

CHARTER OF THE FACULTY SENATE OF ARTS AND SCIENCES OF THE UNIVERSITY OF HAWAII (revised April 2012)

PREAMBLE

The function of the Faculty Senate of Arts and Sciences, acting through its representative committees, is to advise the Colleges of Arts and Sciences: Arts and Humanities; Languages, Linguistics, and Literature; Natural Sciences; and Social Sciences; and their Deans, acting as the Council of Arts and Sciences Deans; in the following major areas of shared responsibility:

- A. the granting of degrees
- B. educational policy and planning
- C. curriculum
- D. student advising.

Although these are the main areas of concern to the Arts and Sciences Faculty Senate, it may also consider, if the need arises, more general matters such as the protection of academic freedom against abuse and misuse; the purposes and goals of the Colleges as major functioning entities within the University; the nature and scope of existing and future programs; the standards of teaching, research, and service; the general state of relationships among all members of the university community.

ARTICLE I

THE ARTS AND SCIENCES FACULTY SENATE

- Section 1. Composition. The Faculty Senate of Arts and Sciences shall consist of all members of the faculties of the Colleges of Arts and Humanities; Languages, Linguistics, and Literature; Natural Sciences; and Social Sciences; and the faculties of the Arts and Sciences-wide programs.
- Section 2. Voting Eligibility.
- A. Eligibility to vote for the standing committees and at meetings of the Arts and Sciences Faculty Senate shall be extended to all faculty members in rank 2 or the equivalent or above. A faculty member on a split appointment shall be eligible to vote in the unit (College, or Arts and Sciences-wide program) in which the member spends at least 50%

of his or her time, unless the faculty member indicates otherwise. If the faculty member has a split appointment within the Arts and Sciences, he or she may choose in which unit to vote.

- B. Deans, Associate Deans, and Assistant to the Deans of the Colleges of Arts and Sciences do not have voting privileges, but are encouraged to attend meetings of the Faculty Senate.
- C. Voting shall be conducted by the Arts and Sciences Office in accordance with practices specified by the Arts and Sciences Faculty Senate Executive Committee. Records of elections shall be kept for one year, and shall be made available for review to any member of the Arts and Sciences Faculty.

Section 3. Activities and Meetings of the Faculty.

- A. Ordinarily, the functions of the Arts and Sciences Faculty Senate will be carried out by its standing and ad hoc committees, especially the Executive Committee.
- B. Meetings of the Arts and Sciences Faculty Senate shall be called by the Executive Committee, either for purposes noted in this charter or when deemed necessary to consider any matters that pertain to the present and future well-being and development of the Colleges and their faculties.
- C. At meetings of the Faculty Senate, parliamentary procedure shall be governed by Robert's Rules of Order. All members of the Faculty are encouraged to attend.
- D. At meetings of the Faculty Senate, the Chairperson of the Executive Committee shall be the President and presiding officer. The Vice-Chairperson of the Executive Committee shall be the Vice-President, and in the absence of the President the Vice-President shall assume the duties of the President. The Secretary of the Executive Committee shall act as Secretary of Faculty meetings. The Secretary shall keep the minutes of the meetings, and make them available to all members of the Arts and Sciences Faculty, voting and non-voting.
- E. At meetings of the Arts and Sciences Faculty Senate, motions shall be passed by a majority of the Arts and Sciences Faculty Senate present and voting.

ARTICLE II

THE ARTS AND SCIENCES FACULTY SENATE EXECUTIVE COMMITTEE AND ITS DUTIES

Section 1. Composition of the Arts and Sciences Faculty Senate Executive Committee.

- A. The chief operating body of the Arts and Sciences Faculty Senate shall be the Executive Committee. The Executive Committee shall be composed of nine members of the Arts and Sciences Faculty, who shall be elected each spring in mid-April. Their terms shall begin on July following the election and end two years later.
- B. Eligibility for election to the Arts and Sciences Faculty Senate Executive Committee shall be as follows. Unit chairpersons and directors are ineligible for election. Otherwise, all faculty members who are .50 or more in the Colleges of the Arts and Sciences, and who are in rank 2 or above, and who are expected to be on duty at the University during the full academic year following that in which the election is held, shall be eligible for election. If a faculty member who is so qualified holds an appointment that is split between two units, that member will stand for election in the Arts and Sciences unit where the member spends .50 of his or her time, unless the faculty member indicates otherwise.
- C. The members of the Executive Committee shall be elected by the voting members of the Faculty Senate of the Arts and Sciences so that two of the members of the Executive Committee shall be chosen by and from each of the four Colleges, and one shall be chosen from the Arts and Sciences Faculty at large. After all college positions are filled, a remaining candidate not obtaining a position shall be deemed the at-large member. If more than one such candidate remains, there will be a second vote among all faculty to determine the at-large member.

