

Committee:	Senate Affairs (SAC) 2017-2018 Year End Report
Chair:	Jonathan Schildcrout (Medicine)
EC Liaison:	Jeremy Wilson (Blair)
Members:	Nick Bollen (Owen), David Cole (Peabody), Andrew Finch (Peabody), Shane Hutson (A&S), Pierre Massion (Medicine), Ann Price (Medicine), Jason Valentine (Engineering)
<p>Charge 1: Study the Faculty Senate’s traditional method for apportionment of voting Senators across colleges and make recommendations in advance of the Faculty Senate’s next reapportionment in AY 2020.</p> <ul style="list-style-type: none"> • Develop an approach and gather information from peer institutions regarding each university’s faculty leadership body. Considerations should include (but are not limited to): number of faculty serving in the institution’s leadership body, distribution of faculty in the leadership body across schools, election methods and apportionment methods related to size of faculty and student body within schools (if applicable), and any other information as deemed pertinent by the SAC members. • Evaluate results and make recommendations <p>Measurable Outcome: Development of a data gathering approach; evaluation of gathered data; recommendations delivered via year-end report that include suggested amendments to the Faculty Senate’s constitution related to apportionment of senators across schools, if any are deemed appropriate.</p> <p>End of year summary: There were discussions regarding apportionment early in the year; however, since reapportionment will occur in 2020 and other matters took precedence, it was suggested that this charge be addressed in the upcoming years.</p> <p>Charge 2: Conduct a complete review of the Faculty Senate’s Constitution and make recommendations for amendments as deemed appropriate by the SAC.</p> <ul style="list-style-type: none"> • Correct formatting issues and correctly align all references to sections within the Constitution. Make recommendations as deemed appropriate. • Review the Senate Constitution to assure it is current with respect to VU/VUMC re-organization issues, titles of University leaders, and names of University Committees. Make recommendations as deemed appropriate. • Review all stated timelines within the (ex. timing for posting of minutes and for sending motions to the Vice Chair in advance of a meeting). Make recommendations as deemed appropriate. <p>Measurable Outcome: A comprehensive review of Vanderbilt University’s Constitution will be accomplished, and any recommendations for amendments deemed appropriate by the SAC will be brought forward to the Executive Committee no later than April 2018.</p> <p>End of year summary: At the January 2018 Faculty Senate meeting the SAC moved for a large number of formatting and other changes to the Faculty Senate’s Constitution, including adding the Dean of Basic Sciences to ex-officio members of the Faculty Senate. The proposed changes were voted upon and were passed by the Faculty Senate. The changes were then brought before the Faculty Assembly and were passed at the April 2018 Spring Assembly. The changes to the constitution will be implemented immediately.</p>	

Charge 3: Conduct a complete review of the Rules of Order and make recommendations for amendments as deemed appropriate by the SAC.

- Review the Rules of Order to assure it is current with respect to VU/VUMC re-organization issues, titles of University leaders, names of University Committees, and issues related to diversity, equity and inclusion. Make recommendations as deemed appropriate.
- Review all stated timelines within the Rules of Order for appropriateness (ex. timing for posting of minutes and for sending motions to the Vice Chair in advance of a meeting). Make recommendations as deemed appropriate.

Measurable Outcome: A comprehensive review of Vanderbilt University's Rules of Order's will be accomplished, and any recommendations for amendments deemed appropriate by the SAC will be brought forward to the Executive Committee no later than April 2018.

End of year summary: At the April and May 2018 FS meeting the SAC led discussions pertaining to upcoming changes to the Faculty Senate Rules of order: 1) add an amendment that clearly defines appropriate use of senate resources, 2) add an amendment that addresses Senator Conduct and the process for address accusations of misconduct. The SAC drafted an amendment pertaining to 1), but there was insufficient time to bring move for a vote during the 2017-18 year. The 2018-2019 SAC, after some further discussion and editing, can bring this motion for a vote in the fall of the 2018-19 academic year. The amendment pertaining to 2) was discussed extensively and the SAC drafted a primer for such investigations. An amendment should be considered by the 2018-19 SAC. While the primer largely follows from the primer for faculty grievances, we also recommend a review of Robert's Rules of Order on the topic.

Charge 4: Appoint a representative to the CARE Committee

- Identify a member of the Senate Affairs Committee who will serve on the CARE Committee and meaningfully engage with the work of the committee.

