

**UNIVERSITY FACULTY SENATE**

**SUMMARY OF AGENDA**

**September 15, 1997**

- I. Adoption of the Agenda**
- II. Approval of the Minutes: May 5, 1997**
- III. Re-election of Senate President Elect**
- IV. Remarks by Provost Schiavelli**
- V. Announcements: Senate President Robert Carroll**
- VI. Old Business -None**
- VII. New Business -**
  - A. Recommendation regarding the Vice President of the Senate**
  - B. Recommendation to change the terms of the Vice President and Secretary to a two year term and one year term respectively**
  - C. Recommendation for clarification regarding the Chair of the Committee On Committees and Nominations**
  - D. Recommendation regarding reapportionment issue**
  - E. Introduction of new business**

the 1990s, the number of people in the world who are under 15 years of age is expected to increase from 1.1 billion to 1.5 billion (United Nations 1999).

There are a number of reasons why the number of children in the world is increasing. One of the main reasons is that the number of children who are surviving to adulthood is increasing. This is due to a number of factors, including improved medical care, better nutrition, and a decrease in child mortality.

Another reason why the number of children in the world is increasing is that the number of children who are being born is increasing. This is due to a number of factors, including a decrease in the age at which women are having children, and an increase in the number of children who are being born to women who are already having children.

There are a number of challenges that are associated with the increasing number of children in the world. One of the main challenges is that there is a need for more resources to care for these children. This includes more schools, more teachers, and more social services.

Another challenge is that there is a need for more resources to care for the children who are most in need. This includes children who are living in poverty, children who are disabled, and children who are at risk of abuse and neglect.

There are a number of ways that we can address these challenges. One way is to increase the number of resources that are available to care for children. This can be done by increasing government spending on education and social services, and by encouraging private investment in these areas.

Another way to address these challenges is to improve the quality of the care that is provided to children. This can be done by increasing the number of trained teachers and social workers, and by providing more support to parents and caregivers.

There are a number of other ways that we can address these challenges. For example, we can work to reduce poverty, and we can work to improve the overall health and well-being of children.

The increasing number of children in the world is a challenge that we must address. By working together, we can ensure that all children have the opportunity to live a healthy and happy life.

There are a number of ways that we can address these challenges. One way is to increase the number of resources that are available to care for children. This can be done by increasing government spending on education and social services, and by encouraging private investment in these areas.

Another way to address these challenges is to improve the quality of the care that is provided to children. This can be done by increasing the number of trained teachers and social workers, and by providing more support to parents and caregivers.

There are a number of other ways that we can address these challenges. For example, we can work to reduce poverty, and we can work to improve the overall health and well-being of children.

September 5, 1997

**TO:** All Faculty Members

**FROM:** Joann Browning, Vice President  
University Faculty Senate



**SUBJECT:** Regular Faculty Senate Meeting, September 15, 1997

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, September 15, 1997 at 4:00 p.m. in room 110 Memorial Hall. The agenda will be as follows:

**AGENDA**

- I. **Adoption of the Agenda**
- II. **Approval of the Minutes: May 5, 1997**
- III. **Re-election of Senate President Elect** (Note: A slate of nominees prepared by the Committee on Committees and Nominations [Jon Olson, Chairperson] presented in Attachment 1. Biographies of the nominees are presented in Attachment 2. Senators are reminded that additional nominations may be made from the floor and that senators making such nominations are responsible for determining that a nominee would serve if elected.)
- IV. **Remarks by Provost Schiavelli**
- V. **Announcements: Senate President Robert Carroll**
- VI. **Old Business - None**

**VII. New Business -**

**A. Recommendation regarding the Vice President of the Senate**

WHEREAS it is no longer the policy that the Vice President of the Senate automatically becomes President-Elect in the following year; and

WHEREAS the description of the Committee on Committees and Nominations includes the provision that any vacancy in a position filled by Senate election shall be filled by a re-election; be it therefore

RESOLVED that the following paragraph be deleted from Section IX of the Faculty Handbook:

If the office of President Elect becomes vacant, the Vice President shall assume that office and a special election for a new Vice President shall be held. The Committee on Committees and Nominations will present a slate of at least two eligible candidates for the office of Vice President at the next regularly scheduled meeting of the Senate. (Attachment 3)

**B. Recommendation to change the terms of the Vice President and Secretary to a two year term and one year term respectively**

WHEREAS to ensure greater continuity in the membership of the Senate Executive Committee and consistent with recent practice; be it therefore

RESOLVED that Section IV of the Faculty Handbook be amended to allow for two year terms for the Vice President and the Secretary of the Senate.