The Colleges and eligible units composing them are:

ARTS AND HUMANITIES:

American Studies, Art and Art History, Communicology, Academy for Creative Media, History, Music, Philosophy, Religion, and Theatre and Dance

LANGUAGES, LINGUISTICS, AND LITERATURE:

East Asian Languages and Literature, English, Indo-Pacific Languages and Literatures, Languages and Literature of Europe and the Americas, Linguistics, and Second Language Studies

NATURAL SCIENCES:

Biology, Botany, Chemistry, Information and Computer Sciences, Mathematics, Microbiology, Physics and Astronomy, and Zoology

SOCIAL SCIENCES:

Anthropology, School of Communications, Economics, Ethnic Studies, Geography, Political Science, Psychology, Public Administration, Public Policy Center, Social Science Research, Sociology, Urban and Regional Planning, and Women's Studies

Arts and Sciences academic entities that are not included in one of the four Colleges, such as Advising shall, for purposes of election to the Arts and Sciences Faculty Senate Executive Committee and the Program and Curriculum Committee, be included in whichever of the Colleges has, at that time, the smallest number of FTE faculty.

As other programs and departments develop within the Colleges, they shall be given representation on the same basis as existing units.

- D. Elections shall be conducted by secure auditable ballot on the basis of simple plurality. Voters must be able to cast their ballot without disclosing their vote. Terms of service on the Executive Committee for the members elected from the Colleges shall run for two years and be staggered; four new members (one from each Colleges will be elected in even-numbered years and four in odd numbered years. The at-large member shall serve for two years. No person shall serve more than one term consecutively, except the Chairperson, who shall serve as an ex-officio member in the year following his/her tenure as Chairperson. An alternate who moves into a vacancy on the Executive Committee shall serve until the return of the person being replaced, or until the end of the term of the person being replaced, whichever occurs first. Such alternate is eligible to be elected in the next election.
- E. The Chairperson and Vice-Chairperson of the Executive Committee shall be elected at the conclusion of the previous academic year. The Vice-Chairperson shall serve in the event of the absence of the Chairperson.

- F. The Secretary of the Executive Committee shall be elected, by simple majority of the Executive Committee from its own membership.
- G. The Chairperson of the Executive Committee shall be compensated for his or her responsibilities by a teaching load reduction equivalent to one 3-credit course.

Section 2. Duties of the Executive Committee.

- A. The Executive Committee shall carry on necessary inquiries and investigations, concerning matters pertaining to the goals, policies, and practices that affect the academic quality and integrity of the Arts and Sciences. Matters that come before it may originate internally or from:
 - 1. information or proposals transmitted by the Arts and Sciences Deans
 - 2. proposals made to the Executive Committee for its consideration and action by any member of the Faculty
 - 3. a question and answer period with the Chair of the Council of Arts and Sciences Deans at an Executive Committee meeting.
- B. The Executive Committee has the following specific duties:
 - 1. appoint members of the faculty to serve on standing and ad hoc committees
 - 2. refer issues to the appropriate committees for their consideration and recommendations
 - 3. review recommendations of the standing and ad hoc committees
 - 4. call meetings of the Arts and Sciences Faculty Senate when deemed necessary, or on petition by at least ten members of the Faculty.
- C. Recommendations of the Executive Committee, and of meetings of the Arts and Sciences Faculty Senate, shall be transmitted to the Chair of the Council of Arts and Sciences Deans by the Secretary of the Executive Committee.

The Chair of the Council of Arts and Sciences Deans shall submit, if requested, all recommendations of the Arts and Sciences Faculty Senate Executive Committee and Faculty Senate to the appropriate office for consideration and action. The Chair of The Council of Arts and Sciences Deans shall be requested to report to the Executive Committee all actions taken on such recommendations.

