

United States Naval Academy  
Faculty Senate Bylaws

Amended up through 04 Sep 2019

**I. OBJECT OF THE FACULTY SENATE**

A. Object of the Faculty Senate

1. The object of the Faculty Senate is to support the mission of the United States Naval Academy by providing a vehicle for sharing information with the faculty, facilitating dialogue among the faculty and between the faculty and other groups, providing advice to the administration of the Academy, and developing a sense of ownership in the faculty.

B. Legal Status

1. All actions and powers of the Senate shall be in accord with the Charter of the Senate and the regulations of the Academy.

**II. ELECTIONS**

A. Representation

1. Each of the three Divisions of Engineering and Weapons (EW), Mathematics and Science (MS), and Humanities and Social Sciences (HS) shall elect from their faculty three Senators-at-large, with at least one officer and one civilian. The Division of Professional Development (PD), the Division of Leader Education and Development (LEAD), and the Department of Physical Education shall each elect from their faculty one Senator, civilian or military, in addition to the number apportioned by paragraph II.A.2.
2. Each Department shall elect one Senator per thirty-five (35) faculty members, or fraction thereof. Senators representing a Department may be civilian or military. The Departments are: Aerospace Engineering; Chemistry; Computer Science; Cyber Science; Economics; Electrical and Computer Engineering; English; History; Language Studies; Leadership, Ethics, and Law; Mathematics; Mechanical Engineering; Naval Architecture and Ocean Engineering; Oceanography; Physical Education; Physics; Political Science; Seamanship and Navigation; and Weapons and Systems Engineering.
3. No later than the February meeting, in even numbered years, the Senate shall determine the number of faculty members in each Department and Division. Based on those numbers, the Senate shall reconstitute its membership.

B. Term of Office

1. Senators shall be elected to two-year terms, staggered to insure that roughly one half of the Senators are regularly elected in any year.

C. Elections Procedures

1. Elections to the Senate shall be held each March.
2. Elections to the Senate shall be held first in Departments and then in Divisions.
3. Departments shall conduct elections for the Senate in accordance with their established procedures, except that voting shall be by secret ballot.
4. Division elections shall be conducted by the Department Senators elected by the Departments of that Division. Voting shall be by secret ballot and elections determined by plurality vote. No more than one member of a Department may serve as a Division representative to the

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Senate at a given time. A person may not serve simultaneously as a Department Senator and Division Senator.

5. Departments and Divisions shall provide the names of their Senators to the Secretary of the Senate within ten working days after elections.
6. Departments and Divisions may elect an Alternate Senator for each regular Senator. The alternates shall be able to represent the Department/Division, with full voting rights, when the regular Senator is unable to attend. Alternate Senators shall not represent regular Senators on Senate committees.
7. In the case of the resignation or removal of a regular or alternate Senator, the Department or Division shall elect, within thirty days, another Senator to fill the remainder of the expired term. Regular Senate election procedures shall be followed.

D. Installation

1. Senators shall take office at the penultimate meeting of the academic year.

### III. CONDUCT OF SENATE BUSINESS

A. The Executive Committee

1. The Executive Committee shall be comprised of the President, Vice President, Secretary, and four other Senators elected annually by the Senate. No Division shall have more than two members on the Executive Committee. No Department shall have more than one member on the Executive Committee. No one may serve more than four consecutive years on the Executive Committee.
2. The Executive Committee shall set the agenda for meetings of the Senate and act with the authority of the full Senate on any matters requiring action between meetings of the Senate, subject to approval by the membership at the next regularly scheduled meeting of the Senate. The Senate may assign other duties to the Executive Committee.
3. The Executive Committee shall name the chairs of standing committees and submit the names of the chairs to the Senate, which may vote the list up or down.
4. The Executive Committee shall select members for committees from among Senators and/or non-Senators nominated by members of the Senate.
5. The Executive Committee shall appoint members of all Senate committees after consultation with the appropriate chairs. In the case of the Promotion and Tenure Committee, appointment shall be made after consultation with sitting members of the committee and the Academic Dean and Provost.
6. The Executive Committee shall appoint one of its members to oversee the process of selecting Senate committee and subcommittee membership.

B. Meetings

1. The Senate shall hold regular meetings, at least monthly, from the first week of classes until the last week of classes.
2. New officers shall be elected at the penultimate meeting of the year, and additional members of the Executive Committee shall be elected at the final meeting of the year.

