (II)(D)(1)) for 7-9 days, including one weekend. Each member will have up to two votes to cast for nomination of an eligible candidate to the voting ballot. The two votes may not be cast for the same eligible candidate. The Secretary will tally the votes and prepare an election ballot listing the names of the two nominated candidates who received the most votes. If there is a tie for the 2nd position, all those who tie will be placed on the election ballot. All nominated candidates will be contacted by the Secretary to confirm their willingness to serve. If the Secretary discovers that a nominated candidate is unable or unwilling to serve, the Secretary shall place the eligible candidate who received the next most votes on the voting ballot. The ASC validation representatives will certify the ballot.
6. **Election Procedures.** The Secretary will provide the election ballot to all members of the Contingent Faculty for a period of 7-9 days, including one weekend. Each member of the Contingent Faculty will have one vote to cast for election of Contingent Senator. The Secretary will tally the votes. The ASC validation representatives shall certify the tally. The Secretary shall notify the nominee who received the most votes that they have been elected as Contingent Senator. If there is a tie on the Contingent Senator election ballot between a member of the Faculty of Instruction and a member of the Contingent Faculty, the Contingent Faculty member will become Contingent Senator. If there is a tie that is unresolvable using this mechanism, the ASC validation representatives will confer with the Senate Executive Committee to resolve the tie.
 7. **Validity of Ballots.** Following the close of the voting period set by the Secretary for nominee and election ballots, ballots are no longer valid.
 8. **Potential Irregularity in Delivery of Ballots.** If a member of the Contingent Faculty informs the Secretary that he or she did not receive an original nominee or election ballot, the Secretary will make that ballot available to the Faculty member. The Secretary will record and report such an irregularity to the ASC validation committee to be considered in their deliberations when validating an election.

E. Election and Term Limits Generally.

1. **Completion Date & Beginning of Term.** Election of Unit, At-Large, and Contingent Senators shall be completed by March 31. Newly elected Senators will begin their terms on the day following spring commencement in the year in which they were elected.

2. **Organizational Meeting.** No later than the last Senate meeting of the year, an organizational meeting of the Faculty Senate for the upcoming year shall be held for the limited purpose of electing the President-Elect of the Senate and the elected members of the Senate Executive Committee.
3. **Term Limits.** Senators may be elected for two consecutive terms. Following election to the second term, the individual will be ineligible for election for one year.

F. Replacement of Senators.

1. **Senator Notification of Inability or Unwillingness to Serve.** If an elected Senator refuses or is unable to complete his or her term, the Senator must promptly inform the Senate President or Secretary.
2. **Removal of Senators.** If a Senator misses three or more Senate meetings in one academic year, the Secretary will refer the Senator to the Executive Committee for a removal vote.
3. **Replacement of Unit Senators.** If the Senator who withdraws or is to be replaced is a Unit Senator, the Secretary will promptly inform the Unit and the Unit shall promptly replace the Unit Senator who will serve the remainder of the term of the replaced Unit Senator.
4. **Replacement of At-Large Senators and Contingent Senators.** If the Senator who withdraws or is to be replaced is an At-Large or a Contingent Senator, the Senate Executive Committee shall appoint the next eligible candidate. The next eligible candidate will be that candidate who received the next most votes in the election in which the withdrawn or removed Senator was elected, as determined from the tally sheets as maintained by the Secretary. The Secretary shall contact the potential Senator and confirm their willingness to serve.
5. **Term of Replacement Senators.** A Senator who replaces another Senator under Section (II)(F) shall serve the remainder of the term of the Senator who is being replaced.

Transition Period.

The elections of 2019 and 2020 will be transition elections.

2019: Under current rules, there would be an election for Senators from Cowles Library; the School of Education; the College of Business and Public Administration; the Division of Humanities of the College of Arts & Sciences; and the Division of the Natural Sciences of the College of Arts and Sciences. These will proceed as scheduled. Two At-Large Senators will also be elected. Four additional Unit Senators and one Contingent Senator will be elected to one-year terms. An “apportionment goal” will be determined by applying the process described in the new Faculty Senate Rules and Regulations (II)(B)(3). This will be compared against the current Faculty Senate makeup of Unit Senators, and the four short-term seats will be apportioned to those units farthest from the apportionment goal.

2020: Elections of Unit Senators from the Law School; the College of Pharmacy and Health Sciences; the School of Journalism and Mass Communication; the Division of Social Sciences of the College of Arts & Sciences; and the Division of the School of Fine Arts of the College of Arts & Sciences will proceed as previously planned, but these Unit Senators will be elected

to serve one year terms. All other elections will proceed as described in the new Faculty Rules and Regulations.