

Academic Assembly: Bylaws

Modified: February 27, 2017

I. Scope of the Assembly

Seattle University's mission defines teaching and learning as its foundational dimension. As the core providers of this foundational activity, the university faculty must play a ~~passive~~ active and integral role in the shared governance of those processes which influence the success of the educational mission.

The role of the Assembly will be to provide an elected faculty body that will serve as a strong and coherent faculty voice in ~~decision~~ decision-making in academic matters. As the voice of faculty in academic matters, this body will play a key leadership role in determining university policy in all academic areas, including:

- x Matters relating to academic quality
- x

decision at odds with the recommendations of the Assembly will be required to provide to the Assembly a written communication of the reasons for that decision.

III. Membership

Members:

The membership will include 22 faculty representatives (effective Fall 2014) from the schools. All tenure-track faculty and long-term contract faculty are eligible for election. Apportionment of representatives to Academic Assembly will be reviewed periodically. Each school or unit will

compensation include, but are not limited to, a stipend, release from other university responsibilities, or funds to hire an assistant) Members serving terms shorter than three years will receive compensation in proportion to the length of their term. Normally members will receive their compensation during their final year on the Assembly unless other arrangements are made with the Assembly.

Academic Assembly. The new Vice President shall serve for the remainder of the previous Vice President's term. The respective duties of the President and Vice President shall be clarified.

V. Meetings and Voting Rules

Meetings of the Academic Assembly shall be open to all faculty members. Any faculty member may address the Assembly by invitation from the President of the Assembly on approval of the request by the President of the Assembly, provided the request is made one week before the next Academic Assembly meeting.

The Academic Assembly shall meet fortnightly during the academic year. Meetings may be cancelled or additional meetings held at the discretion of the President of the Assembly.

A quorum shall consist of a simple majority of the voting members of the Academic Assembly. The vote of the Assembly will be published. It is desired that this governance model will allow for extensive consultation with faculty. In cases where time is of the essence, and the Assembly is unable to obtain a quorum, the recommendation of the available members may be used as an expression of faculty voice.

Any member may move that voting be conducted by secret ballot. Such a motion requires a second. In the event that such a motion is made and seconded, the assembly will vote, by open ballot, on the request. The motion requires a majority of those voting for passage.

The minutes shall reflect the division of the Assembly for any votes taken (i.e. the number of votes for and against a motion). At the request of the Assembly, the minutes shall reflect the votes of the individual members of the Assembly, except in the event of a secret ballot. A draft of the minutes from a meeting shall be distributed to the members of the Assembly no later than one week after the meeting takes place.

A majority of the voting members present at any duly authorized meeting may call for the Assembly to meet in an executive session. Only voting members of the Assembly may attend such an executive session meeting. Such executive session meetings shall be held either immediately following the vote, or at some future time and place designated by a majority of the voting members.

The Academic Assembly may vote by mail ballot without a meeting on committee appointments and stylistic matters on reports already approved. The President of the Assembly shall send emails to all voting members of the Assembly with the question presented. Mail voting shall be permitted for five days after the President sends out the questions. An affirmative vote by mail requires a majority of all voting members of the Academic Assembly. On the request of two voting members of the Academic Assembly, the matter will be put on the agenda for the next regular or special meeting of the Assembly and no action may be taken as a result of the mail voting.

The Assembly normally may not vote on any issue, except for procedure, with less than one week's notice that a vote is to occur. Notice may be provided by scheduling the vote on a

distributed agenda, announcing the vote at a meeting of the Assembly, or announcing the vote by e-mail to members of the Assembly. However, this restriction will be waived if an “expedited vote” on the issue is approved by an absolute majority of the voting members of the Assembly. Any voting member of the Assembly may propose an expedited vote.

Academic Assembly will maintain a lis