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3. Special meetings may be called by a majority vote of the Executive Committee or by ten Senators or by fifteen members of the faculty eligible to serve in the Senate. Such requests shall be submitted in writing to the Secretary.
4. Notice of time and place of all Senate meetings shall be published at least one week prior to such meetings.

C. Meeting Access

1. Any member of the Academy community may attend regular meetings of the Senate.
2. Privilege of the floor of the Senate may be extended to any member of the Academy community, including alumni. The same privilege may be extended to visiting academics or other distinguished visitors: 1) by arrangement with the President, prior to the meeting, or 2) through the introduction of the visitor by a Senator during the course of the meeting, with the approval of the President.

D. Conduct of Business

1. The quorum necessary for the Senate to conduct business shall be fifty percent during the academic year and thirty-five percent during the summer. For the quorum to be valid it must include at least one elected Department or Division Senator or Alternate from each of Divisions EW, MS and HS.
2. A Senator may bring a matter to the Senate for discussion by submitting a written request to the President, who, with the advice of the Executive Committee, shall either 1) place it on the agenda for a future Senate meeting or 2) refer it to the appropriate Senate committee for study prior to bringing it to the full Senate.
3. Prior to action by the Senate on any main motion, motion to amend, or motion to substitute for the original motion, a written copy of the proposed action shall be given to the Secretary. Exceptions to this requirement are approval of minutes, agenda revision, a temporary suspension of rules, tabling motions, adjournment, and other procedural motions.

E. Voting

1. The general business of the Senate shall be conducted by a simple majority vote of Senators present and voting.
2. In the case of a tie vote, the motion fails.
3. Any Senator may move that a vote be taken by secret ballot. If sixty percent of the members present and voting support the motion, such a vote shall be taken. This provision does not apply to procedural questions.

F. Minutes: Correction and Publication

1. Minutes of the Senate meetings shall be sent to members of the Senate within five working days of a meeting. Members may propose changes to the minutes within 2 business days before they are circulated to the faculty.

G. Attendance

1. Unless on official business away from the Academy, any Senator who is absent from three consecutive meetings of the Senate may be expelled.

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**IV. COMMITTEES and SUBCOMMITTEES**

**A. General**

1. Standing committees shall report to the Senate and subcommittees shall report to their parent committee except as otherwise provided by the rules of the Senate.
2. The chairs of standing committees shall be members of the Senate. The chair of any subcommittee need not be a member of the Senate.
3. Senators and other members of the faculty may serve on standing committees. Members of subcommittees are not voting members of the parent committee unless specifically so designated in these bylaws.
4. All standing committees shall have at least one member from each Division unless otherwise provided by these bylaws. The composition of subcommittees shall be determined by the parent committee except for those established by these bylaws. Terms for the committees and subcommittees shall be 3 years with an option to renew, unless otherwise stated in these bylaws.
5. Members of Senate committees may present minority reports to the full Senate.
6. Each standing committee of the Senate may adopt rules of procedure so long as they are in accord with the Charter and bylaws of the Senate.
7. Standing committees and subcommittees may gather information they deem necessary and appropriate.
8. Unless on official business away from the Academy, any member of a Senate committee or subcommittee who is absent from three consecutive meetings of the committee may be removed.

**B. Standing Committees**

1. Executive Committee. The Executive Committee of the Senate will have the following subcommittee:
  - a) The Professional Standards and Reconciliation Subcommittee shall investigate allegations that a member of the faculty has violated the ethical standards of our profession or the regulations governing employment at the Academy. Either a member of the faculty or of the administration may bring such allegations to the committee's attention. When the committee conducts an investigation, it shall report its findings and recommendations to the Faculty Senate President for proper disposition, which may include, among other actions, further attempts at reconciliation or referral of the committee report to the requesting or other appropriate administrator. The members of the committee shall be selected from among the faculty; where practical, the chair will be a member of the Executive Committee or a Senator.
2. Academic Affairs Committee. The Academic Affairs Committee serves as the primary agency of the Senate in dealing with issues related to the academic concerns of the institution, most especially teaching, scholarship, and mentoring. The Academic Affairs Committee shall advise the Senate concerning composition and functioning of the Naval Academy Research Council and others as assigned by the Senate or the Executive Committee. One member of the Academic Affairs Committee shall act as the liaison to the Admissions Board.

