

MINUTES
Boulder Faculty Assembly
December 4, 2008

Attending:

Members w/ Vote
Buttenfield, Barbara
Comstock, Cathy
Cumalat, John
De Alwis, Shanta
Dickey, Kim
Graves, Philip
Hanna, Martha
Hoenger, Andreas
Hudson, Suzanne
Jobe, Peggy
Ahmad, Fawzia
King, Roger

Ko, Hom-Yim
Kopff, Christian
LeCompte Margaret
Miller, Shelly
Mills, Claudia
Muir, Carrie
Nauenberg, Uriel
Norris, Adam
Rosse, Joseph
Squillace, Mark
Walter, Martin

Ex-Officio Members w/o Vote, Liaisons and Observers
William Kaempfer
Michael Roseberry
Kim Glasscock

- **Guests:**
 - Karen Trojanowski, University Perspective Program
 - Frances Costa, University Perspective Program
 - Clemith Houston, University Perspective Program
 - Don Eron, PWR

- **Documents**
 - BFA Report on Administrative Policy Statements
 - President's Task Force on Efficiency Information
 - Memorandum from the Bylaws Committee re: proposed Bylaws and Standing Rules changes.
 - BFA-X-M-111008.1: Motion to Amend the Bylaws
 - BFA-X-M-111008.2: Motion to Amend the Standing Rules
 - Proposed Changes to BFA Representation Distribution
 - BFA 2009-2010 Representation Chart

- **Press**
 - Kim Glasscock, Silver & Gold Record

A regular meeting of the Boulder Faculty Assembly was held on December 4, 2008 in Wolf Law Building, Room 204. Chair Uriel Nauenberg presided. The meeting convened at 4:05 p.m. and adjourned at 4:40 p.m.

I. Approval of the Minutes: The Minutes of November 6, 2008 were approved.

II. Chair's Report:

- a. Regents Hybl and Ludwig met with the Faculty Council today to discuss the assessment initiative. They indicated that the Regents want the faculty to take over the assessment process. They assured the Faculty Council that the Regents would not interfere with the process or the outcome. There are a number of faculty on UCB's Committee on Assessments, which will be dealing with the assessment issues.
 - i. There was discussion about what the Regents would do if the faculty decided not to do the assessment.
- b. The President's Task Force on Efficiency met with UCB faculty and staff on December 1. An ad hoc committee made up of department chairs reviewed all the APSs and made recommendations to the Task Force.
- c. The administration is establishing a Smoke-Free Campus Task Force and the BFA has suggested some faculty representatives. The administration discussed the idea of implementing designated smoking areas with the security forces and found that it would be easier to have a completely smoke-free campus. Many campuses across the country are now smoke-free. Shelly Miller has been instrumental about moving this issue forward.
- d. The Chancellor congratulated the BFA on its work on, and suggestions regarding, the Course Overload Policy and the Instructors Guidelines. The Chancellor is gratified that shared governance is working. The administration has implemented the BFA's comments with new language in the Course Overload Policy. The administration is in the process of revising the Instructors Guidelines to address the BFA's suggested revisions.

III. Bylaws Committee: Barbara Buttenfield

- a. Barbara Buttenfield made the following notices of motion:
 - i. Notice of Motion: BFA-X-M-111008.1—Motion to Amend the Bylaws (attached)
 - ii. Notice of Motion: BFA-X-M-111008.2—Motion to Amend the Standing Rules (attached)
 - iii. Notice of Motion: BFA-X-M-111008.3— Motion to Grandfather-In Representatives Holding Eliminated Seats (attached)
- b. Barbara Buttenfield explained the purposes behind BFA-X-M-111008.1 and .2. These amendments are designed to:
 - i. Add one representative from Engineering to the Assembly.

1. This will bring the number of elected unit-specific members to 46 and the total number of elected members to 60.
2. This is a bit of housekeeping left over from last spring when the Bylaws Committee used incorrect Engineering information to establish the appropriate number of Engineering representatives.
- ii. Create a dedicated seat on the Assembly for the Chair. Because of time constraints, etc, the Chair should represent the entire assembly as a whole without concurrent obligations to represent a specific constituency of the Boulder Faculty Senate. The proposed language
 1. Establishes a dedicated Assembly seat for the Chair;
 2. Establishes that the Chair shall vacate the representative seat he or she held at the time of the Chair election;
 3. Refers to the already established mechanism for filling the Chair's vacated representative seat; and
 4. Establishes that the Chair will be eligible for reelection to a second term.
- iii. Establish that each of the individual academic units or divisions will have the sole responsibility of selecting its own unit or division representative(s).
 1. As currently written, the Standing Rules require the BFA, rather than the specific units, to carry out and supervise the nomination and election of the (currently) 45 unit-specific representatives.
 2. Under the proposed amendments, the BFA would continue to carry out and supervise the nomination and election of the representatives who are elected from and by the UCB Faculty Senate as a whole (Instructor, Research Faculty, and At-large representatives).
 3. Under the proposed amendments, the specific units or divisions would devise their own methods for selecting the representatives elected from and by each specific unit or division.
- iv. Establish that faculty may cast a secret physical ballot *or* an email ballot when voting for candidates of Instructor, Research Faculty, or At-large BFA positions.
 1. The BFA has already amended some of the language in the Bylaws and Standing Rules to accomplish this change, but somehow neglected to amend the specific rules regarding ballots and ballot collection.
- c. There was discussion about why Engineering didn't have a separate representative for its small departments. Even grouped together, those departments don't have enough faculty members to warrant a separate representative.