- D. Accountability. The Arts and Sciences Faculty Senate Executive Committee shall, at the end of each semester, report to all members of the Faculty of Arts and Sciences all substantive actions taken both by itself, by the other standing committees, and by any ad hoc committees.

ARTICLE III

THE OTHER STANDING COMMITTEES AND THEIR DUTIES

Section 1. Arts and Sciences Faculty Senate Committees.

The Faculty Senate shall have, in addition to the Executive Committee and to such ad hoc committees as may be found useful or necessary from time to time, the following standing committee:

- A. The Educational Policy and Planning Committee

All Faculty committees, except as otherwise specifically designated, shall be selected from members of the Arts and Sciences faculty.

Section 2. The Educational Policy and Planning Committee.

- A. The Committee shall consist of eight members, seven of them appointed by the Arts and Sciences Faculty Senate Executive Committee for two-year staggered terms. The seven members shall include one faculty member from each of the four Colleges, one department chairperson or program director, one graduate student, and one undergraduate student. The eighth member shall be appointed by the Chair of the Council of Arts and Sciences Deans from among the Deans, Associate Deans, and Assistants to the Deans.
- B. The Committee shall, in consultation with the Office of Student Academic Services, the Office of the Vice Chancellor for Academic Affairs, the Office of the Vice President for Academic Affairs, the Mānoa Faculty Senate, and other policy making and policy implementing bodies as appropriate:

1. determine current policies concerning student admission, degree requirements, grading, advising, transfer of credits between the Colleges of Arts and Sciences and other schools, colleges, and campuses of the University of Hawai'i.
2. monitor the implementation of such policies.
3. determine current curricular policies in the Arts and Sciences, monitor the implementation of such policies, and recommend modifications of such policies to the Arts and Sciences Faculty Senate Executive Committee.
4. provide that academic policies and requirements are explicitly stated in the University catalog.
5. recommend modifications in policies and requirements to the Arts and Sciences Faculty Senate Executive Committee.

- Section 3. Curriculum Committee. It is expected that each College maintain its own Curriculum Committee. These committees will coordinate under the direction of the Council of Deans. The committees are responsible for submitting a yearly report to the Executive Committee.
- Section 4. Committee Interrelationships. All standing and ad hoc committees shall be free to consult with other committees on Faculty matters of mutual concern through written communications, informal liaison, or joint meetings. From time to time the Executive Committee or any of the standing or ad hoc committees may find it necessary to form a joint subcommittee of two or more committees to consider matters which are not easily resolved through less formal consultation. Recommendations developed by such joint subcommittees shall be presented to the full committees involved, jointly or severally, for discussion and approval prior to being forwarded for action. Membership in joint subcommittees shall be determined by the participating committees.
- Section 5. Inter-committee Liaison. The standing committees shall communicate their actions, recommendations, and positions on substantive issues to the Executive Committee.

ARTICLE IV

ADOPTION OF AND AMENDMENTS TO THE CHARTER

- Section 1. Effective Period of the Charter. The Charter becomes effective upon approval by a majority of the votes cast by the members of the Arts and Sciences faculty. The Executive Committee shall review the Charter every five years, beginning in 1991.
- Section 2. Proposing Amendments. Proposed amendments may be made by or transmitted through any Arts and Sciences Faculty Member or committee. A proposed amendment shall be transmitted in writing to the Executive Committee, which shall then consider transmitting the proposal to the Faculty. Proposals, from whatever source, that would have the effect of altering the structure or activities of the Faculty of Arts and Sciences shall be considered and acted upon by the Executive Committee and the Faculty Senate of Arts and Sciences as outlined below in this Article.
- Section 3. Amendment Process. Proposed amendments shall be dealt with as follows:
- A. The proposal shall be considered by the Executive Committee. Upon approval by the Executive Committee, the Committee shall transmit the amendment to all members of the Arts and Sciences Faculty Senate for a vote of ratification. If the Executive Committee deems it necessary, it shall call a meeting of the Faculty Senate in order to consider the amendment in more detail.
 - B. Once transmitted, amendments to the Charter shall become effective upon approval by two-thirds of the Faculty Senate of Arts and Sciences voting on the issue by a date predetermined by the Executive Committee, said date to be no sooner than two weeks and no later than four weeks after the date of transmission.