Current text:

At the first regular May meeting the Senate shall elect a President Elect, a Vice President and a Secretary from the full time voting faculty of the University. The Secretary shall serve for one year and may be reelected for one additional term. The Secretary of the Senate shall also serve as Secretary of the University Faculty. The Vice President shall serve for one year and may be reelected for one additional term. The President Elect shall assume the office of president of the Senate in the second year of office. The President, President Elect, Vice President and Secretary shall all serve as voting members of the Senate. (Attachment 4)

Proposed text:

At the first regular May meeting the Senate shall elect a President Elect, and in alternate years, a Vice President or a Secretary from the full time voting faculty of the University. The President-Elect shall assume the office of

President of the Senate in the second year of office. The Vice President shall serve for two years and may not be reelected. The Secretary shall serve for two years and may not be reelected. The Secretary of the Senate shall also serve as Secretary of the University Faculty.

C. Recommendation for clarification regarding the Chair of Committee on Committees and Nominations

WHEREAS the Executive Committee is composed of the elected officers of the Senate; and

WHEREAS the constitution of the Senate states that the elected officers are voting members of the Senate; be it therefore

RESOLVED that for consistency in wording of the constitution, Section IV of the Faculty Handbook be amended as follows:

Current text

This committee shall include the President of the Senate, the Vice President of the Senate, the Secretary of the Senate, the Chairperson of the Committee on Committees and Nominations, and the President Elect of the Senate. (Attachment 5)

Proposed text

This Committee shall be composed of the elected officers of the Senate, who are the President of the Senate, the President Elect of the Senate, the Vice President of the Senate, the Secretary of the Senate, and the Chairperson of the Committee on Committees and Nominations.

D. Recommendation regarding reapportionment issue

WHEREAS the understanding of the faculty has been that the only faculty who should be counted as members for the purpose of distribution of Senators are those individuals whose primary or secondary appointments are listed as faculty or professionals who have been granted active voting status by the unit; and

WHEREAS in past practice the College of Education assigned two seats to the Library professionals, and

WHEREAS it is desirable to have the number of senators elected by the Units be 50, and the computation may result in a number different from that, it is desirable that the Rules Committee be instructed to propose for Senate action

suitable adjustments in the proposed distribution to achieve that result;

RESOLVED that Section IV of the Faculty Handbook be amended as follows:

Current text

For the purpose of determining representation on the University of Delaware Faculty Senate (hereinafter called the Senate), and for no other purpose, each voting member of the University Faculty shall be deemed to be a member of one (and only one) of the Units. Any questions involving the assignment of a voting faculty member to a Unit shall be resolved by the Senate (or a Committee that it designates).

The Senate shall consist of the President of the University, the University Provost, the Vice President for Student Life, the Vice Provost for Undergraduate Instruction, the Vice Provost for Research, the Deans of the Colleges, the Associate Provost for Graduate Studies, the elected Senate officers, the elected faculty senators of the Units, and four student senators of the University. Each member of the Senate (hereinafter called a senator) shall have the right to vote. In no case shall the number of non-elected senators exceed twenty percent of the Senate.

Each Unit shall elect a number of senators equal to the whole number part of the ratio of fifty (50) times the number of voting faculty of that college to the number of voting faculty of the University, with the added proviso that each Unit shall be granted at least two (2) senators. The duly constituted undergraduate student government and the graduate student government will each elect two students from the full time student body. In the absence of a duly constituted graduate student government, the Committee on Graduate Studies shall have the responsibility of arranging the election of the graduate student senators. (Attachment 6)

Proposed text

For the purpose of determining representation on the University of Delaware Faculty Senate (hereinafter called the Senate), the relevant members shall be the full time members of the Unit whose primary or secondary appointments are listed as faculty or professionals who have been granted active voting status by the Unit. Any questions involving the assignment of a faculty member to a Unit shall be resolved by the Senate (or a Committee that it designates).