There being no further business, the meeting was adjourned at 4:40.

Boulder Faculty Assembly
Executive Committee
Motion to Amend the Bylaws
BFA-X-M-111008.1

The Bylaws Committee of the Boulder Faculty Assembly moves to amend the Boulder Faculty Assembly Bylaws as follows:

I. ARTICLE I. Membership

Section 1. The Boulder Faculty Assembly shall consist of 60 elected voting members, chosen from among the members of the Boulder Faculty Senate, ensuring broad representation from the entire faculty. Representation shall be substantially proportional, and shall be determined as provided by the Standing Rules of the Boulder Faculty Assembly. Ex officio voting or non-voting members may be designated from time to time by the Assembly, as described in the Standing Rules of the Boulder Faculty Assembly.

Section 2. The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.

Section 3. The chairs of the standing committees of the Assembly shall be members of the Assembly, *ex officio* with vote.

Section 4. Each school and college, the faculty in the institutes who are not rostered in a school or college, and the faculty in the Boulder Campus libraries shall have at least one Representative.

Section 5. The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the Assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Article II, Section 5.

From BFA Bylaws Committee: December 1, 2008
Approved by the BFA Executive Committee: December 1, 2008
Notice of motion to the BFA: December 4, 2008
Approved by the BFA:

Boulder Faculty Assembly
Executive Committee
Motion to Amend the Standing Rules
BFA-X-M-111008.2

The Bylaws Committee of the Boulder Faculty Assembly moves to amend the Standing Rules as follows:

II. Article II. Elections

Section 1. All the procedures relating to the election of Senate members to an Instructor, Research Faculty or At-large Assembly position as set out in 2.b. and 2.c. below and to committees shall be supervised by the Committee on Nominations and Elections, and shall be conducted by the Secretary of the Assembly. Selection of representatives of individual academic units as described in 2.a. below shall be carried out and supervised by the individual academic units. The supervising administrator of each academic unit shall transmit the name of the unit's selected representative to the Chair of the assembly no later than the first of April. Selection of representatives of small A&S divisions shall be carried out and supervised by the individual college divisions (Social Sciences, Natural Sciences and Humanities). The Associate Dean of each division or his or her delegate shall transmit the name of the division's selected representative to the Chair of the Assembly no later than the first of April.

Section 2. The Assembly shall consist of 60 elected voting members and additional *ex officio* voting members as listed below. These members will be elected or designated in the following manner:

- a) 46 members of the faculty will be elected for staggered three-year terms as representatives of the various academic units. Any academic unit that has more than one representative shall elect representatives by departments or divisions. Representation shall balance proportional representation of academic unit and department/division with the goal of providing individual departments/divisions with representation. Specific allocation of seats is described in the Standing Rules Appendices.
- b) Eight members of the faculty will be elected for staggered three-year terms as At-Large representatives by the members of the Senate at large. No more than five of these members shall be from the College of Arts and Sciences, and no more than five of these members shall be from any other school or college, the institutes, or the Boulder Campus libraries.
- c) Two instructors and two members of the research faculty will be elected for staggered three-year terms by the members of the Senate at large.
- d) Two retired members of the faculty will be elected for staggered three-year terms by the retired members of the Senate.
- e) The chairs of the Standing Committees of the Assembly shall be members of the Assembly, *ex officio* with vote.

f) The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.

g) The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the Assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Sections 11 and 12 of this Article.

Section 3. No more than two members of any department or division may serve at any one time as elected representatives to the Assembly. A member of the Senate is not eligible for nomination for election to the Assembly for a particular year if two members of his or her department or division will be serving as representatives to the Assembly in that year.

Section 4. The nomination and election process will generally be conducted in the spring semester. Elections from the faculty at-large and representatives from specific academic units will be conducted concurrently. The elections should be completed by the first of April.

