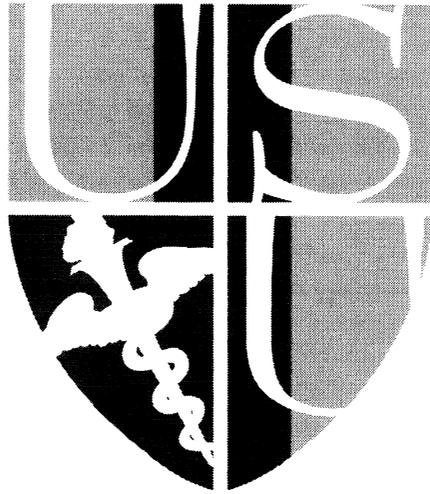


**USUHS
INSTRUCTION
1111**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: University Faculty Assembly and Faculty Senate

Instruction 1111

MAR 24 1999

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ABSTRACT

This Instruction defines the composition, function, authority, and responsibilities of the University Faculty Assembly and the Faculty Senate.

A. Reissuance and Purpose. This Instruction reissues Uniformed Services University of the Health Sciences (USUHS) Instruction 1111^a and defines the composition, function, and authority of the University Faculty Assembly and the Faculty Senate.

B. Reference. *See Enclosure 1.*

C. Background. The Schools of the University function through their faculty. The University Faculty Assembly is a forum through which information may be disseminated and exchanged, and the University and School policies discussed and deliberated. The Assembly functions primarily through the Faculty Senate, which meets monthly and reports to the Assembly at least three times each year.

D. Composition. All faculty of the University as described in the USUHS Constitution of Faculty Organizations, are members of the University Faculty Assembly.

E. Functions. The University Faculty Assembly operates in accordance with its constitution and by-laws. It receives and discusses reports from the Faculty Senate concerning educational, research, and service functions of the USUHS. It participates actively in policy discussions related to these functions, making recommendations to the duly constituted appropriate committees, the Deans, the President, USUHS, and the Board of Regents (BOR).

F. Responsibilities.

1. The President, USUHS and Deans of the University Schools shall:

a. Receive and act upon written recommendations from the University Faculty Assembly or Faculty Senate for comment or action, transmitting them as required to the BOR; and

b. Report annually, and on request, to the University Faculty Assembly on overall University progress, issues, and problems.

2. Chairmen of standing committees of the University and its Schools shall provide information or reports to the University Faculty Assembly and Faculty Senate on request.

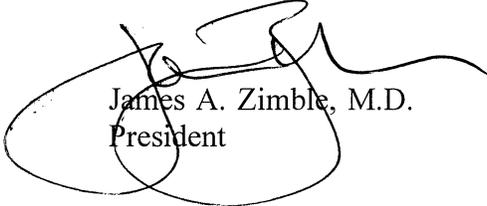
3. The University Faculty Assembly and Faculty Senate shall:

a. Have representation on all University and School committees; and

b. Participate in the review and staffing of all University and School Instructions.

G. Constitution of Faculty

Organizations. The University Faculty Assembly and the Faculty Senate shall be governed according to the USUHS Constitution of Faculty Organizations, see *Enclosure 2*.



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. USUHS Constitution of Faculty Organizations

REFERENCE

- (a) USUHS Instruction 1111, "Faculty Assembly, School of Medicine," dated April 30, 1986 (hereby cancelled)

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES CONSTITUTION OF FACULTY ORGANIZATIONS

Article I. Purpose and Structure

Section 1. Purpose

The faculty organizations will fulfill the faculty's academic responsibility by development and expression of the views of the faculty with respect to (1) educational policy and its implementation, (2) scholarly activity, (3) university service and (4) faculty welfare.

Section 2. Structure

The faculty organizations shall consist of two bodies: The University Faculty Assembly and the Faculty Senate.

Article II. The University Faculty Assembly

Section 1. Function

- a. elects officers and members of the Faculty Senate;
- b. receives reports from the Faculty Senate;
- c. acts as a referendum body for questions referred to it by the Faculty Senate;
- d. will provide nominations for Senate committees and for School, Institute, and University committees to be approved, as appropriate, by the Dean of that School, Institute Director, or the President, USUHS;
- e. will convene at least three times each year as arranged by the Faculty Senate.

Section 2. Membership

The University Faculty Assembly shall consist of all individuals with current university faculty appointments at the level of Instructor or above in any School or Institute of the University, excluding adjunct appointments.

