

Version 1.1, approved by faculty-senate vote on 4 October, 2024, with the understanding that this is a trial document that might evolve as we experiment across the year.

ENGAGING WITH THE FACULTY SENATE: GUIDE FOR FACULTY

This summary document describes ways you can interact with Lehigh's Faculty Senate and Lehigh's shared governance processes. This guidance blends formal elements from [Rules and Procedures of the Faculty](#) (R&P) with current senate procedures. Narrowly, the faculty senate is charged with representing only faculty, but we welcome questions and conversations with staff members about campus issues (staff members representing a unit should consult our guide about consulting with the senate). We've tried to keep this document brief – please contact us with any questions or use the [senate suggestion form](#) (also located on the [main faculty senate web page](#)).

(1) Visit the faculty senate web page

This site has information about meetings and outcomes, as well as other links to

(2) Informal communication: concerns and suggestions

Contact any senator, meet with any senator, submit to the [senate suggestion form](#), contact the chair or vice-chair (Peter Zeitler and Jenna Lay), ask questions of senators at departmental and college meetings.

(2) Participation in senate meetings

Senate meetings (in hybrid format) are open to faculty participation. We do have working rules that limit initial discussion to senators because meeting agendas are often full, but we are trying to leave some time for new business and general discussion.

(3) Changes to R&P

Changes to any part of Sections 1 & 2 (shared governance, and employment policies) require an electronic vote of the full faculty - see Sections 1.2.6 and 1.2.7. Changes to Section 3 on educational requirements and policies only require a senate vote, as do changes to the student code of conduct and any senate by-laws.

(4) General faculty resolutions, petitions, referendums, and appeals

R&P specifies a process by which general faculty can raise a petition requiring the senate to take up an issue, or a referendum requiring that a specific action be considered. See Section 1.2.8.2. Additionally, any faculty member can appeal an action voted on by the senate, as described in Section 1.2.8.3.

(5) University Standing Committees

As described in Section 1.3, there are a number of important university committees to which faculty are elected. Most though not all of these report to and coordinate with the faculty senate. Processes for managing membership of these committees as well as their mandates are described in R&P, particularly Section 1.3.1, and Section 1.3.6.

(6a) Election of senators

R&P Section 1.2.2 discusses the composition of the senate and the processes and timeline for each college electing its senators. It's important to stress that college elections must be complete and their results communicated to the senate by 1 May at the latest – this requires that the nominations and election processes be started several months in advance.

(6b) Challenges to and replacement of senators and senate leadership

R&P Section 1.2.2 includes discussion of how either the senate or colleges can vote to replace a senator. Generally actions to replace the chair or vice-chair would be taken through the senate itself (R&P 1.2.8.3).

(7) Faculty Code of Ethics (FCOE)

The FCOE is maintained by the senate and—along with the Provost's office—the senate executive committee plays a key role in managing cases of alleged infractions. The FCOE document goes to great length to establish its scope, processes for handling alleged infractions, and consequences of any infractions. Please see the [FCOE](#) to learn more and to understand your options if you are aware of and/or involved in a possible infraction. If you have general questions about the FCOE, please feel free to consult the senate chair and vice-chair, and if you want general advice about a possible case, please contact the Provost's office.

A word about time lines. Across the year, the senate chair and vice-chair and also the executive committee are charged to represent the faculty regarding time-sensitive matters that cannot wait for monthly senate meetings during the academic year, or that arise across the summer. Beyond that, please keep in mind that the senate holds about eight two-hour business meetings during the academic year, and FSEC meets about twice as often. Various rules in R&P require first and second readings of motions to amend R&P, and specify when full faculty electronic votes are needed (such votes must be open for two weeks). Section 1 and 2 R&P changes require senate and all-faculty votes followed by review by Board of Trustees subcommittees and then a vote by the entire BOT. Because the BOT meets only three times per year, there can be a significant time lag between when the senate learns about proposals and when a change comes into effect. This also applies to program development or changes that require course and curriculum review – while we are trying to streamline the process, some degree of oversight is required and engaging the relevant parties can simply take time.

Contacts for AY2425

Senate Chair: Prof. Peter Zeitler, EES (pkz0@lehigh.edu)

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Faculty senate website: <https://facultysenate.lehigh.edu/>