The Senate shall consist of the President of the University, the Provost, the Vice President for Student Life, the Vice Provost for Academic Programs and Planning, the Vice Provost for Research, the Deans of the Colleges, the elected

Senate officers, the elected faculty senators of the Units, two elected professional librarians, and four student senators of the University. Each member of the Senate (hereinafter called a senator) shall have the right to vote. In no case shall the number of non-elected senators exceed twenty percent of the Senate.

Each Unit shall elect a number of senators equal to the whole number part of the ratio of fifty (50) times the number of voting faculty (defined in Section III, Item 2) for that Unit to the number of such voting faculty of the University, with the added proviso that each Unit shall be granted at least two (2) senators. Should application of this recipe yield other than fifty (50) elected senators, the Senate shall review and approve recommendations to adjust this total to fifty (50).

The duly constituted undergraduate student government and the graduate student government will each elect two students from the full time student body. In the absence of a duly constituted graduate student government, the Committee on Graduate Studies shall have the responsibility for arranging the election of the graduate student senators.

- E. Introduction of new business: Such items as may come before the Senate. (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)

- Attachments:
1. Slate of Nominees
  2. Candidates' Statements
  2. Candidates' Biographies
  3. Policy regarding Senate Vice President
  4. Policy regarding Senate VP & Secretary terms
  5. Policy regarding Executive Committee
  6. Policy regarding Reapportionment

[Note: To save expenses, attachments do not always include the complete information and supporting materials available to the committee(s). A copy of all background information is being held for review in the Faculty Senate Office, 205 Hulihan.]

JB/rpg

The following individuals have been nominated by the Committee on Committees and Nominations for various Senate offices during the academic year 1997-1998:

President Elect

Charles E. Mason  
Michael Keefe

\* \* \* \* \*

Biographies of the nominees and statements by the candidates for President Elect are at Attachment 2.



## PRESIDENT-ELECT CANDIDATES' STATEMENTS

### **Keef, Michael**

The faculty Senate is primarily responsible for overseeing and coordinating the academic policies of the various departments and units on campus. In recent years, the Senate has become quite efficient in handling and administering the bureaucracy necessary for that task. However, the faculty are also asked to provide advice and give input to the Administration and to the Board of Trustees. As the University has grown and expanded, there is the perception that faculty input is formally requested only after the fact. The Senate should address this and take the lead in establishing the required communication and finding ways to provide the pertinent information. Faculty input and discussion should be a more natural aspect of topics such as long-range planning.

If elected, my goal will be to better develop those mechanisms by which faculty can take proactive steps in addressing long-range issues and concerns at the University.

### **Mason, Charles E.**

According to the University of Delaware Charter, the faculty shall have the care, control, government and instruction of student, subject, of course, to the bylaws. The primary mechanism for faculty to formulate and administer the academic and education policies of the university is through the faculty senate. The faculty senate, with its various faculty representatives, executive committee, associated faculty committees and key administrative officers, is the major governing body for making the University of Delaware function as a university.

I am concerned about some indications of where the faculty senate is or seems to be headed. These include: 1) what often appears as a dichotomy between some parts of the faculty senate, especially between the faculty and administrative portions; 2) apathy among faculty about serving in senate related functions; 3) lack of recognition, credit and reward for faculty and administrators who serve the university faculty senate; and 4) the lack of faculty involvement in the planning and decision process which are critical to the future of academics at the university. Because we operate in a dynamic environment, it is helpful to periodically examine the charter and bylaws in order to reflect on their intended purposes and to serve as a guide for resolving some of these issues. I believe we should continually evaluate and upgrade our position and work toward improving how we accomplish our common goals of providing a high quality education and extending the base of knowledge.