Section 3. Officers

- a. The Officers of the University Faculty Assembly are the officers of the Faculty Senate. They shall be the President, the President-Elect, the immediate Past President, and the Secretary-Treasurer.
- b. The Officers shall be responsible for performing the duties prescribed in this Constitution and its Bylaws.
- c. The term of each office shall be for one year.

Section 4. Election of Officers

- a. The Nomination and Election Committee of the Faculty Senate will provide a list of at least two nominees for President-Elect and Secretary-Treasurer. Presentation to the Assembly of a ballot with only one name for either office shall require approval by majority vote of the Senate. This list will be composed so that candidates are drawn from the entire University Faculty Assembly. To serve as an officer of the Assembly, an individual must be stationed within a fifty mile radius of the University.
- b. The offices of President-Elect and Secretary-Treasurer will be elected annually by secret mail ballot from a slate of candidates submitted by the Nomination and Election Committee. Candidates will have been proposed either by members of the Nomination and Election Committee or by any member of the University Faculty Assembly. The committee will directly contact all prospective candidates for their consent to the nomination prior to their inclusion in the published ballot.
- c. The mail ballot will be sent to all University Faculty Assembly during May with a final response date in June.
- d. The candidate receiving the greatest number of votes for each office shall be declared the winner of the election for that position.
- e. The term of office shall be for one year and will commence and terminate in the month of July. In the event that the newly elected officers are unable to assume their responsibilities within the prescribed time, the sitting officers will continue in their duties.

f. In the case of the President-Elect and Secretary Treasurer, should the office be vacated, a special election shall be held to fill the vacancy. The Nomination and Election Committee will recommend the election procedure to the Senate.

g. The President, USUHS, vice-presidents, deans, deputy, associate and assistant deans, departmental chairpersons and faculty who are administrative officers of the University or its constituent schools and institutes are ineligible for nomination and election as officers of the Assembly.

h. No member of the Assembly shall hold more than one office concurrently. Only the Secretary-Treasurer may succeed himself/herself in office, and only for one term, if duly nominated and elected in the subsequent year's election.

i. The Nomination and Election Committee will serve as a standing committee of the Faculty Senate. The committee will consist of a Chairperson and members of the University Faculty Assembly, representing all schools from the university. The Committee Chair and members will be appointed by the President of the Senate and will serve until completion of the electoral process. No more than three members of this Nominating Committee may be serving concurrently in the Faculty Senate. None may be concurrently an Officer of the Assembly. None may serve more than two consecutive terms.

Section 5. Duties of Officers

a. The President

(1) The President shall preside over all meetings of the University Faculty Assembly and Senate.

(2) The President shall appoint the chairpersons and committee members for all standing committees of the Faculty Senate, subject to the approval of the Faculty Senate. The President shall have the power to create *ad hoc* committees for the University Faculty Assembly and the Faculty Senate as needed.

(3) The President shall, with the advice of the Senate, make recommendations to the appropriate dean, director, or President USUHS concerning candidates to be appointed to committees of the constituent schools and institutes.

(4) The President shall decide all questions of order, subject to appeal and respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Assembly.

(5) The President shall authenticate by signature all proceedings and resolutions of the Assembly.

(6) The President of the Assembly shall be available to the deans of the schools, directors of institutes and the President of USUHS, for consultation on issues related to the faculty and the welfare of the institution, or, if unable to be available, will explicitly provide for representation by another officer of the Assembly, or member of the senate. The President shall attend faculty council meetings as held by the Deans or President.

b. President-Elect

(1) The President-Elect shall be that individual elected to become President in the year following election as President-Elect.

(2) The President-Elect shall serve as President with the full duties specified in Section 5A (1) - (6) in case of the absence or inability of the President to serve, which service shall not affect succession to the office of President in the year following election as President-Elect.

(3) The President-Elect shall attend all Faculty Senate and University Faculty Assembly meetings, shall assist the President in review of University instructions and shall perform other duties as may be prescribed by the Faculty Senate and University Faculty Assembly. The President-Elect shall attend faculty council meetings as held by the dean when the President is unable to attend.

c. Past-President

(1) The immediate Past President shall be that individual who has served as President in the year immediately preceding the current Presidential term of office.

(2) The Past President shall serve as President with the full duties specified in Section 5A (1) - (6) in case of the absence or inability of both the President and President-Elect to serve.

(3) The Past President shall attend all Faculty Senate and University Faculty Assembly meetings, shall assist the President as requested and shall perform other duties as may be prescribed by the Faculty Senate and University Faculty Assembly.

d. Secretary - Treasurer

(1) In the absence of the President, President Elect, and Past President the Secretary-Treasurer shall act as President Pro-tempore of the University Faculty Assembly and Senate.

