

UNIVERSITY OF MASSACHUSETTS BOSTON  
CONSTITUTION OF THE COLLEGE OF SCIENCE AND MATHEMATICS

*Approved Academic Year 2003-2004*

## I. INTRODUCTION

*1.1* The governing body representing the membership of the College of Science and Mathematics (hereafter CSM or the College) is the Senate. For purposes of representation, the College membership is composed of faculty (both full- and part-time), undergraduate and graduate students, and members of the staff.

*1.2* The right of members of the College of Science and Mathematics to participate in decisions affecting their responsibilities and careers is a basic right and gives substantial authority to the Senate. The Senate is the primary instrument by which this right is exercised on matters of College governance.

## II. JURISDICTION AND POWERS

*2.1* As the governing body representing the College membership, the Senate shall have jurisdiction over all matters affecting the College of Science and Mathematics, as well as groups or individuals within the College. Such jurisdiction shall be exercised to the extent compatible with the provisions of the Constitution of the Faculty Council of the University of Massachusetts Boston. In case of conflict between provisions of the Constitution of the College of Science and Mathematics and the Constitution of the Faculty Council of the University of Massachusetts Boston, or between the Constitution of the Faculty Council and any act of the Senate, the Constitution of the Faculty Council shall take precedence.

*2.2* The powers of the Senate shall be subject to the authority of the Dean of the College of Science and Mathematics, the Vice Chancellor for Academic Affairs (VCAA), the Chancellor and the President, and to the final authority of the Board of Trustees, and in accordance with the general laws of the Commonwealth of Massachusetts, the by-laws of the Board of Trustees and such rules, regulations and resolutions as the Board of Trustees may promulgate. In cases where an action of the Senate is overruled, the Senate shall receive written reasons for the adverse decision. Without prejudice to the meetings of the College constituencies provided for in Chapter VIII of this Constitution, actions and views of the Senate shall be considered to be the official actions and views of the College of Science and Mathematics.

*2.3* The Senate recognizes the right of the faculty and staff at the University of Massachusetts Boston to bargain collectively and will work cooperatively with the Faculty Staff Union, the Classified Staff Union (SEIU Local 888) and the Graduate

Student Union to best serve the interests of the membership of the College. Any negotiated policies, powers and operating principles of CSM governance that result from collective bargaining and that are ratified in accordance with the terms of the collective bargaining agreement shall supercede any principles of this constitution if there is a conflict between them.

2.4 Subject to the limitations specified above in paragraphs 2.1, 2.2 and 2.3, among the powers exercised by the Senate on behalf of the membership of the College of Science and Mathematics are the following.

*Academic Policy and Programs.* The Senate shall have the power to establish instructional programs and academic policy for the College, provided that these are compatible with the instructional goals of the University of Massachusetts Boston.

*Admissions.* The Senate shall have the power to establish policies for the admission of students to the College and for the award of scholarships, provided that these policies are compatible with the goals of the University of Massachusetts Boston on these matters.

*Administrative Appointments.* The Senate shall have the power to consult with the Vice Chancellor for Academic Affairs in the nomination of the Dean or the Acting Dean of the College. In the case of a search for a new Dean or Acting Dean, the Senate shall consult with and make recommendations to the Vice Chancellor for Academic Affairs on the charge and composition of the search committee. No later than five years after the initial appointment of a Dean and at least every five years thereafter, the Senate shall consult with and make recommendations to the Vice Chancellor for Academic Affairs concerning the composition of a committee that shall review the performance of the Dean.

*Budget, Long-Range Planning, and Administrative Operation.* The Senate shall have the power to consult with the Dean of the College and to review decisions concerning all matters relating to the following: the College budget, including the utilization and allocation of College funds other than those under the jurisdiction of the Student Senate; the use of space and buildings; College administrative and service policies and procedures; the long-range planning and development of the College, and general administrative policy in the College.

*Personnel.* Each year the Senate shall ratify the Dean's nominations to membership of the Collegiate Personnel Committee. Faculty members of the Senate who expect to have personnel actions before the Collegiate Personnel Committee that year shall recuse themselves from the discussion and vote on this matter.

*Emergencies.* The Dean of the College, the VCAA, and the Chancellor shall consult the Senate, whenever possible, concerning measures to be taken in emergencies to maintain the orderly functioning of the College.

*By-Laws.* The Senate shall have the power to make any by-laws it deems necessary to facilitate the transaction of its business as long as such by-laws are consistent with the provisions of this Constitution and of the Constitution of the Faculty Council. The by-laws may be changed only at a meeting, the announced agenda of which includes the proposed changes, and shall be adopted by a two-thirds majority of the members of the Senate who are present and voting.

2.5 The enumeration of powers in paragraph 2.4 should not be construed to deny or disparage such other powers of the Senate as may be necessary for the carrying out of the Senate's function of representing the membership of the College.

### III. MEMBERSHIP OF THE SENATE

3.1 The Senate of the College shall be composed of elected and appointed representatives of the faculty, students and staff of the College as follows:

a. Faculty members elected in the following manner:

1. One from each department of the College with fewer than 20 full-time equivalent (FTE) faculty members, and from each Program with fewer than 20 FTS faculty members not otherwise affiliated with departments.
2. Two from each department of the College with more than 20 and fewer than 40 FTE faculty members and from each Program with more than 20 and fewer than 40 FTE faculty members not otherwise affiliated with departments.
3. Three from each department of the college with more than 40 FTE faculty members and from each Program with more than 40 FTE faculty members not otherwise affiliated with departments.
4. Two to be elected from the part-time faculty of the College.
5. Three faculty members to be elected at large from the CSM full-time faculty.

b. One non-voting undergraduate member to be appointed by the Undergraduate Student Senate from among the full-time CSM undergraduate students.

c. One non-voting graduate student member to be appointed by the Graduate Student Association from among the full-time CSM graduate students.

d. Two staff members to be elected by the professional and classified staff of the College.

e. The Dean of the College (or the Dean's representative) will be a non-voting member of the Senate.

3.2 Faculty senators may be full-time or part-time members of the CSM. Staff senators must be employed full-time in the CSM. Faculty or members of the professional and classified staffs shall not be eligible to serve on the Senate while on leave of absence or on sabbatical leave; faculty will not be eligible while serving full-time or part-time in the College or University administration above the level of Chair. Student representatives to the Senate must be in good academic standing and must be full-time students. (The definition of full-time is carrying a minimum of nine credits. The definition of good standing is having a cumulative average of 2.0 for undergraduates; 3.0 for graduate students.) Students cannot serve in the Senate after their tenth semester as full-time students. Students eligible to be Student Senators either must be pursuing a declared major in one of the CSM undergraduate programs or must be pursuing a graduate certificate or degree in one of the CSM post-baccalaureate programs.

3.4a. Temporary Vacancies. To replace Senators elected at-large, the Senate shall fill the vacancy by appointment; whenever possible, such appointment shall be made from the highest on the roster of unsuccessful candidates in the previous regular election. To replace Senators elected by Departments or Programs, the appropriate Department or Program shall select a substitute. At the expiration of the leave, the duly elected Senator shall resume his/her seat and complete the remainder of the unexpired term if any.

3.4b. Permanent Vacancies. The Senate shall fill by appointment vacancies in its at-large membership due to death or resignation; whenever possible, such appointment shall be made from the highest on the roster of unsuccessful candidates in the previous regular election. Appointed members shall serve for the remainder of the academic year. If the original term runs beyond the current academic year, an election shall be held to choose a Senator to complete the term. Vacancies occurring in the membership elected on a departmental or program basis shall be filled by special elections in the appropriate constituency.

3.5 The Senate shall elect its executive officers from among its voting members.

#### IV. ELECTIONS

4.1 All regular elections to the Senate shall take place during the Spring semester of each academic year and shall be conducted in accordance with the By-Laws of the College of Science and Mathematics Senate. Follow-up elections may be held early in the Fall

semester to fill vacancies remaining after the Spring election.

4.2 All full-time and part-time faculty members of the College of Science and Mathematics are eligible to vote. Staff members employed full-time in the College are eligible to vote.

4.3 Should more than two-thirds of the elected department and program representatives be senior faculty members, then, if possible, ~~or~~ at least half of the at-large members should be chosen from among the junior faculty (assistant professor, instructor, or full-time lecturer). Should more than two-thirds of the elected department and program representatives be junior faculty members, then, if possible, at least half of the at-large members should be chosen from among the senior faculty.

4.4 Each faculty member of the Senate shall be elected for a term of two years. Terms begin at the first meeting of the new Senate described in Section 5.2.

4.5 The staff members of the Senate shall be elected by the professional and classified staffs as a group, in a manner to be determined by the Elections and Referendum Committee. Each staff member of the Senate shall serve for a two-year term.

