The mission of Lehigh University is to advance learning through the integration of teaching, research, and service to others. To be successful, there needs to be a high level of collegiality and a strong sense of joint purpose and responsibility among all members of the community. An environment that fosters the free flow of information and ideas requires the implementation of a governance system that empowers individuals to voice their analyses, concerns, and recommendations, and to participate meaningfully in decisions that affect the teaching, research, and the institutional evolution of the university.

An effective governance structure will ensure that the interests of all constituents—the Board of Trustees, Administration, Faculty, Staff, and Students—are represented while recognizing that each group has the responsibility and authority over different aspects of institutional life and function as summarized in the University Bylaws.

1. Faculty Shared Governance

Effective shared governance requires faculty to be informed and provide their opinion via consultation and shared decision-making in key areas including, but not limited to, those listed below. However, any such list is, by definition, dynamic and should evolve with changes at the University. Faculty consultation and/or shared decision-making should be sought whenever substantial choices are being considered even if the category is not listed below.

a) Consultation. Areas of shared governance where the faculty seek greater consultation include: i) Long-term University planning, fundraising, and budget priorities; ii) University operation of facilities and provision of services; and iii) Research facilities and finance.

b) Shared decision-making. Areas of shared governance where the faculty seek greater shared decision-making include: i) Development of policies and programs to implement long-term university plans; ii) Academic employment policies; and iii) Student conduct and campus culture development.

c) Faculty responsibility. Areas of shared governance where the faculty retain responsibility encompass undergraduate and graduate educational requirements and procedures.

1.1.1 Rules of Order

The parliamentary authority for the Lehigh University Faculty Senate is Robert’s Rules of Order Newly Revised (11th Edition). A University Parliamentarian shall be appointed by the President from among the senior members of the faculty. (See R&P 1.1.3)

1.1.2 University Faculty

The voting faculty members of the faculty are those with the rank of assistant professor, associate professor, or professor. Instructors with full-time academic appointments in teaching or research,
are also voting members of the faculty, provided that they are not candidates for a Lehigh degree. Also included as voting faculty members are the President, Provost, the Deans of each of the four colleges, and the Vice Provost for Library and Technology Services. Lecturers, and part-time (unless tenured) faculty, professors of practice, professors emeriti, and visiting members of the instructional or research staff are not voting members of the faculty.

1.1.3 University Parliamentarian

The University Parliamentarian shall be a voting member or emeritus member of the University Faculty appointed by the President. The University Parliamentarian advises the Chair of the Faculty Senate on how to adhere to Roberts Rules in chairing meetings of the Faculty Senate and or University Faculty meetings; serves as an ex officio—non-voting—member of the Senate, providing and advising how to adhere to R&P; and, when asked to do so by the Provost, resolves inconsistencies in R&P. (See R&P 6.3.1)

1.1.4 Secretary of the Faculty

The Secretary of the Faculty shall be elected annually by electronic ballot in the Spring Term and shall be eligible for reelection. The term of the Secretary begins on July 1. The Secretary’s duties shall include service as recording secretary and archivist. Older Archival materials will be in the custody of the University Libraries.

The Secretary of the Faculty shall record and distribute the minutes of the: Faculty Senate; and the Faculty at a duly constituted meeting of the Faculty. As Archivist, the Secretary shall superintend and be responsible for all correspondence, records, and minutes of the: Faculty Senate; and the Faculty and shall receive all reports or documents of Faculty and/or Senate Committees. The Secretary shall maintain a current list of voting members of the Faculty.

The Secretary shall be responsible for preparing and distributing copies of legislation adopted by the Trustees, the Faculty Senate, or the Faculty. On behalf of the Faculty, the Secretary shall affix their signature to all diplomas.

1.2.1 Faculty Senate

The Mission of Faculty Senate: Institutionalize and Facilitate Shared University Governance among Faculty, Administration, and Board of Trustees. The Senate is the primary vehicle of Faculty participation in shared University governance and should be the “voice” of the Faculty. The Senate Chairperson will be the primary advocate respecting Faculty issues and opinions and the official representative of the Faculty to the Administration and the Board of Trustees.