If elected president of the faculty senate, I would take steps to facilitate a closer working relationship among all aspects of the faculty senate on issues governing and setting the future course of the university. Teamwork would be an important theme in order to accomplish the tasks associated with university governance. Everyone in the campus community, especially the students, can benefit from improving the way we set academic policies and provide high quality educational services. Receiving and acting on input from students, staff and non-faculty professionals should also be a part of the process. I believe that we have the appropriate mechanism for carrying out the charge for faculty as stated in the Charter. I am not inclined to urge any structural changes in the faculty senate. However, I believe it is important for the faculty senate to be a strong component of governance of the university. Also, it is important that all aspects of the university community be considered in decision-making process.

PRESIDENT ELECT (VOTE FOR ONE)

NAME: Michael Keefer DEPARTMENT: Mechanical Engg. NAME: Charles E. Mason DEPARTMENT: Entomology and Applied Ecology  
 RANK: Associate Professor DATE OF HIRE (FULL TIME): August 1985 RANK: Associate Professor DATE OF HIRE (FULL TIME): July 15, 1975

HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST?  YES  NO  
 HAVE YOU SERVED ON A SENATE COMMITTEE(S) IN THE PAST?  YES  NO

IF YOU ANSWERED "YES" PLEASE COMPLETE THE FOLLOWING:

COMMITTEE NAME	ACADEMIC YEAR	IN WHAT CAPACITY? (MEMBER, CHAIRPERSON, ETC.)
1. Undergraduate Studies	1991-94	Member
2. Coordinating Committee UNIVERSITY FACULTY	1992-94	Chairperson
3. SENATE Vice President	1996-98	Member
4. _____	1996	Elected Position
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

PLEASE USE THIS SPACE FOR ANY COMMENTS YOU MAY HAVE CONCERNING YOUR QUALIFICATIONS FOR THIS POSITION.

Also served as Senator May 1987-April 1989

I have served on several important committees of the Faculty Senate. By serving 4 years on the Committee on Committees and Nominations, I had an opportunity to see how the senate and its various committees are set up to function. I have served on a fair number of college and department committees and chaired several. I have been the coordinator of graduate studies in my department since 1991. As a lieutenant colonel in the US Army Reserve, I have received training in leadership and served in positions of important responsibility.

L. Responsibilities and Powers of Officers  
(in addition to those structured in Article IV of the Constitution)

The President of the Senate shall preside at meetings of the Senate. He or she shall also serve as chairperson and preside at meetings of the Executive Committee (the officers of the Senate).

The President of the Senate may call special meetings of the Senate or of its Executive Committee.

The President of the Senate shall serve as the executive officer of the Senate and shall sign the official copies of all Senate actions. On all matters concerning publication or public explanation of Senate actions, the President of the Senate shall be the spokesperson and representative of the Senate.

The President Elect of the Senate shall serve as chairperson of the Coordinating Committee on Education and shall assume the office of President in the following year. The President Elect will also assume the office of President in the event of the resignation of the President or the inability of the President to continue to fulfill the responsibilities of his or her office. (Rev. fall 1988)

If the office of President Elect becomes vacant, the Vice President shall assume that office and a special election for a new Vice President shall be held. The Committee on Committees and Nominations will present a slate of at least two eligible candidates for the office of Vice President at the next regularly scheduled meeting of the Senate.

(Rev. fall 1988)

When the President of the Senate is absent, the President Elect shall act in his or her place. The Vice President of the Senate shall publish the agenda and relevant committee reports at least one week in advance of regular meetings and as early as practicable before special meetings. (Distribution shall be: agenda, including all committee reports, recommendations, and proposals to all senators and one per each ten faculty members of each department.)

The Secretary shall keep the minutes of the Senate, including the call to meetings, committee reports as adopted and the record of all business transacted and shall distribute to the faculty a record of all these transactions at regular and special meetings, using the previously published agenda as the basis for this record, and duly noting any revisions, amendments, adoptions, or rejections voted by the Senate. The minutes will contain a record of relevant items in the discussion which preceded Senate actions. The Secretary shall provide for the maintenance of an electronically recorded transcript of the meetings. (Rev. 10/5/87; 2/10/97)

The agenda of every regular Senate meeting shall include (1) a list of matters currently before every standing committee of the Senate; (2) an item giving the opportunity for remarks by the President of the University and/or the University Provost.