Measurable Outcome: A SAC member represented the Faculty Senate on the CARE Committee, attended a majority of the CARE Committee meetings, and provided timely updates to the Faculty Senate regarding CARE Committee programs for AY 17/18.

End of year summary: SAC member Andrew Finch represented the Faculty Senate on the CARE Committee, and was able to attend the January 2018 meeting.

Charge 5: The SAC will continue to maintain at least yearly communication with the University's and Medical Center Staff Council leadership and with the Chairs of the University's and Medical Center's Standing Committees as referenced in the Faculty Senate's Rules of Order: (Section IV.A.1.e.)

- Arrange at least one meeting between the full SAC or the SAC's leadership with the University's and Medical Center's Staff Council leadership and with the Chairs of those University and Medical Center's Standing Committees references in the Rules of Order (Section IV.A.1.e.)
- Coordinate the work of the Faculty Senate with the University's and Medical Center's Staff Council leadership council and with the University's and Medical Center's Standing Committees if appropriate.
- Inform the Executive Committee of opportunities for coordination and for potential areas of duplication of efforts.

Measurable Outcome: A report delivered to the Executive Committee no later than April 2018 of the SAC's communication with the University's Staff Council leadership and the Chairs of those University Standing Committees as referenced in the Faculty Senate's Rules of Order (Section IV.A.1.e.).

End of year summary: The SAC invited members of all University Standing Committees to attend the November 2017 Faculty Senate meeting. Three of them attended and we had a rich discussion about how we might be able to collaborate with one another. The technology committee had areas of overlap with a number of Faculty Senate Committees (Faculty Manual Committee, Academic Policies and Services Committee, and the Faculty Life Committee. The SAC got these committees in touch with one another to enable collaboration.

End of year summary: other activities:

The SAC chair was tasked with forming an ad hoc committee that investigated the circumstances surrounding the charge. It was an extensive investigation that occurred during the Fall 2017. Details regarding the case were kept confidential. The Senator was asked and did apologize at the February 2018 Senators only meeting for misusing senate resources.

Suggestions for future charges / actions:

- 1) Continue working on the above-mentioned charges of the SAC.
- 2) The SAC had several discussions regarding the procedures for addressing circumstances of discipline for Faculty Senators. The SAC has begun to develop wording for the Rules of Order and has begun to outline guidelines for how such a disciplinary procedure should be conducted. It has been given to the FS Administrator. The 2018/2019 should continue to examine the approaches for investigating Senator Conduct. We recommend that it review what has been proposed by the 2017-2018 SAC (see below) and should seek appropriate guidance from Robert's Rules of Order.
- 3) The SAC has prepared an amendment that was discussed favorably at the April 2018 FS meeting. We ran out of time and could not bring the motion to the floor of the Senate during the May 2018 meeting. It could be brought to the floor during the Fall 2018.

Pertaining to 2) in Suggestions for future charges / actions:

Suggestion for amendment to the Rules of Order to be addressed in 2018-2019

A Faculty Senate member who wishes to bring an allegation of improper conduct (defined as conduct injurious to the Faculty Senate and its purposes) against another member of the Senate must first notify the Chair of the Faculty Senate. The Chair of the Faculty Senate notifies the Chair of the Senate Affairs Committee. The Chair of the Senate Affairs Committee will then form and chair an **ad hoc committee** to review the allegation and report any findings and/or recommendations to the Chair of the Faculty Senate.

Guidelines for conducting the investigation follow those outlined by the Faculty Grievances and are attached in the document MisconductProcedureDraft.doc.

Pertaining to 3) in Suggestions for future charges / actions:

Amendment to Rules of Order

- Whereas, the Rules of Order does not clearly define what is appropriate use of Senate resources,

Be it resolved that the following be added to the Rules of Order,

XI. Use of Senate Resources

- A. The Faculty Senate's digital resources, including the senate email list, the all-faculty email list, and the faculty senate@vanderbilt.edu email address, are to be used solely for official Faculty Senate communications. Emails for distribution to the all-faculty email list is to be processed by the Executive Committee and requires approval by the current Chair or Vice Chair and at least one other member of the Executive Committee. Approval of the distribution should be via email to the Administrative Manager of the Office of the Faculty Senate.
- B. The Administrative Manager of the Office of the Faculty Senate is available to help with scheduling meetings, taking notes/minutes, and other administrative tasks. No senator or EC member should request tasks of the Administrative Manager outside the usual administrative duties without approval of the Executive Committee.