Extensive and intensive communication is crucial to shared governance. The Senate will energetically seek to inform the Faculty in detail about all relevant discussions and occurrences especially in exigent circumstances. It shall continuously engage in detailed consultation with the Administration and the Board of Trustees, and unambiguously state the Senate’s best judgment concerning University planning and operations to the Faculty, the Administration, and the Board of Trustees. Consistent with privacy concerns, the Faculty Senate reserves the right to request, and receive in a timely manner, data on University Operations as well as to obtain verbal or written reports from the University administration and to make recommendations directly to the President, Provost, and the Board of Trustees.
The Senate shall receive and consider information in a timely manner, make recommendations, and pass resolutions concerning matters of general university interest including all educational and research endeavors, hiring policy, the tenure and promotion system, and campus life and report this to the Faculty at large. In the spirit of shared governance, the Administration shall ensure that the Faculty Senate is notified in a timely manner of any and all substantive contemplated changes in policy, plans, or procedures.

To accomplish its mission, the Senate shall: i) Strive to protect academic freedom, the Faculty appointment and promotion processes, the tenure system, and encourage excellence and fairness within the Faculty, student body, and the university as a whole; ii) Execute the shared decision making power of the Faculty regarding all University shaping and strategic initiatives including long-term planning and budget; iii) Provide opportunity for its members to obtain full information about, discuss and express their views upon any matter that they deem of interest to the Faculty and to make recommendations to the University Faculty and Administration and pass resolutions with respect thereto; iv) Routinely act for the University Faculty on substantial policy issues and, subject to the restrictions given in R&P 1.2.7 may revise the Senate operating procedures and bylaws.

The faculty, acting with the approval of the board of trustees, grants all degrees conferred by the university. The Senate, on behalf of the Faculty, may delegate any of this responsibility to an officer of the university, to a committee, or to any other group.

1.2.2. Size and Composition of the Faculty Senate

The Senate shall be composed of voting members of the Faculty, and excluding non-voting members, the Senate will be equal in size to five per cent of the voting members of the Faculty rounded up to the nearest whole odd number or 33 members—whichever is less (see R&P 1.1.2). Any voting member of the Faculty who is serving: in a full-time administrative position, as Department Chairperson, or as a College Associate Dean is ineligible to serve in the Faculty Senate. Ex officio—non-voting—members of the Senate include: The University President, Provost, and College Deans; the Secretary of the Faculty; the University Parliamentarian; the President of the Student Senate; and the President of the Graduate Student Senate.

The voting members of the Senate will be elected directly by their Colleges. Representation of each College among the elected members of the Senate will be proportional to the number of voting members of each college (rounded to the nearest whole number), such that, each college will have at least three Faculty Senators, and the number of elected Faculty Senators from any one college shall be no more than 45 per-cent of the total number of elected senators. Each College shall ensure that the composition of their respective Senate representatives reflect their existing divisions or structures. To accommodate routine changes in number of Faculty, the size and distribution of Senate membership may be adjusted every leap year. In the event of significant changes to the faculty composition (e.g., the creation of a new college), the size and distribution of Senate membership will be adjusted at the beginning of the first Fall semester following the change.

The regular Senate term will begin on July 1st. The standard term of an elected member of the Senate will be four years unless the member is completing the term of another Senator. With a single exception, any Senator who has served two sequential terms is ineligible for re-election until after a full two-year absence from the Senate. The exception is when the Senate Chairperson’s extension in office would put them beyond the eight-year mark. In this case, the Chairperson will
remain in the Senate until the end of their tenure in office.

If the Senate upon a two-thirds vote recommends that a College consider replacing one of their representatives in the Senate, the relevant College will vote either to remove this representative or keep him or her in the Senate. A Senator under consideration for replacement may not cast a ballot in the Senate vote pertaining to the decision to replace them. If a College decides to remove one of their elected members from the Senate then a vote of the College Faculty is required. The College Dean will then inform the Chairperson of the Faculty Senate of the removal and provide the Chairperson with the name of the replacement on the Senate. A replacement will serve the rest of the term of the removed Faculty member.

1.2.3 Senate Leadership

1.2.3.1 Chairperson of the Senate.
The Chairperson of the Senate - as the senior representative of the Faculty and the leader of the Faculty component of the University governance system - shall be a Tenured Associate or Full Professor. The Senate will elect the Chairperson and the Vice-Chairperson -by majority vote from the voting members of the Senate for two-year terms with the possibility of a single two-year extension for the Chairperson. An extension for the Chairperson requires a majority vote of the Senate.