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3. Academic Information Resources Committee. The Academic Information Resources Committee serves as the primary agency of the Senate on all matters concerning the Library, computing, other educational technologies, and institutional research. It shall be concerned with library acquisitions policy and the selection and allocation of computing hardware and software. The Librarian shall serve as a non-voting, ex officio member of the Library subcommittee. The Deputy for Information Technology shall serve as non-voting, ex officio member of the Computing subcommittee. The Director of Multimedia Support Center (MSC) shall serve as non-voting, ex officio member of the MSC subcommittee.
4. Curriculum Committee. The Faculty Senate Curriculum Committee (FSCC) serves as the primary agency of the Senate dealing with the curriculum. It shall investigate and hold hearings into all proposed changes in the curriculum. It shall be responsible for monitoring the core curriculum to ensure academic soundness and applicability and that, where feasible, its constituent courses are well integrated, and it shall ensure that the core curriculum continues to provide each midshipman the educational foundation for any type of naval service. It shall report all recommendations to the Executive Committee. The Senate shall forward the findings and recommendations of the Senate to the Academic Dean and Provost. The committee shall have two members from each of Divisions EW, MS, and HS, and one Commandant's representative from either the Department of Leadership, Ethics, and Law or the Department of Seamanship and Navigation. There shall be no more than one member from any one Department. In addition, the Senate shall select a member who shall serve as co-chair along with the Associate Dean for Academic Affairs. Members of the committee shall serve four-year terms. The members should be well-versed in the goals and composition of the core curriculum; whenever possible, they should be senior faculty members who hold or have held positions such as senior academic advisor, core course coordinator, department chair, department associate chair, divisional curriculum or assessment committee chair, or similar. Further, if possible, the committee should include at least three senior military officers among its membership. One quarter of the members shall rotate off the committee each year. The Associate Dean for Academic Affairs and the Associate Dean for Planning and Assessment shall be ex officio, non-voting members of the committee and shall be provided with agendas and times for all meetings of the committee and its subcommittees. Any department with an interest in a given core-curricular matter should be consulted and brought into the committee's discussion; any department with a core course under close consideration should have an ad hoc representative on the FSCC for the duration of that discussion.

There shall be subcommittees responsible for evaluating proposed departmental curricular changes in each of the Divisions. Each subcommittee shall be responsible for examining all changes proposed by Departments within its Division. Consistency of requirements and prerequisites, feasibility of scheduling, and general academic soundness, rigor, and quality shall be the goals of such examination. The results of such evaluation shall be reported to the parent FSCC for action. The subcommittees shall have a representative of each department in the cognizant Division.

5. Facilities Committee. The Facilities Committee serves as the primary agency of the Senate dealing with such academic facilities as laboratories, classrooms, and office spaces as well as improvements, repairs, and the efficient use of those facilities. The committee shall report on major projects affecting academic facilities and will address issues involving parking availability.

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6. Faculty Award Committee. The Faculty Award Committee shall oversee the following subcommittees and shall advise the Senate concerning their composition and functioning:
  - a) Civilian Faculty Teaching Excellence Award Subcommittee
  - b) Research Excellence Award Subcommittee
  - c) Service Excellence Award Subcommittee
  - d) Military Faculty Teaching Excellence Award Subcommittee
7. Faculty-Midshipmen Relations Committee. The Faculty-Midshipmen Relations Committee serves as the primary agency of the Senate on issues dealing with those aspects of midshipman life affecting the academic program.
8. Finance Committee. The Finance Committee serves as the primary agency of the Senate on issues of policy relating to pay, benefits, and budgetary concerns of the faculty.
9. Personnel Committee. The Personnel Committee serves as the primary agency of the Senate in those areas dealing with the welfare of the faculty and academic support staff. This committee also serves as the primary agency of the Senate dealing with recruitment, retention, promotion, and assimilation of female and minority faculty members.
10. Physical Development Committee. The Physical Development Committee shall advise the Senate on issues of athletics and the physical development of midshipmen as they affect the academic program.
11. Promotion and Tenure Committee. The Promotion and Tenure Committee shall advise the Senate on issues relating to the granting of tenure and promotion. There shall be eight members of the committee distributed as follows: two each from the Divisions of Engineering and Weapons, Humanities and Social Science, and Mathematics and Science, and a seventh member from Physical Education, Leadership, Ethics and Law, or, if necessary due to the lack of an available qualified candidate from PE or LEL, the division that will not have the chair during that four year period. In addition, the Senate shall select a member who shall serve as chair. All members of the committee shall be full professors. The faculty members on the committee, other than the Senate committee chair, shall normally serve staggered four-year terms. In exceptional cases, such as the early resignation of another member or to rectify uneven rotation stagger, and as agreed to by the Senate Executive Committee and approved by the Academic Dean and Provost, a member's term may be extended. No member may serve consecutive terms on the committee and a member may not be renamed to the committee until two years have passed since his or her last term. The term of the chair shall be one year, with the possibility of extending for a second year, and the chair may have served at any time previously as a regular member of the committee. The committee's members shall also be the voting members of the Yard-wide Promotion and Tenure Committee. When serving in that capacity, they shall meet together with the Academic Dean and Provost or those he or she appoints as non-voting members of the committee. The Vice Academic Dean and the Senate Promotion and Tenure Committee chair shall serve as co-chairs; the Vice Academic Dean shall preside and take minutes of the proceedings. The committee shall report its confidential recommendations on tenure and promotions to the Academic Dean and Provost and not to the Senate.