(2) The Secretary-Treasurer shall be responsible for maintaining a record of all proceedings of the University Faculty Assembly and shall make such records available to members upon request.

(3) The Secretary-Treasurer shall have on hand at each meeting a list of all existing committees of the Senate and their members and will provide data to the appropriate Administrative Offices to publish an annual list of all committees and their memberships.

(4) The Secretary-Treasurer shall maintain a record book(s) in which the bylaws, special rules of order, and standing rules are entered, with any amendments to these documents properly used. The record book(s) will be on hand at every meeting.

(5) The Secretary-Treasurer shall be responsible for sending out to the membership of the Assembly a notice and agenda for each meeting of the Assembly.

(6) The Secretary-Treasurer will attend to the general correspondence of the Assembly.

(7) The Secretary-Treasurer shall be responsible for any funds of the Assembly and shall make a financial report at each meeting of the organization as necessary.

(8) The Secretary-Treasurer shall provide the deans, directors and President of USUHS with copies of all motions passed by the Senate within two business days of the action, and shall disseminate the motion to the University Faculty Assembly by electronic mail.

(9) The Secretary-Treasurer shall maintain an attendance record of Faculty Senatemeetings.

Section 6. Meetings

a. Three meetings of the University Faculty Assembly per academic year shall be scheduled unless the President of the Assembly, with concurrence of the Faculty Senate, deems it advisable to hold an extra meeting or to cancel a meeting because of insufficient reasons for the meeting. These meetings will normally be scheduled in the fall, winter and spring.

b. Other meetings shall be scheduled by the President or within two weeks of petition by five percent of the members of the University Faculty Assembly billeted within a fifty mile radius of the University is presented to the Assembly President and verified by the Secretary-Treasurer.

c. A quorum of 5 percent of the members of the University Faculty Assembly assigned within a fifty mile radius of the University will be required for any business requiring vote of the University Faculty Assembly.

d. All members shall have the right to make a motion and vote.

e. The Assembly shall have the right to refer questions to the Faculty Senate for consideration and development of responses that will be reported back to the concerned parties in an appropriate time frame and to the University Faculty Assembly at the next scheduled meeting.

f. The bylaws and rules of procedure of the Assembly may be prepared by the Constitution and Bylaws Committee of the Faculty Senate, and are subject to the confirmation and amendment by the Assembly.

Article III. The Faculty Senate

Section 1. Functions

a. The Faculty Senate shall represent the will and opinion of the University Faculty Assembly and shall not act in contradiction to it.

b. The Faculty Senate may discuss all matters determined by the Senate to be of interest to the members of the University Faculty Assembly.

c. The Faculty Senate shall give advice on matters it deems relevant to the general welfare of the University, its faculty and its students. Chairpersons of Senate committees, other designated Senate members, and non-Senate faculty members recommended by the Senate will, at the request of and with the concurrence of the appropriate Dean or President, USUHS, serve as Senate representatives on committees of the university and its schools.

d. The Faculty Senate shall have access to information required to prepare reports and formulate recommendations to the appropriate dean, director, or to the President, USUHS.

e. The Faculty Senate shall be responsible for the affairs of the Assembly between its business meetings, shall fix the hour and place of Assembly meetings, make recommendations to the Assembly and shall perform such other duties as are specified in the bylaws.

Section 2. Membership

a. The Faculty Senate shall consist of twenty-six faculty members (22 Senators and 4 Officers). Each member may vote on issues before the Senate.

b. The four officers of the University Faculty Assembly will be the officers of the Faculty Senate.

c. Nine (9) members shall be faculty from the basic medical science departments of the F. Edward Hebert School of Medicine, elected by the University Faculty Assembly.

d. Nine (9) members shall be faculty from the clinical departments of the F. Edward Hébert School of Medicine, elected by the University Faculty Assembly.

e. Two (2) members shall also be chosen from non-billeted clinical faculty members of the University Faculty Assembly at affiliated teaching hospitals within a fifty mile radius of the University, elected by the University Faculty Assembly.

f. Two (2) members chosen from the faculty of the Graduate School of Nursing, elected by the University Faculty Assembly.

g. In the event of enlargement of the University Faculty Assembly due to schools being added to the university, members may be added to the Senate with amendment of this constitution as provided in Article IV, Section 3. In the interim, the Senate President may appoint a temporary Senator registering for that school.