If the Chairperson has reached the end of their term in office, then the Vice-Chairperson -will automatically become Chairperson of the Senate unless two-thirds of the Senate vote to recommend a replacement. If the Senate votes for a replacement, then the Senate will elect a new Chairperson and Vice-Chairperson -by a majority vote.

If at the end of their term as Vice-Chairperson, the current Chairperson has received an extension then the Vice-Chairperson -will serve an additional two years as Vice-Chairperson -unless two-thirds of the Senate votes to block this extension. However, if a two-year extension of the Vice-Chairperson would result in him or her continuously serving more than eight years in the Senate then the Senate will elect a new Vice-Chairperson -by a majority vote.

Senate Chairperson and Vice-Chairperson shall be exempt from any substantial Faculty service commitments at Lehigh. The Chairperson and Vice-Chairperson will negotiate with the Provost concerning an appropriate offset for their substantial time commitment.

The Senate Chairperson will: i) Lead the Executive Committee of the Senate; ii) Chair at least one Senate meeting per month during the academic year; iii) Chair at least one University Faculty meeting per academic year; iv) Represent the Lehigh University Faculty to the Administration, to the Board of Trustees, and to the community; v) To the extent agreed to by the Board of Trustees, attend meetings of the Board of Trustees; and vi) Be an ex officio non-voting member of all University Faculty Governance and Administrative Committees listed in R&P with the exceptions of the Faculty Personnel Committee (R&P 1.3.2.5) and the University Disciplinary Appeals Committee (R&P 1.3.3.4) and may attend committee meetings and reserves the right to participate in any Governance or Administrative Committee’s discussion of important issues.

On behalf of the Faculty and with the advice and consent of the Senate, the Senate Chairperson will execute shared decision-making power regarding all University Business as outlined in Rules and
Procedures of the Faculty. In order to make shared governance possible, it is critical that the Chairperson is notified in a timely manner of substantial University issues including — but not limited to — those listed in R&P 1. Such notice will enable the Chairperson to productively engage with members of the Senior University Leadership on matters of significance to the Lehigh community.

In the event that the Chairperson is absent or otherwise unable to be present, the Vice-Chairperson will have full authority to act on the Chairperson’s behalf.

Upon receiving a petition to replace the Chairperson signed by at least a majority of the voting members of the Senate, the immediate past-Chairperson shall schedule a vote on replacing the Chairperson. This vote shall occur at the next regularly scheduled Senate meeting and the immediate past-Chairman shall moderate. It shall require a two-thirds vote of the Senate to replace a Chairperson. If the Senate decides to replace the Chairperson then the Vice-Chairperson shall immediately become the new Chairperson to complete the term of the former Chairperson. The Senate shall then elect a new Vice-Chairperson by a majority vote. If there is not an immediate past-Chairperson then the oldest member (by chronological age) of the Senate shall fulfill the responsibilities of the immediate past-Chairperson in a replacement vote. The Vice-Chairperson will not participate in a vote to replace a Chairperson.

1.2.3.2 Executive Committee of the Senate

The Executive Committee of the Senate is the permanent representative institution of the Faculty branch of the University governance system. It is comprised of: Senate Chairperson; Vice-Chairperson; the immediate past-Chairperson (if any); the University Secretary (non-voting); and one Senate representative from each College as elected for a two-year term by senators of their respective College.

The Executive committee shall: provide overarching Faculty governance at the University level; ensure that the Faculty are robustly involved in making major decisions at the University level; represent the Faculty during University emergencies that preclude consultation with Senate or when the Senate is unable to meet (e.g. during the summer / inter-session); strive for unrestricted flow of information regarding Senate business to and from the Faculty at large to include summaries of Senate discussions and any Senate decisions; and encourage a high level of faculty collegiality to include ensuring that minority voices are given a chance to be heard and that discussions or debates are carried out with respect and consideration beyond the requirements of Robert’s Rules.