Reports or recommendations from standing or ad hoc committees of the Senate shall, when included on the agenda for a Senate meeting, identify the chairperson of the committee, who shall be responsible to be present at the meeting, or to provide for the presence of an alternate. In the absence of the sponsoring committee chairperson or alternate, the presiding officer of the Senate shall declare the report or recommendation stricken from the agenda.

(Rev. 7/1/76)

7. At the first regular May meeting the Senate shall elect a President-Elect, a Vice President, and a Secretary from the full-time voting faculty of the University. The Secretary shall serve for one year and may be reelected for one additional term. The Secretary of the Senate shall also serve as Secretary of the University Faculty. The Vice President shall serve for one year and may be reelected for one additional term. The President Elect shall assume the office of President of the Senate in the second year of office. The President, President Elect, Vice President, and Secretary shall all serve as voting members of the Senate.

(Rev. 4/25/91)

8. The President of the Senate shall preside over meetings of the Senate, and the President Elect of the Senate shall preside when the President of the Senate is absent or chooses to participate in debate. If both the President and President Elect are absent or have chosen to participate in debate, the Vice President shall preside.

(Rev. 2/5/90)

9. The President Elect of the Senate shall serve as Chairperson of the Coordinating Committee on Education and the following year shall assume the office of President. The President Elect will also assume the office of President of the Senate in the event that the President of the Senate resigns or is no longer able to assume the responsibilities of that office.

(Rev. fall 1988)

The Vice President of the Senate shall prepare the agenda for each regular meeting of the Senate. He or she must include items presented by the President of the University or by a committee of the University Faculty. The agenda of the meetings of the Senate shall be distributed to the faculty at least one week before the meeting.

The first item of business at any regular meeting of the Senate shall be the agenda. By approval of a majority of the senators present, items may be added to the agenda prepared by the Vice President, and the order in which the items are to be considered may be changed.

As part of the agenda of each regular meeting, there shall be time allocated for new business. No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.

(Rev. 10/1/90)

10. In determining a quorum, only the elected members shall be counted, and a simple majority of the elected membership of the Senate shall constitute a quorum for the transaction of any business.
11. Meetings of the Senate shall be open to all members of the Faculty as observers. Others may be invited to observe or to be heard in accordance with rules to be established by the Senate.
12. The minutes of each meeting of the Senate shall be distributed to the University Faculty within ten (10) days following that meeting.
13. Robert's Rules of Order, Newly Revised, 1970, shall be followed by the Senate in the conduct of its business in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Senate may adopt.
14. The Senate shall have the authority to establish such other committees of the University Faculty as are required to carry on its business and shall determine the methods of their selection. Each standing committee of the University Faculty existing prior to the establishment of the Senate shall continue to function until the Senate makes appropriate disposition of its duties.

This committee shall be made up of the President Elect of the Senate who shall chair the committee; the University Provost or his or her designee; three faculty members appointed for three-year terms by the Committee on Committees and Nominations; one undergraduate and one graduate student; and the chairpersons of the following enumerated standing committees of the Faculty Senate.

- 1) Committee on Graduate Studies
- 2) Committee on Undergraduate Studies
- 3) Committee on Instructional, Computing and Research Support Services
- 4) Library Committee
- 5) Committee on Budgetary and Space Priorities

(Rev. 11/4/91)

#### EXECUTIVE COMMITTEE

This committee shall include the President of the Senate, the Vice President of the Senate, the Secretary of the Senate, the Chairperson of the Committee on Committees and Nominations, and the President Elect of the Senate.

The committee is charged with receiving, filing, and considering agenda items for Senate meetings; informing the Faculty of ongoing activities of the Senate and other University committees in order to encourage contributions to projects still in their formative stages; advising the President of the University on the agenda for meetings of the University Faculty and other matters of mutual interest; and bringing to the attention of the Senate such information, recommendations, and resolutions as are deemed necessary for the performance of its constituted duties.