h. The President, USUHS, Vice Presidents, Deans, Deputy, Associate and Assistant Deans, Departmental Chairpersons, and faculty who are administrative officers of the University, its constituent schools and institutes are ineligible for nomination and election to the Faculty Senate. Any other member of the University Faculty Assembly whose duty station is within a fifty mile radius of the university is eligible for nomination and election to the Faculty Senate.

i. The preparation and election of an appropriate list of nominees will be the responsibility of the Nomination and Election Committee according to the same procedures in Article II, Section 4. The roster shall be presented to the Faculty Senate and distributed to the University Faculty Assembly.

j. Terms of service for Senators will be three years. Senators may not serve two consecutive terms. Officers may be elected to serve as Senators for an additional one term. Each year approximately one third of Senate positions will be subject to election.

k. A record of the three top candidates in each category not elected to the Faculty Senate in the immediately preceding election will be kept by the Secretary-Treasurer. In the event that there is an opening in the Senate prior to the next election, the President will appoint a member of the Assembly to fill the position until the next election is held, at which time the Nominating Committee will provide candidates for election for the vacant position.

l. In anticipation of a prolonged absence of a Senator, the Senate may entertain a motion for excuse from senate meetings. In this case a motion to retain a Senator as a member of the Senate (Section 5B) would not be necessary.

Section 3. Officers

a. The President of the Faculty Senate shall be the President of the University Faculty Assembly.

b. The President will preside over all meetings of the Faculty Senate.

c. The officers of the University Faculty Assembly described in Article II, Section 3a shall serve in those positions for the Faculty Senate.

Section 4. Representation

a. All members of the University Faculty Assembly are eligible to vote for each senate position and all senators should represent the common good of the university rather than individual constituencies. The senate will ensure that all faculty members are informed of senate issues and are able to communicate with senators. One senator will be responsible for monthly communication for each department on issues before the senate. For departments without a current member on the senate, the President will appoint a senate officer or member to communicate with that department. Before the October Faculty Senate Meeting, (1) the Communications Committee will report to the senate the proposed mechanism (meeting, electronic mail, etc.) for communication between senate members and faculty, individual departments, schools and affiliated hospitals; (2) the senate will review and approve the plan for communication with each group, and (3) the senate will inform all faculty members of their contact person.

b. The procedure for senate communication with the faculty of affiliated teaching hospitals in the local area will include but not be limited to those faculty members who are elected as senators as specified by Article III, Section 2e.

c. Communicating with faculty beyond the fifty mile radius will be the responsibility of the communication committee.

Section 5. Meetings

a. The Senate shall meet monthly on the second Thursday of each month. Special meetings of the Senate may be called by the President of the University Faculty Assembly or by the written request of five members of the Senate.

b. The President may omit meetings as may be appropriate.

c. A quorum for transacting the business of the Senate will consist of 50% of members including officers. Unless otherwise specified, the term a majority shall mean a simple majority of senators present.

d. A record of all meetings of the Faculty Senate will be maintained.

e. Senators are required to attend the scheduled Senate meetings in order to retain their membership. Failure to attend three consecutive meetings or a total of five meetings in a single year will require review of that Senator's membership in the senate as a formal agenda item at the next scheduled meeting of the Senate. A simple majority vote will be sufficient to decide continuation of membership.

Section 6. Committees

Committees of the Senate as established by the Bylaws shall include at least one Faculty Senate member. Otherwise, committee membership is open to all members of the University Faculty Assembly. The chairperson of each committee must be a Senate member.

The President of the Senate may appoint chairpersons and members of all Senate committees and may determine the number of persons on each committee with concurrence of the senate. A member may serve on no more than two Standing Committees of the Senate. Committee appointments shall be determined within thirty days following the first meeting of the newly elected Faculty Senate. The Standing Committees of the Faculty Senate will consist of:

a. Constitution and Bylaws Committee

It shall be the duty of this committee to perform, not less than annually, a review of the University Faculty Assembly's Constitution and Bylaws, and make recommendations to the Senate for their revisions, if appropriate. It shall develop, for consideration of the Faculty Senate and Assembly positions relative to faculty representation on all standing University and School of Medicine committees. Its positions and deliberations will be presented to the Faculty Senate and through that body after appropriate action to the University Faculty Assembly.

The Constitution and Bylaws Committee will also propose and/or develop constitutional amendments (See Article IV, Section 2).

b. Comparability and Faculty Welfare Committee

The Comparability Faculty Welfare Committee will consider issues related to the status and working environment of faculty, the university's academic environment, and faculty productivity. This committee will also be empowered to examine the availability of local benefits to both military and civilian faculty and to consider the impact of these benefits (or the lack thereof) upon faculty.