Section 5. A member of the Senate may be nominated for an Instructor, Research Faculty, or At-large position on the Assembly or for Assembly committee membership only by another member of the Senate. The nomination is made by means of a nominating letter to the Secretary of the Assembly.

a. For an at-large position on the Assembly, the nominating letter must be signed by one or more members of the Senate. The nominee must also sign the nominating letter, indicating his or her agreement to accept the position if elected.

b. For a position on a committee, the nominating letter must be signed by one or more members of the Senate in the academic unit that the nominee would represent. The nominee must also sign the nominating letter, indicating his or her agreement to accept the committee membership if elected.

Section 6. The election ballot shall list the nominees for Instructor, Research Faculty, or At-large positions on the Assembly or for positions on committees in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list:

a) The academic department or other academic subdivision with which the nominee is affiliated, and

b) The names of those who signed the letter of nomination.

Section 7. Eligible voters may vote by a physical secret ballot or by an email transmitted from the voter's university email address.

Section 8. If Senate is voting to fill "x" vacant Instructor, Research Faculty, or At-large positions on the Assembly or on a committee, each voter may cast a single vote for each of no more than "x" nominees to fill the vacant positions.

Section 9. Physical ballots shall be returned in envelopes on which the voting member of the Senate signs and prints his/her name and prints the name of his/her academic unit. Ballot envelopes or ballots that do not meet these requirements shall be declared invalid.

Section 10. Physical and email ballots shall be counted by the Nominations and Elections Committee at an announced time and place. When counting email ballots, the Committee will first check the name on the email address against the current list of members of the Senate. When counting physical ballots, the Committee will first check the signatures on the ballot envelopes against the current list of members of the Senate. The envelopes must satisfy the following criteria for their ballots to be counted: The name on the envelope must be that of a member of the Senate entitled to vote with respect to the position(s) in question, and there must be no more than one ballot envelope from any one member of the Senate entitled to vote on that matter. The envelopes that meet these criteria shall then be opened, the ballots shall then be separated from the envelopes, and the ballots shall then be counted.

Section 11. When vacancies occur for representatives of single academic units not elected at large or for the retired faculty, the Committee on Nominations and Elections shall ask the Dean or Administrative Head of that academic unit or the Chair of the Retired Faculty Association, as appropriate, to conduct a special election. Vacancies that occur for representatives elected to represent a pool of small academic units will be filled by special elections conducted every fall semester by the Committee on Nominations and Elections.

Section 12. If a vacancy occurs for an at large or a non-tenured faculty position, the Executive Committee, upon consultation with the Committee on Nominations and Elections, may determine whether the vacancy should be filled for the remaining period of the vacancy or until a special election is later held for the position. The Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Senate for the position. The Assembly will then hold an election to fill the vacancy. The Assembly may determine and implement substitute procedures for filling the vacancy. Any other provisions in these bylaws to the contrary notwithstanding, a continued vacancy dealt with under this provision will be filled upon the affirmative vote in favor of a nominee by a simple plurality of the members of the Assembly present and voting on the matter.

From BFA Bylaws Committee: December 1, 2008
Approved by the BFA Executive Committee: December 1, 2008
Notice of motion to the BFA: December 4, 2008
Approved by the BFA:

Boulder Faculty Assembly
Executive Committee
Motion to Grandfather-In Representatives Holding
Eliminated Seats
BFA-X-M-111008.3

The Bylaws Committee of the Boulder Faculty Assembly moves as follows:

That all BFA representatives holding eliminated seats whose terms extend beyond the July 1, 2009, implementation of the new Boulder Faculty Assembly representation structure be “grandfathered in” for the length of their respective terms:

- Adam Norris, who was elected in the spring of 2008 to the Non-Tenured At Large seat for a term of two years, will serve in this capacity through the end of his term in 2010. At that time, the Non-Tenured At Large seat will cease to exist.
- Patrick Kociolek, who was elected in the spring of 2008 to the Museum seat, will serve through 2011 in this capacity. At that time, the Museum seat will cease to exist.
- Elizabeth Dunn, Thomas Hollweck, Christian Kopff, Graziana Lazzarino and Deward Walker, who were elected to A&S Small Unit At Large seats in either 2007 or 2008, should serve in this capacity through the end of their respective terms in 2010 or 2011. As each term expires, the corresponding A&S Small Unit at Large seat will cease to exist.
- In the event that any of these individuals leaves the Boulder Faculty Assembly for any reason during their term, their seat will terminate automatically.

From BFA Bylaws Committee: November 10, 2008
Approved as amended by the BFA Executive Committee:
November 10, 2008
Notice of motion to the BFA: December 4, 2008
Approved by the BFA: