

Faculty Senate By-Laws, School for International Training¹

Section 1. Definition

The Faculty Senate (hereafter the Senate) is the primary and highest representative body of the general faculty consisting of elected and ex-officio members. The Senate, and its four standing committees, works with the Administration of School for International Training (SIT) to maintain academic standards, support our students in their academic progress, facilitate faculty professional growth, provide advice to the senior administration on a range of topics including long range planning and as otherwise requested, and ensure a respectful working environment with transparent expectations for all faculty associated with SIT's academic programs.

Section 2. Functions and Responsibilities

The Faculty Senate shall:

- a. Work with the relevant senior administration on mutually satisfactory academic goals and standards for undergraduate and graduate programs
- b. Ensure effective and timely faculty review of curricula and new or revised academic programs in compliance with the institution's academic vision, strategy and the agreed-upon academic goals and standards
- c. Serve as an advisory body and faculty voice to the president and dean of faculty on relevant policies, proposals, and issues of faculty concern
- d. Undertake advisory functions referred to it by the President of SIT, CAO, and/or the CEO and Board of Trustees of World Learning including faculty ranking, renewal and promotion, curriculum development and change, and professional development for faculty. [covered in b: academic review of programs and courses curricula.
- e. Provide a once monthly or as needed forum for constructive communication between SIT's faculty and the Administration on issues related to faculty labor and human resources, academic and program affairs, faculty ranking and promotion, and research and professional development.

Section 3. Composition

- a. Senators are drawn from Study Abroad Academic Directors, Graduate Institute faculty, and International Honors Program Directors.
- b. All members of the Faculty community not currently serving in the Senate may attend meetings of the Senate and voice their concerns on a non-voting basis.
- c. Senate business will be managed by the following bodies:
 - a. Executive Committee².

¹ This document was approved by World Learning's Board of Trustees in January, 2022.

² One member of faculty leadership must derive from each of Study Abroad, IHP, and the Graduate Institute until such time that cross unit alignment is complete.

- i. *President*, elected, 1-year term.
 - a. The President shall normally preside at all meetings of the Senate
 - b. Faculty Senate President serves as a voting member of the SIT Planning Council.
 - ii. *Vice-President*, elected, 1-year term, progressive to President.
 - a. Shall preside at the Senate in the absence of the Chair.
 - iii. *Secretary and Counsel*, 1-year term progressive from the President.
 - a. Shall record the business of the Senate, and at the completion of every academic year shall submit a written report of the Senate's activities to the University faculty
 - b. At the request of the Senate or Administration shall investigate and report for the faculty senate on general governance arrangements at SIT, institutional history, and external accreditation standards maintained by SIT's accreditor.
- b. Standing Committees³
 - i. Academic Program Affairs
 - a. Responsible for:
 - a. Review and approval of course syllabi, thereby ensuring that all SIT curriculum comply with institutional policies and strategy.
 - b. Represent faculty interests on the Curriculum Development and Change Review Committee
 - c. Make recommendations related to the academic vision, academic strategy, and academic standards of the institution.
 - i. Recommendations by this committee will be deliberated by the senate and then forwarded to relevant administrative bodies.
 - b. A representative from the Registrar, Student Affairs, academic Deans, University Relations, and staff governance, and Admissions offices may be invited to advise as ex-officio members of this committee.
 - ii. Professional Development and Research
 - a. Responsible for:
 - a. Organizing, in co-operation with the president and dean of faculty, the president and dean of faculty's vision for the academic direction of the institution into a set of professional development guidelines and criteria which

³ Each committee is comprised of five Senate members: 3 ADs and 1 each from IHP and the Graduate Institute. All committee members serve a 2-year term. The three ADs on each committee will be from different AD regions and each of the four AD regions should have three ADs serving on Faculty Senate committees. Members are appointed through discussion within each aspect of the institution except for ADs, who are selected within regions. The full committee members elect the chair of the committee. A quorum of three members is required at committee meetings for decision making.

