

University Senate Organization and Administration Committee (O&A)

Fiscal Year 2016

Final Report

May 15th, 2016

A summary of the prevailing consensus surrounding each of our specific charges, as well as final recommendations, are included below for the consideration of SenEx and the Governance Office.

Specific Charge 1a

- "1. Consider, then if appropriate,*
a. propose the inclusion of the AAUP 1966 Statement on Government of Colleges and Universities in a preamble to the USRRs and FSRR 1.1.1 (or other appropriate location(s)) to SenEx."

We do not recommend that the AAUP 1966 Statement on Government of Colleges and Universities be included within USRR and FSRR. The Committee understands and appreciates the delicate balance between University Governance and the Administration, particularly with respect to the top-down approach taken with the KU Common Core. However, the inclusion of this document will not alleviate these concerns due to a lack of specificity with respect to KU, dated language, and poorly defined roles concerning students and staff. The Committee was also concerned about setting a precedent for incorporating external policies within internal KU documents. SenEx, if it so chooses, may instruct the Committee to re-write the Preamble to USRR and FSRR on our own; however, we do not feel that this would be an effective use of our time since conflicts of this nature rarely arise more than once every couple decades.

Specific Charge 1b

- "1. Consider, then if appropriate,*
b. propose the inclusion of the 1990 Statement on Conflicts of Interest in a preamble to the USRR Article V (or other appropriate location(s)) to SenEx."

We do not recommend that the 1990 (2013 Revised) Statement on Conflicts of Interest be included within USRR. The current University forms are sufficient, and the inclusion of this statement is redundant. However, if SenEx remains concerned about this issue, then it may be worthwhile to review the existing KU documents and to recommend a more comprehensive list of potential conflicts.

Specific Charge 2

- "2. Create a policy regarding the role of Advisory Boards, as well as conflict of interest. Check if there are already existing policies that could be linked to the Governance website, for example policies in various schools and information from professional accrediting bodies."*

The KU Policy Library contains guidelines for using Advisory Boards for fundraising purposes at the following link:

<http://policy.ku.edu/provost/institutional-advancement-practices-and-guidelines#Appointment>

However, this policy does not cover boards used for consultation purposes in the areas of curriculum, recruitment, research, and program development. For these Advisory Boards, we recommend that each Department establish their own guidelines. For example, the Department of Geology has developed by-laws and procedures for the Geology Associates Advisory Board that would serve as an excellent example for any other department that wishes to more clearly define the role of its Advisory Board. These by-laws are included within Appendix A at the end of this report. We leave it at the discretion of the Governance Office and SenEx as to whether any or all of the above links and documents be provided on the Governance Office website.

The Committee did not conduct a comprehensive survey of all schools and accrediting bodies. If SenEx would like this additional policy information concerning Advisory Boards, then we recommend that this charge be retained for FY2017.

Specific Charge 3

“3. Consider creating gender neutral language (but no substantive changes) for the University Senate Code, USRR, and FSRR. Report to SenEx by the End of the academic year. (Charge added by SenEx February 23, 2016).”

The Committee reviewed the submitted documents for USRR and USC. The proposed changes to USC were minor and did not require additional changes. However, some of the changes to USRR were more substantial, and the Committee carefully reviewed these changes to ensure that the underlying meaning of each section was not changed. Our amendments to the amendments were then passed on to the Governance Office and SenEx for further consideration.

No documents for FSRR were submitted for our consideration. We recommend that the Governance Office and/or SenEx contact Harrison Baker and request that he conduct a first pass through FSRR and suggest appropriate changes. We can then review his suggestions as we did for USRR and USC this year. Alternatively, SenEx may charge us with this task, as well; however, in this case, we request that a member of O&A be appointed for FY2017 specifically for their expertise in gender neutral language.

