

ACADEMIC SENATE BYLAWS

1 NAME OF ORGANIZATION

Academic Senate

2 NATURE & PURPOSE

A. Nature of organization: A faculty/administration governance body that will relate directly to the President and Provost without review by any other group.

B. Purpose: To give faculty and chairs responsibilities including, but not limited to, the following:

- a. Approving academic policies and procedures;
- b. Reviewing structures of programs, curricula, and schools;
- c. Providing for appropriate review of course additions and changes;
- d. Reviewing academic services;
- e. Establishing committees on appropriate subjects;
- f. Interviewing prospective deans, vice-presidents; provosts, and presidents;
- g. Appointing faculty members to Board standing committees;
- h. Nominating Faculty Trustee;
- i. Formulating structure and procedures of search committees, and appointing faculty and chair membership.

3 MEMBERSHIP

A. Full-time Faculty: At least one full-time faculty member from the Library Faculty and each of these schools of the Institute: Architecture, Art and Design, Graduate Information and Library Science, Liberal Arts and Sciences; in schools with more than 12 full-time faculty, a representative for each 12 or major fraction thereof. (Three-year terms)

B. Part-time Faculty: Four part-time faculty members elected from the part-time faculty of the School of Art and Design; two part-time faculty members elected from the part-time faculty of the School of Architecture; one part-time faculty member elected from the rest of the part-time faculty (the School of Liberal Arts and Sciences, the School of Information and Library Science, and the Library). [These numbers represent a current proportional representation from the schools of Architecture and of Art and Design and from the remaining faculty at large, the ratio being approximately 1 to 120.] (Three-year terms)

C. Chairs: One chair from each of the undergraduate and graduate units of the Institute having chairs (Undergraduate Architecture, Graduate Architecture, Undergraduate Art and Design, Graduate Art and Design, Liberal Arts and Sciences). (Three-year terms)

D. Alternate member: In the event that a Senate position becomes vacated, the person receiving the next highest vote for that position will become the representative, provided that the voting body and the pool of potential nominees remains the same. An interim election will be held if either the voting body or the pool of potential nominees has changed significantly.

4 ELIGIBILITY FOR MEMBERSHIP

- A. Faculty: Full-time, adjunct, and visiting faculty.
- B. Chairs: Those who teach regularly scheduled classes in their subject areas.

5 OFFICERS OF THE ORGANIZATION

President; Vice-President; Secretary; Treasurer.

- A. These officers (who serve three-year terms) constitute the Executive Committee of the Academic Senate. They are elected by secret ballot.
- B. The Executive Committee has the authority to act when the Senate is not in regular session.
- C. If the President is chosen from among the members of the Senate (as opposed to the faculty-at-large), the replacement shall be the alternate member. (see 3D.)

6 STANDING COMMITTEES

Standing committees of the Academic Senate will be established, as needed, by the Academic Senate.

7 AMENDMENTS

Amendments to the bylaws may be proposed at any time, but will be voted on no earlier than the eighth (8th) week of the following Fall or Spring semester. Passage requires seventy- five per cent (75%) of the members of the Academic Senate voting in a secret, written ballot. Approved amendments become effective upon approval by the Board of Trustees.

8 QUORUM

Quorum for Academic Senate meetings: Sixty percent (60%) of the elected members.

9 MEETINGS

A. Regular meetings will be held biweekly during the Fall and Spring Semesters, or as often as deemed necessary by the Executive Committee.

B. The Academic Senate will convene at least once, after the eighth week of each of the semesters, Fall and Spring, a meeting of the faculty and chairs, presided over by the President of the Academic Senate.

Reports on:

- a. issues confronting the Institute and
- b. academic governance will be made by the President of Pratt Institute and the President of the Academic Senate.

10 RULES

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Academic Senate in all cases where they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

Original bylaws unanimously adopted by the Faculty Council on 23 April 1991. Article nine (9) unanimously approved 2 May 1991. Revisions unanimously approved 6 May 1993.

Article three B (3 B) unanimously approved On 9 December, 2003. Article five (5) unanimously approved on 4 May, 2004. Both amendments approved by the Board of Trustees on 5 May, 2005.

FACULTY HANDBOOK

[HTTP://WWW.PRATTSENATE.ORG/fhb.pdf](http://www.prattsenate.org/fhb.pdf)

FACULTY GOVERNANCE STRUCTURE

Faculty Handbook, 2007-2008; Part 1: Pratt Institute Organization & Governance; page 15

The charter of Pratt Institute vests the Board of Trustees with the primary responsibility for the educational and financial well being of the institution. The Board, in turn, authorizes the president and administration to direct the Institute in its many and complex operations. The Board, the president, and the administration recognize the **important role of the faculty in developing, implementing, and monitoring the content and quality of Institute programs, curricula, and courses.** To this end the Institute has established an academic senate composed of faculty and chair representatives elected directly by the faculty and chairs of the Institute. **The academic senate is a faculty administration governance body that relates directly to the president and provost without review by any other Institute group.**

ACADEMIC PROGRAMS & POLICIES COMMITTEE

Faculty Handbook, 2007-2008; Part 1: Pratt Institute Organization & Governance; page 19, Academic Senate, Standing Committees of the Senate

The following standing committees report to the senate:

- Academic Programs and Policies, which examines educational goals and policies, including but not limited to the following: curriculum study and development; proposals for all course additions, course changes, and degree programs (passing on its recommendations to the senate for its consideration); and academic policies and procedures relating to instruction.

Senate Website: <http://www.prattsenate.org/appc/>

With representatives from all schools of the Institute, the Academic Programs and Policies Committee has an important overview and facilitator role in curriculum development, the creation of new courses, and the revision of existing ones.

It assists in ascertaining redundancies or conflicts in courses from more than one department with similar concerns. Examining each course proposal, its findings and recommendations are reported to the full Senate for its input before implementation. All matters pertaining to curriculum are within the purview and responsibility of this committee.

CURRICULUM REVIEW PROCEDURES

Faculty Handbook, 2007-2008; Part 1: Pratt Institute Organization & Governance; page 20, Academic Senate, Curriculum Review Procedures

The faculty of each school, and/or each department, together with the department chairs and dean are required to establish appropriate policies and procedures for the review of curricula. These school or department curriculum committees will study and make recommendations to the dean concerning the introduction, modification, or abolition of courses of instruction, curricula, or programs of study leading to degrees and certificates. Proposals for course and curriculum changes are normally prepared and presented to the dean by the academic departments. Proposals for changes must be submitted with syllabi, course descriptions, grading and evaluation requirements, and other appropriate documentation, including impact on existing credit distribution and requirements, needs and changes in faculty staffing and departmental equipment, and budget implications. Faculty proposals for course and curriculum changes should be submitted using the standard form issued jointly by the provost and by the senate Academic Programs and Policies committee, and available in the dean's office. To ensure a timely review, proposals should be submitted to the dean's office for review no later than October 15 of the year prior to the academic year in which they are proposed to be implemented. Following approval by the dean, these curricular proposals are forwarded to the provost's office for simultaneous reviews by the deans council and the academic senate.