The Executive Committee shall meet at least once weekly during the academic year (September to May) and shall include on its agenda provision for appropriate written acknowledgment of all proposals, comments, questions, or other memoranda directed to and received by the Senate. It shall be the responsibility of the Secretary of the Senate to assure the efficient filing of all such correspondence, as well as of adequate minutes of Executive Committee meetings.

(Rev. fall 1988)

#### FACULTY WELFARE AND PRIVILEGES, COMMITTEE ON

This committee is charged to develop and review general policies in the areas of reappointment, dismissal, faculty evaluation and appraisal, academic freedom and other areas of personnel policy and conditions of faculty employment, and to prepare recommendations concerning such policies for transmission to the Trustees through the faculty or its Senate, and through the President of the University, in accordance with Trustee Bylaws.

This committee is charged with jurisdiction over faculty complaints which are not grievances as defined in the Collective Bargaining Agreement. Procedures for mediation and hearing of complaints are detailed in "Mediation and Hearing Procedures" which was approved by the University Faculty Senate April 6, 1992 and is maintained in the office of the University Faculty Senate. The committee's decisions on complaints are presented as advisory opinions to the University Provost.

This committee shall consist of seven faculty members, one of whom shall be designated chair and one of whom shall be an assistant professor.

2. For the purpose of determining representation on the University of Delaware Faculty Senate (hereinafter called the Senate), and for no other purpose, each voting member of the University Faculty shall be deemed to be a member of one (and only one) of the Units. Any questions involving the assignment of a voting faculty member to a Unit shall be resolved by the Senate (or a Committee that it designates).

SECTION IV:

1. The Senate shall consist of the President of the University, the University Provost, the Vice President for Student Life, the Vice Provost for Undergraduate Instruction, the Vice Provost for Research, the Deans of the Colleges, the Associate Provost for Graduate Studies, the elected Senate officers, the elected faculty senators of the Units, and four student senators of the University. Each member of the Senate (hereinafter called a senator) shall have the right to vote. In no case shall the number of non-elected senators exceed twenty percent of the Senate. (Rev. of titles, 11/15/93; rev. Fac. Sen. 2/10/97)
2. Each Unit shall elect a number of senators equal to the whole number part of the ratio of fifty (50) times the number of voting faculty of that college to the number of voting faculty of the University, with the added proviso that each Unit shall be granted at least two (2) senators. The duly constituted undergraduate student government and the graduate student government will each elect two students from the full-time student body. In the absence of a duly constituted graduate student government, the Committee on Graduate Studies shall have the responsibility of arranging the election of the graduate student senators.
3. The term of an elected faculty senator shall be two years commencing on September 1. The terms of approximately half of these senators shall expire each year. The student senators shall be elected by the group that they represent for a term of one year commencing on September 1. No elected senator shall serve more than three (3) consecutive terms. The Senate shall in its Bylaws provide for the definition of nonfeasance of elected senators and for their replacement, and for the replacement of any senator unable to serve.  
(Rev. fall 1988)
4. The Senate or a committee that it designates shall be responsible every second year for recomputing the formula for faculty senators given in (2) and shall notify each Unit by February 1 of that year of the number of faculty senators it is to elect in each of the following two years.
5. Each Unit shall nominate and elect its senators by secret ballot. Any vacancy shall be filled by the Unit in this manner within thirty (30) days after the Secretary of the Senate gives notice of the vacancy.
6. The Senate shall hold at least one regular meeting each month during the academic year (September through May). The Senate may by the vote of two-thirds of its membership increase the schedule of regular meetings. It shall hold special meetings (1) at the call of the President of the University, (2) at the call of the President of the Senate, (3) by majority vote of the senators present at any regular or special meetings, (4) by petition of twenty (20) percent of the voting membership of the University Faculty to the President of the Senate, or (5) by petition to the President of the Senate of at least twenty (20) percent of the senators. The President of the Senate (or in his or her absence the Vice President of the Senate) in the last three cases shall issue the call of the special meeting within a week of receipt of the request. The meeting shall be held within one week of the call. The call of a special meeting shall state the purpose or purposes of the special meeting and no business shall be transacted other than that specified in the notice of the meeting.  
(Rev. 7/1/76)