The members of the Promotion and Tenure Committee are representatives of the whole faculty and are charged with upholding the highest standards of academic excellence and professionalism and are not advocates for particular Departments, Divisions, or individuals being considered for promotion.

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12. Assessment Committee. The Faculty Senate Assessment Committee (FSAC) serves as the primary agency of the Senate dealing with Assessment. The committee shall have at least two members from each of Divisions EW, MS, and HS, and at least one each from PD and LEAD, as well as one from the Physical Education Department. Excluding the Chair position, there shall be no more than one member from any one Department. Members of the committee shall serve three-year terms, and hold minimum rank of Associate Professor or O-4. Terms shall be staggered, particularly for members within the same Division. The Associate Dean for Planning and Assessment shall be an ex officio, non-voting member of the committee and shall be provided with agendas and times for all meetings of the committee and its subcommittees. The Senate shall select a member who shall serve as co-chair along with the Associate Dean for Planning and Assessment. The FSAC shall provide the Faculty Senate Curriculum Committee with assessment data relevant to proposed curriculum revisions, as requested. The FSAC shall also monitor academic assessment at the Naval Academy. The committee shall, in coordination with the Academic Dean and Provost, plan and monitor the implementation of frameworks and timetables for academic assessment. The committee shall report annually to the Senate on the state of academic assessment at the Naval Academy. The Senate shall forward the report and recommendations, along with its own comments, analysis and/or proposals, to the Academic Dean and Provost. The FSAC shall review departmental and divisional assessment reports and meet with departmental and divisional assessment committees to discuss departmental assessment activities and facilitate the communication of best practices.

C. Ad Hoc Committees

Ad Hoc committees shall report to the Senate, except as otherwise provided by the rules of the Senate.

**V. FACULTY REPRESENTATION**

In most instances, the Senate shall name members of the faculty to Yard-wide committees on an ad hoc basis. There are some assignments that are mandated by the description of the organization, as follows:

- A. The President shall attend meetings of the Board of Visitors and be available to respond to questions from members of the Board.
- B. The Vice President shall be a member of the Academic Dean's Academic Assembly.
- C. The Senate shall nominate to the Superintendent a member of the faculty to serve as the institutional athletic representative. The person need not be a member of the Senate.
- D. The Senate shall name members of the faculty to serve on the various Academy accreditation committees.

**VI. AMENDMENT OF THE BYLAWS**

A. Consideration and Enactment

- 1. A proposal for an amendment to the bylaws may be presented to the Secretary of the Senate by any Senator. This proposal should propose suggested wording, if possible, and should include a written explanation of the need addressed. Where appropriate, the Secretary shall select, with the concurrence of the President, one of the standing committees to serve as the cognizant committee. The text of the amendment shall be examined for consistency and

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clarity of usage by the Executive Committee or its designated agent.

2. The proposed amendment, after being examined for consistency, shall be included in the agenda of the next meeting of the Senate as For Consideration Only.
3. The Executive Committee and the cognizant committee, if any, shall collect opinions and shall discuss the amendment in order to advise the Senate of appropriate action on the proposal. In consultation with the proposer, improvements to the draft text may be proposed if such are found to be needed.
4. At the following meeting of the Senate, the Executive Committee and the cognizant committee, if any, shall report their advice to the Senate in opening discussion on the amendment. The amendment is now considered Ready for Action and can be enacted or defeated at this time.
5. A change in the bylaws requires a simple majority vote of the Senate.

**B. Urgent Action**

1. In the event that an amendment must be made more expeditiously, a call for Urgent Action on a particular amendment may be made. A vote of two thirds of the Senators will be required to permit urgent action.
2. Changes in the bylaws to be made by Urgent Action shall be presented to the members of the Senate at least five working days in advance of the meeting at which they are to be considered.