## V. PROCEDURES

5.1 The Senate shall govern itself in accordance with Robert's Rules of Order, except as otherwise provided in this Constitution or in the By-Laws of the College of Science and Mathematics Senate. The Executive Committee shall appoint a Parliamentarian from among the membership of the College Senate.

5.2 The first meeting of the newly elected Senate shall take place during the last week of classes in the Spring semester. At this meeting the Senate shall elect from among its qualified members (as defined in article 3.2) the following officers (the Senate shall determine the qualifications of its officers whom it shall have the power to elect and recall as described in Section 5.6.):

*a. Senate Chair.* The Chair shall be the presiding officer of the Senate.

*b. Secretary.* There will be a Secretary nominated and elected by the members of the Senate. The duties of the Secretary will be to record the proceedings of the meetings of the Senate and provide the members of this body with the minutes of the meetings. Copies of the minutes will be provided by the Secretary on request to any member of the University. In the absence of the Chair, the Secretary will act as presiding officer.

*c. An Executive Committee.* The Executive Committee will be composed of three members: the Senate Chair and the Secretary, and one additional member to be elected by the Senate. The Executive Committee shall choose from among its members the Secretary of the Executive Committee. The Committee shall prepare the agenda of the Senate meetings, collect and organize necessary documents, serve in lieu of the Senate during intersession and summer recess, and act as the Committee on Committees.

5.3 Minutes of the Senate meetings shall be made available to the College at least five days in advance of the next meeting. The Senate agenda, together with supporting documents, shall be made available to the College at least five days in advance of the meeting dates.

5.4 Meetings of the Senate shall be open. Guests with speaking privileges may be invited by the Senate Executive Committee or the Chair. The Senate may extend speaking privileges to any individual by a vote of an absolute majority of its members.

5.5 Decisions of the Senate shall be made by a majority of the voting members of the Senate present and voting.

5.6 Recall Provisions. The Senate may recall any of its elected officers by:

a. a majority vote when notice of such intent is given in the previous meeting or in the circulated agenda for the present meeting

b. when no prior notice of such intent is given, either by:

1. a 2/3 vote of all members present and voting, or
2. a majority vote of the entire Senate membership.

## VI. COLLEGE COMMITTEES

6.1 There shall be a number of College standing committees as specified in the Senate By-Laws, each charged with a specific responsibility in a particular area of College or University life. The members of these committees shall serve for one year or until they complete pending business, at the discretion of the Senate. The Committee on Committees shall seek to balance committee membership in keeping with the appropriate by-law.

6.2 The Senate shall establish all College committees and their charges by a majority vote of the entire Senate. The Senate shall settle conflicts of jurisdiction among committees by simple majority vote.

6.3 Members of committees shall be selected annually by the Senate. The Executive Committee shall constitute a Committee on Committees for the purposes of recommending memberships to the Senate for its consideration.

6.4 The ratio of membership of all standing and ad hoc committees shall normally follow the approximate proportion of the categories of Senate membership.

6.5 Meetings of all committees shall be open, unless otherwise decided in exceptional cases by a two-thirds vote of the Committee.

6.6 The first meeting of a committee shall be convened by a member of the committee appointed by the Senate Executive Committee. The Committee shall then proceed to nominate and elect its own chairperson.

6.7 The Executive Committee must enter on the Senate agenda all reports of Senate committees within thirty days of their receipt.

## VII. DEPARTMENTS AND PROGRAMS

7.1 Each Department and Program shall have a Charter which shall in a manner consistent with established University policy:

- a. Detail the powers, duties and term of the Chair or Director;
- b. Define the voting members of the department or program;
- c. In the case of Departments, detail the membership of the Departmental Personnel Committee;
- d. Other matters that the Department or Program deems appropriate.

7.2 Department and Program Charters shall provide a mechanism guaranteeing student and part-time faculty participation in the operation of the Department or Program.

7.3 Department or Program Charters, and amendments thereto, must be approved by the full-time faculty in the Department or the Program, and shall be effective when approved by the Senate and the Dean of the College of Science and Mathematics.