- can be implemented annually to support annual professional development.
 - b. Offering and administering, in co-operation with the Global Operations Office, an annual competition for faculty professional development resources; and ensuring that all grants awarded are compliant with the agreed upon guidelines and criteria; recommending final awards to the dean of faculty.
 - c. Advising the Administration on future directions for professional development and support
 - d. Advise and collaborate with the Office of the Dean of Faculty and the Office of Sponsored Programs and Research on priorities and grant opportunities that advance institutional research.
 - e. Making recommendations for new onboarding, mentoring and other new faculty support mechanisms to the World Learning Human Resources, the dean of faculty and Global Operations.
 - iii. Labor Relations / Human Resources Committee
 - a. Work with Human Resources to advise faculty of their rights and responsibilities as faculty employees of World Learning.
 - b. Work with Human Resources in support, where needed, the development and / or modification of faculty handbooks.
 - iv. c. Provide input to the Administration on issues of importance to faculty related to contracts, benefits, and institutional diversity, equity and inclusion.
 - v. Faculty Ranking, Renewal and Promotion Committee
 - a. Work with the Office of the Dean of Faculty to develop and revise ranking, renewal, and promotion policies.
 - b. Working with the Office of the Dean of Faculty, communicate ranking, promotion, and renewal policies, timelines, and procedures to the faculty.
 - c. Establish specific sub-committees for specific ranking, renewal and promotions cases.
- c. Ad hoc Committees
 - i. The Senate may establish temporary Ad-Hoc working-groups/ taskforces to assist with its mission through a simple majority vote.

Section 4. Faculty Participation in Outside Areas

Those aspects of the institution that fall outside the Faculty Senate and its committees (designated above) are deemed to be primarily the role of the broader institution. A faculty member or members may be designated by the Senate to represent faculty interests on broader institutional bodies

NEED SECTION ON FACULTY RANK, PROMOTION

Section 5. Procedural Policy

- a. The Faculty Senate will meet in plenary session once a month and more frequently, if necessary, subject to the decision of the Executive Committee. A simple majority of the total Senate membership will comprise a quorum.
- b. Faculty Senate standing committees will meet individually once a month in between full Senate meetings.
- c. Senate meetings are chaired by the President of the Senate or their designee.
- d. Standing committee meetings are chaired by the Chair of the standing committee or their designee.
- e. The agenda for plenary meetings is set by the Executive Committee in consultation with members. Regular elements of every meeting will include reports by each standing committee chair.
- f. Senate meetings rules follow the most recent revision of *Robert's Rules of Order*.
- g. All faculty senators and ex-officio members are free to ask questions to anyone who has given a report to the Senate, including faculty officers, ex-officio, or other individuals who have been granted speaking privileges.
- h. After receiving formal recognition from the Chair of the Senate, a member "has the floor."
- i. Faculty Senate resolutions are made through motions. Any Senator may make a motion.
- j. All motions must be seconded by another member to proceed.
- k. Decisions on motions are made through a simple majority with each member of the Senate entitled to one vote.
- l. Visitors may participate in Senate discussions and business through invitation of the Executive Committee or the Chair of any standing committee.
- m. The Faculty Senate Executive Committee will forward resolutions and reports to the University President or other relevant administrators.
- n. The Faculty Senate may choose, at its discretion, to put issues before it through a referendum sent to all full-time faculty at SIT. To pass, referenda require at least two-thirds majority.
- o. Meeting minutes will be taken during all full Senate meetings and be available to faculty upon request.

Section 6. Procedure for Ratification Senate Bylaw Amendments

- a) Ratification of proposed amendments to Faculty Senate bylaws requires twenty-five percent of participation by all faculty and approval by the President of SIT and, when required, the CEO of World Learning and the World Learning Board of Directors.
- b) A two-thirds majority of the full-time faculty voting is required to ratify proposed Senate bylaw amendment. The list of faculties entitled to vote shall be compiled by the Senate Executive Committee in conjunction with the University's chief academic officer.

- c) Thereafter a ballot prepared by the Agenda Committee, detailing the proposed bylaw amendment(s) and the changes it (they) would effectuate, shall be sent to the listed faculty.
- d) The deadline for the return of ballots may not be shorter than ten University working days.
- e) The Executive Committee shall be responsible for the integrity of the balloting procedures; shall count the ballots; and shall certify the outcome of the balloting to the Faculty Senate, the President, and the Board of Trustees.
- f) Amendments to the Senate bylaws shall be voted on by the Academic Affairs Committee of the Board, after negotiation and approval from the Dean of Faculty and President, and if passed, recommended to the full Board of Trustees for approval.
- g) These Senate Bylaws and any of the foregoing procedures may be altered, amended, or repealed by the Board of Trustees at its discretion, in whole or in part, at any time.