An important task of this committee is to collect information on the comparability of salaries, retirement, and other benefits within the University. It will review the established methods for collecting information relevant to this topic, consult with the Dean, the President, or the Board of Regents on these matters, and report through the Faculty Senate to the University Faculty Assembly.

c. Education Committee

The Education Committee shall be concerned with all curricula, student promotions, and education activities of the University. It will review and report to the Assembly and Senate on issues before the curriculum committee on a regular basis, as well as report on faculty input into curricular decisions and change. Yearly it will prepare a report for the senate and distribution to the Assembly on curriculum and follow-up of University graduates. The chairperson of the education committee, if a faculty member in the School, shall be the senate's designated representative to the School curriculum committee. At the direction of the President of the Senate, the Education Committee will prepare reports for the Deans on matters that relate to education.

d. Research Policy Committee

The Research Policy Committee shall be concerned with the research activities of the University and its teaching hospitals. It shall act on behalf of the Faculty Senate in order to provide the University Faculty Assembly with information pertaining to matters of research policy within the University. As necessary, it will review existing research policies, obtain clarification of such policies, as assist in effecting the revision of existing policies as well as the formation of new policies. The duties of this committee shall also include submitting reports to the University Faculty Assembly through the Faculty Senate as it is necessary. The Chairperson shall be designated representative of the Faculty Senate on the Scientific Merit Review Committees. The Chairperson of this committee shall be the designated representative of the faculty senate on the Board of Academic Counselors of the Henry M. Jackson Foundation. At the direction of the President of the Senate, the Research Committee will prepare reports for the Deans, and the President, USUHS on matters that relate to research policy.

e. Communications Committee

The Communications Committee shall be responsible for ensuring that all members of the University Faculty Assembly are aware of current and on-going issues of importance to the Senate. It shall be responsible for organization and publicity for faculty assemblies to be held at least three times each academic year.

It shall be the duty of this committee to oversee the preparation of a Faculty Handbook for information and use of the Faculty of the Uniformed Services University of the Health Sciences. This handbook shall include but not be limited to the following information:

- (1) The organization of the University and its Schools concerning both academic and administrative organization.
- (2) The Standing Committees of the University, its Schools, the University Faculty Assembly, and the Faculty Senate.
- (3) Administrative policies and procedures such as professional responsibilities, recruitment of faculty, academic appointments, curriculum oversight, etc.
- (4) Faculty benefits such as retirement annuities, insurance, professional travel, recreational facilities at or near teaching sites, etc.
- (5) Other duties which arise in the area of communication among faculty members will be determined as necessary.

f. Nomination and Election Committee

The Nominating Committee for the University Faculty Assembly shall also be the Election Committee. The Nomination and Election Committee shall ensure the election of Assembly officers and Senators as prescribed in Article II, Section 4.

Article IV. Approval and Amendment of the Faculty Constitution

- Section 1. The constitution will be accepted as a valid document upon majority vote by secret mail ballot of individuals as described in Article II, Membership of the University Faculty Assembly. A minimum of twenty percent of distributed ballots must be returned for the ratification process to be valid. If insufficient number of votes is returned or if there is not a majority in favor of ratification, a second vote will be taken within three months. If the vote is again insufficient for ratification, the issue will be referred to the Faculty Senate currently sitting for resolution.
- Section 2. Those serving as officers in the year of ratification will continue to serve until the end of their elected terms, with the President-Elect becoming President and the President becoming Past-President.
- Section 3. The constitution may be amended by the following process: The need for revisions may originate from the University Faculty Assembly, Senate, or an officer of the Senate. The Constitution Bylaws and Policy Committee will review the proposed revision and make recommendations to the Senate. If the Senate concurs, the revision will be presented to the University Faculty Assembly by mail ballot for approval. The amendment will be accepted upon majority vote. A minimum of twenty percent of distributed ballots must be returned for the ratification process to be valid. The ballot will be conducted by the Committee on the Constitution and Bylaws.
- Section 4. In the event of new schools, departments or institutes being added to the university, the Constitution and Bylaws Committee may recommend appropriate representation on the senate, taking into account unique groups of faculty members not otherwise represented, and the mission of the new group. Such recommendations will be presented as an amendment to the constitution and voted upon as outlined in Section 3. Election of new representatives will take place at the next election of officers and senators, until which time new representatives of new groups will be designated by the President of the University Faculty Assembly with the approval of the Faculty Senate. Such interim representatives will be eligible for nomination or election in the next election.