7.4. No later than two months before the term of a Chair is to expire, or whenever a chairmanship shall fall vacant, the full-time faculty members in the department shall recommend to the Dean a Chair-elect of the department. Each interdisciplinary program shall be governed by an interdepartmental committee approved by the Dean(s) of the appropriate College(s). The Program Committee of each program shall select and recommend to the appropriate Dean(s) a Director-elect of the Program. Should the Department or Program fail to elect a Chair or Director satisfactory to the Dean of the College of Science and Mathematics, the Dean shall request that new elections be held. In the event that the electors cannot reach a decision, or that the second election also results

in a choice unacceptable to the administration, the Dean may, after consultation with the electors, appoint an acting Chair or Director for a single term of no more than two years.

7.5 Persons holding full-time or part-time administrative positions above the level of Chair shall participate in the affairs and operation of the academic department or program with which they are affiliated in a manner and to an extent determined by the department or program in question, except that, for the duration of their full-time administrative status, they shall:

- a. Be ineligible to hold elective or appointive positions within the department or program, and
- b. Be ineligible to vote as a faculty member on any action which is subject to approval by higher administrative authorities (i.e. appointments, reappointments, tenure, promotions, compensation, leaves, chairperson position, long-range personnel planning document, etc.).

## VIII. MEETINGS OF COLLEGE CONSTITUENCIES

8.1 There shall be a regular meeting of the CSM faculty at the beginning of each semester. The Senate shall call an additional meeting of the CSM faculty upon request by at least ten percent of the College faculty. Additional faculty meetings may also be called by the Dean and/or the Senate. The Dean shall preside over such faculty meetings. The faculty at such a meeting may discuss and make recommendations to the Dean and the Senate of the College of Science and Mathematics involving areas considered by the Board of Trustees Statement on Governance to be under the primary jurisdiction of the faculty. The quorum for a faculty meeting at which such recommendations are made shall be 40 per cent of the full-time faculty of the College of Science and Mathematics. Notice of such meetings and the agenda shall be distributed by the Office of the College of Science and Mathematics one week in advance of the meeting.

8.2 Special meetings of CSM faculty with the Dean of the College of Science and Mathematics may be called upon request of at least ten percent of the College faculty. The CSM Senate Chair shall preside over such a meeting. The faculty at such a meeting may discuss and make recommendations to the Dean of the College of Science and Mathematics involving areas considered by the Board of Trustees Statement on Governance to be under the primary jurisdiction of the faculty. The quorum for a faculty meeting at which such recommendations are made shall be 40 percent of the full-time faculty of the College. Notice of such meetings and the agenda shall be distributed by the Office of the College of Science and Mathematics one week in advance of the meeting.

8.3 Special meetings of the professional and classified staff may be called upon request by at least ten percent of the staff or by the staff Senators or by the Dean to discuss issues of

immediate concern to those groups, and make recommendations to the Dean and the Senate of the College of Science and Mathematics. A staff Senator shall preside over a staff meeting. The quorum for a staff meeting at which such recommendations are made shall be 40 percent of the professional and classified staff employed by the College of Science and Mathematics. Notice of such meetings and the agenda shall be distributed by the Office of the College of Science and Mathematics one week in advance of the meeting.

8.4 Meetings of the faculty or staff shall be governed in accordance with Robert's Rules of Order, except as otherwise provided in this Constitution or in the By-Laws.

## IX. AMENDMENTS

*9.1* The Senate shall submit an amendment to this Constitution to referendum upon petition signed by 20 percent of the full-time faculty or 20 percent of the full-time members of the staff of the College of Science and Mathematics. The Senate may also, on its own initiative, by two-thirds vote, submit an amendment to referendum. Amendments shall be considered established when approved by a majority of the full-time faculty of the College of Science and Mathematics or a two-thirds majority of the faculty members voting in the referendum. If a proposed amendment is approved by a simple majority of faculty voting and by a simple majority of staff voting, it shall be considered established if also subsequently approved by two-thirds of the Senate.

*9.2* Non-substantive amendments such as correcting typographical errors or updating titles of officers or organizations referred to in this Constitution may be made by placing the proposed change on the agenda of the Senate at least two weeks before a meeting of the Senate. The amendment shall become effective if approved unanimously by the voting members of the Senate present and the Dean of the College.

## X. TRANSITION

*10.1* At the first meeting of the first CSM Senate under this Constitution, the initial term of office of each Senator shall be determined by lot. As near to half as possible of each group of Senators (faculty representing departments and programs, faculty elected at-large, and staff) shall receive two-year terms; the others, one year terms. Thereafter, all Senators shall serve for two-year terms (except as discussed in Section 3.3b), with staggered times of elections.