Appendix A

BY-LAWS AND PROCEDURES OF THE GEOLOGY ASSOCIATES ADVISORY BOARD

ARTICLE I

Name

Section 1. The name of this organization shall be: The Geology Associates Advisory Board (hereinafter “The GAAB”), The Department of Geology (hereinafter “The Department”, The University of Kansas (hereinafter “The University”).

ARTICLE II

Purposes and Objectives

Section 1. The purposes of the GAAB are to promote the recognition, welfare, and progress of the Geology Department, University of Kansas and to encourage financial support of The Geology Associates Funds. The objectives are:

- a. To assist the faculty, research staff, and students of the Department in strengthening and promoting the quality of Earth Science education at the University.
- b. To provide input from industry in maintaining high-quality curricula and degree programs of the School.
- c. To generate and maintain an active interest in and financial support for the Department.
- d. To aid students in achieving career objectives.
- e. To inform alumni and friends of The University, and the public, about the Department and to promote its work and services to the industry, the State, and the Nation.

ARTICLE III

Membership

Section 1. There shall be three classes of membership in the GAAB: regular, *ex-officio*, and honorary.

Section 2. Regular members of the GAAB will be appointed for terms up to five years in length. Upon nomination by the GAAB Nominating Committee, regular members shall be appointed by the Department Chair. They shall serve staggered terms, approximately one-fifth of the terms to expire each year. The term of membership shall begin on September 1 and end on August 31. Regular members need not be graduates of The University or residents of the State of Kansas; they shall not be active faculty or research staff of The University.

Procedure for selecting nominees is as follows:

- a. Notice at fall meeting is given as first call for nominees to GAAB.
- b. Special electronic mailing to GAAB members by March 1 to request that the GAAB members identify nominees and submit nominees to the GAAB Chairman and Department Chair. The Nominating Committee will review nominee qualifications and make recommendations to the GAAB
- c. A review of proposed new members will be conducted at the spring GAAB meeting.
- d. Following review, a vote will be taken by ballot at the spring GAAB meeting to select the nominees, who will begin their terms the following September 1.

Section 3. Qualifications for regular membership on the GAAB are:

- a. A strong belief in higher education and enthusiasm for the Department and The University as indicated by past support and interest.
- b. High standing in the profession and a wide acquaintanceship within the industry.

- c. A willingness to devote time to the organization, leadership, and activities of the GAAB.
- d. A willingness to seek financial support for the School and to give personal support.

Section 4. The responsibilities of the regular members of the GAAB are:

- a. To assist in the attainment of the Department's strategies and goals.
- b. To communicate trends and needs of their respective professions (industry, government, academic) as background for enhancing or developing Department courses and programs.
- c. To aid in promoting Department students with company recruiters helping them in seeking employment.
- d. To provide liaison to Sr. Management in member's companies or organizations as appropriate.
- e. To participate in presenting the needs of the Department to prospective donors.
- f. To help maintain contact with alumni in their regions to keep them informed of the Department's status, issues and needs
- g. To regularly attend the GAAB meetings or visit the Department.

Section 5. *Ex-officio* members of the GAAB without vote shall be: Dean of the College, and other members of the University administration, Department faculty, Kansas Geological Survey and student representatives as recommended by the Department Chair.

- a. *Ex-officio* members may designate a nominee to attend any meeting of the GAAB that the member is unable to attend.
- b. Any *ex-officio* member who ceases to serve in the office that qualified him or her for membership on the GAAB shall be succeeded in membership on the GAAB by the person who succeeds him or her to such office, either as the named officer or one who temporarily serves in such capacity.

Section 6. The members of the GAAB may recognize a former member or other person who has rendered unique or outstanding service to the GAAB or to The Department by designating such individual as an Honorary Life Member of the GAAB. Each Honorary Life Member shall thereafter have all the privileges of a regular member.

ARTICLE IV

Officers

Section 1. The officers of the GAAB shall be: the Chair, Vice-Chair (Academic-Industry Liaison Committee Chair), and Vice-Chair (Alumni Relations Committee Chair). One of the Vice-Chairs will be elected as Chair-elect. The Chair and Vice-Chairs must be regular members of the GAAB.

