

TOURO UNIVERSITY CALIFORNIA  
FACULTY SENATE BY-LAWS

Faculty Handbook Appendix A

Revised and Ratified by the Faculty Senate on March 30, 3009

The name of the organization will be the Touro University – California (TU-C) Faculty Senate.

The purpose of the TU-C Faculty Senate will be to represent the interests of the entire faculty including, but not limited to:

- Establishment and oversight of faculty standards;
- Curriculum development and oversight;
- Salary and contract negotiations;
- Hiring of faculty, including determination of initial rank;
- Faculty promotion;
- Academic resources and staffing;
- Composition and constitution of standing and special committees, including search committees;
- Faculty development and morale;
- Addressing any matters of importance to the faculty of TU-C and making recommendations to the Dean, President, and Board of Trustees when deemed appropriate;
- Promotion, support and enhancement of research and scholarly activities;
- Establishment and oversight of educational standards;
- Active participation in long-range planning and institutional development.

**Article I:** Membership qualifications, rights and duties to the Touro University-California Faculty Senate, hereinafter known as the Faculty Senate.

1. All regular faculty of Touro University-California (Touro University-C) are voting members of the Faculty Senate. Regular faculty members are defined as individuals who hold faculty rank and have gone through the formal ranking process by the TUC Rank and Promotion Committee, have at least a 50% time appointment and whose primary employer is Touro University - C. Faculty holding administrative titles of Associate Dean or ranks above that level are ineligible for membership.
2. All other faculty will be non-voting members of the Faculty Senate. This includes individuals holding faculty rank who work less than 50% time and those faculty members who have not gone through the formal ranking process by the TUC Rank and Promotion Committee.

3. Individuals who hold faculty appointments with specifically defined terminations, such as research fellows, will be non-voting members of the Faculty Senate.
4. The Faculty Senate Secretary will verify employment status of Faculty Senate members annually with the Human Resources Department. Verification will be done at the beginning of the academic year.

**Article II:** The duties of the officers and executive committee of the Faculty Senate are as follows:

1. The Chair

- Will preside over Senate meetings and Executive Committee meetings.
- Will vote only under circumstances in which no clear majority has been obtained (tie vote).
- Will voice the concerns and issues of the faculty to the administration and act as a liaison
- Will serve a term of not more than 2 years. Will be eligible for reelection to a second two-year term.

2. The Vice-Chair

- Will assume responsibilities of the Chair in the absence of the Chair.
- Will take over as Chair if the Chair resigns or is unable to continue in his/her duties.
- Will serve a term of not more than 2 years. Will be eligible for reelection to a second two-year term.
- Will act as parliamentarian of the Faculty Senate.
- Will be a member of the Self-Study Steering Committee.

3. The Secretary-Treasurer

- Will record, maintain and distribute minutes to the membership.
- Will verify employment status of Faculty Senate members with the Human Resources Department at the beginning of each academic year.
- Will notify the membership of all special and regular meetings and of the results of all votes.
- Will receive and tally all electronic votes and notify the membership of the results.
- Will record, maintain and distribute minutes to the membership

- Will verify employment status of Faculty Senate members with the Human Resources Department at the beginning of each Academic year.  
Will notify the membership of all special and regular meetings and of the results of all votes  
Will receive and tally all ballot votes and notify the membership of the results
  - Will accept new agenda items submitted by the membership and present them to the Executive Committee for inclusion
  - Will serve a term of not more than two years. Will be eligible to for reelection to a second two-year term.
  - Will collect dues, maintain banking records and present annual financial reports to the Faculty Senate
4. Member-at-Large
- Will attend the Faculty Senate Executive Committee meetings with full voting privileges.
  - Will serve a term of not more than two years. Will be eligible to for reelection to a second two-year term.

5. The Executive Committee

- Consists of the faculty officers and one member-at-large who is elected by the membership and retains full voting membership in the Executive Committee
- Will set the agenda for all meetings
- Will act as the interface between the faculty and the administration
- Will maintain contact with all standing and ad hoc committees of the Faculty Senate

**Article III.** Regular meetings will be held once per month during the Academic year and shall be suspended during July.

**Article IV.** A QUORUM, necessary for the conduct of business and for non-ballot voting, shall consist of 20% of the eligible voting membership.

**Article V.** The secretary/treasurer of the Faculty Senate shall notify all members of regular and special meetings no less than one (1) week prior to the meeting, except in the case of emergency meetings when one (1) week notice is not possible.

**Article VI.** Election provisions

**Section 1. Nominations**

The Secretary/Treasurer of the Faculty Senate will solicit nominations for the Faculty Senate Executive Committee from all eligible members. The time of the April Faculty Senate meeting will commence the nomination process which will continue for a two week (14) day period. Such nominations will be in written or email form and received at least 14 days prior to the election. If fewer than two (2) names are placed in nomination for any office, a candidate may run unopposed. A potential candidate's name will be placed in nomination on a ballot only with his/her consent.

**Section 2. Elections**

The Secretary/Treasurer of the Faculty Senate will conduct the election of the Executive Committee. All elections will be conducted by secret electronic ballot. Only eligible faculty members will receive electronic voting instructions. Electronic voting will take place over a two week (14 day) period. The nominees receiving the greatest number of votes cast will be elected to serve on the Executive Committee for a two-year term. If the Secretary/Treasurer is running for a position on the Executive Committee, a special Elections Committee will be appointed to count the electronic ballots.

In the event of a tie, a run-off election by electronic secret ballot will be held. In the event that the results of the run-off election also results in a tie, the membership will keep voting until one candidate receives a majority vote. (Per Roberts Rules of Order).

**Section 3. Announcement of Election Results**

The Secretary/Treasurer of the Faculty Senate will forward the winners of the election and vote tallies to the Chair of the Senate prior to the May Faculty Senate meeting. Actually vote tallies will not be reported to the Faculty Senate membership. If the Chair of the Faculty Senate is running for a position on the Executive Committee, a Special Elections Committee will be appointed to report the results of the election. The Chair of the Faculty Senate will announce the names of the persons elected to serve on the Executive Committee by official balloting upon verification of the election results by the Faculty Senate. Officers begin their terms immediately following the June Faculty Senate meeting.

**Section 4. Resignation from Office**

Resignation from office will be made by signed formal letter to the Chair stating the date the resignation is effective and the reason for the resignation.

**Section 5. Vacancies**

All vacancies on the Executive Committee will be filled as soon as possible. The Chair of the Faculty Senate will appoint an individual from the Faculty Senate, with the Senate's concurrence as determined by secret electronic ballot, to serve for the unexpired term, after which time he/she is eligible for election.

**Article VIII.** Designation of the organization's fiscal year  
The fiscal year shall follow that of Touro University – California.

**Article IX.** Standing and special rules  
No standing or special rules of order pertain at this time. Provision for standing rules shall be made only by amendment to the By-laws (see Article XI).

**Article X.** The parliamentary procedure for this organization shall be Robert's Rules of Order

**Article XI.** Methods for amendment and revision of the By-laws.  
Proposed amendments and revisions to the By-laws will be announced by the sponsoring senator on the agenda for two consecutive meetings of the Faculty Senate. The proposal will be written in a clear and succinct fashion and distributed to each member of the Senate for consideration via email at least seven (7) days in advance of the electronic voting. Voting on amendments or revisions to the By-laws will be by secret electronic voting. Approval of the motion for amendment or revision to the By-laws will require affirmation of two-thirds of those voting.

Upon approval, the amendment will be attached to the main body of the By-laws and made a permanent addition to the document. Revisions to the By-laws will be incorporated in the By-laws document.