Section 2. The Chair shall preside over meetings of the GAAB, assist in the achievement of its goals, and appoint committees to assist in the achievement of those goals.

- Section 3.** The Vice-Chairs shall preside and exercise the powers of the Chair in the absence of the Chair and one shall be nominated to succeed to the chairmanship upon the death or resignation of the Chair to fill the unexpired term.
- Section 4.** The Chair and the Vice-Chairs shall be elected at the spring GAAB meeting for a term of three years. Officers may be reelected to additional terms as the GAAB desires.
- Section 5.** All elected officers shall assume office at the end of the spring GAAB meeting.

ARTICLE V

Meetings

- Section 1.** Regular meetings of the GAAB shall be held at least two times each year, once during the fall semester and once during the spring semester. The time and place of each of the meetings shall be designated by the Chair in concert with the wishes of the GAAB and the Department Chair.
- Section 2.** Special meetings of the GAAB may be called by the Chair or Department Chair.
- Section 3.** Upon invitation by the Chair, guests may attend the meetings of the GAAB in order to present information to the GAAB about actions to be considered by the GAAB or if the Chair feels the guest's attendance would benefit the purposes and objectives of the GAAB.
- Section 4.** A quorum qualified to take action for the GAAB shall be one-third of the regular members of the GAAB. The vote of a majority of the regular members present at a meeting shall constitute the decision and the action of the GAAB. If a quorum is not available the matter will be tabled, or an electronic vote will be taken with all regular members participating.
- Section 5.** All faculty and research scientists are encouraged to attend GAAB meetings when possible.
- Section 6.** Closed sessions of the GAAB shall be held at the discretion of the Chair and shall be limited to regular members of the GAAB and such other persons as the Chair may designate.

ARTICLE VI

Committees

- Section 1.** The Executive Committee shall consist of the present GAAB Chair, the Vice-Chairs, the immediate past GAAB Chair the Department Chair and other committee chairs or Department Faculty liaisons. The Executive Committee shall meet at least once between the regularly scheduled GAAB meetings to review progress on Department and GAAB objectives and goals. In addition, the Executive Committee will be responsible for reviewing the Geology Associates Funds, fund-raising efforts, and equipment needs of the Department.
- Section 2.** The Nominating Committee shall consist of the present GAAB Chair, the immediate past GAAB Chair, the Department Chair, and up to two additional regular members of the GAAB. The GAAB Chair will chair the nominating committee. The Nominating Committee shall nominate the Chair and Vice-Chairs subject to GAAB approval at the spring meeting, or by electronic ballot if a vacancy occurs before the spring meeting. The Nominating Committee shall also identify nominees for regular members of the GAAB and recommend them at the spring meeting.

Section 3. The Chairman may from time to time establish such special committees and appoint such members to such committees as shall be helpful to the GAAB in the performance of its activities.

ARTICLE VII

Parliamentary Procedures

In the absence of any provision to the contrary in the By-Laws, business meetings of the GAAB and its committees shall be governed by the parliamentary rules and usage contained in the current edition of *Robert's Rules of Order, Revised*.

ARTICLE VIII

Amendments

Section 1. Amendments to these By-Laws and Procedures may be initiated by any member of the GAAB and may be presented to any meeting of the GAAB with the consent of two-thirds of the regular members present at such meeting if no notice of such amendment is contained in the written notice of such meeting, and to any meeting if notice of such amendment is contained in the written notice of such meeting.

Section 2. For the adoption of a proposed amendment to the By-Laws and Procedures, an affirmative vote of two-thirds of the regular members of the GAAB shall be required.

ARTICLE IX

Adoption

Adoption of these By-Laws and Procedures of the Geology Associates Advisory Board shall be by majority vote of the regular members of the GAAB and shall take effect immediately upon adoption.

(Adopted by The Geology Associates Advisory Board May 2, 2013)