The duties of the Executive committee include: holding at least one meeting every two weeks during the academic year to handle regular business and/or to meet with the senior Administration officials; Setting the agenda for the not-less-than eight Senate meetings each academic year as well as for the not-less-than one University Faculty Meeting each academic year. These agendas may include items referred to the Senate from university committees, the Faculty, College Deans, Provost, President, the corporate secretary of the Board of Trustees, or other university groups. At their discretion, the Executive committee may call for a special session of the entire Faculty with seven calendar-days advance notice. In order to prevent tie votes from blocking Executive Committee action, the Senate Chairperson may vote once as an Executive Committee member and then — in the case of a tie vote — vote a second time as Chairperson to resolve the tie.
The Executive Committee shall: i) Select a slate of Faculty candidates to serve on Presidential and Provost Search Committees, the Search Committee shall include at least one Faculty member from this slate; ii) be consulted regarding decisions to hire or renew College Deans, the Vice President of Research and the Vice President of LTS; and iii) be consulted when the University is considering creating new senior administrative positions.

1.2.4 Senate Meetings

The Senate will meet at least eight times during the academic year. Each meeting of the Senate requires a quorum of 60% of the voting members to perform any business.

A vacancy in the Senate may occur when any elected member of the Senate misses two consecutive meetings or more than 3 meetings during an academic year or fails to properly perform their Senate service. In the case of unjustified absences, as determined by the Executive Committee, that person’s College shall by election decide whether to replace the Senator. Until this election is held, the College Dean shall immediately appoint a Faculty member to fill the vacancy.

In the case where an elected Senator goes on leave, the Senate Chairperson (in consultation with the appropriate constituency) arranges for a replacement for the duration of the leave. Senate meetings shall be open unless two-thirds of the Senate votes to close the meeting. If a meeting is open, then any attending Faculty who are not Senate members have full voice but no vote.

In unusual circumstances—and no more than once each academic year for each member—a voting member of the Faculty Senate may appoint a proxy to participate in a Senate meeting and vote on the member’s behalf. Before the Senate meeting, the voting member must notify the Chairperson of the Senate and the University Secretary of the appointment of a proxy. The proxy can be any voting member of the Faculty who is not currently in the Senate.

Unless otherwise stated, Senate decisions will be made by a majority vote. The Chairperson shall rely on Robert’s Rules Newly Revised (11th Edition) when chairing meetings of the Senate and the University Faculty. Upon request by the Chairperson, the University Parliamentarian will advise the Chairperson on proper parliamentary procedure.

Consistent with Robert’s Rules, the Chairperson may limit either the length of members or non-members presentations or limit the number of times that a member or non-member may speak on an issue.

The Secretary of the Faculty is responsible for reporting the minutes of Senate meetings, including any voting results, to the Faculty, the Board of Trustees, the President, the Provost, and the College Deans. The minutes shall record the names of all attendees and the names of members who were absent. The minutes are to be made available no later than 10 calendar days before the next scheduled Senate meeting.

1.2.5 Responsibilities of members of the Faculty Senate

It is the responsibly of all Faculty Senators to: i) attend all Senate meetings and perform service required to fulfill the Senate mission; ii) seek to increase the quality of undergraduate and graduate
education, research, and service to the wider community at Lehigh University; iii) to the extent that it is consistent with the above, conscientiously represent the interests of their College; and iv) ensure effective continuous communication of information provided to the Senate, and Senate discussions and decisions to their College. In addition, Senate members are tasked with delivering to the Senate opinions of the Faculty including reports to the Senate on Faculty needs and requests.

Senators representing a College have an affirmative responsibility to coordinate attendance at Department meetings in their College at least once a semester to ensure effective two-way communication. In the case of inter-disciplinary programs, Senators representing the Colleges involved shall coordinate to ensure that such programs are kept informed and their issues are brought forward to the Senate.

1.2.6 Senate process for amending the Rules and Procedures of the Faculty

Amendments to the University Operating Procedures (R&P Section 1): With the exception noted below, the relevant Committee, College, or the Executive Committee of the Faculty Senate shall submit recommended changes to the Senate. If approved by a majority vote of the Senate, changes shall be submitted to Board of Trustees for final approval. However, any change in R&P 1.1 or 1.2 will follow the process given in 1.2.7. Any change in R&P 1.4 “College Faculties” shall be submitted directly by the relevant College to the Board of Trustees – the Senate is to be notified but its approval is not required.

Amendments to the Employment Policies for Academic Employees (R&P Section 2): The Executive Committee of the Faculty Senate or the relevant Committee shall submit recommended changes to Senate. If approved by a majority vote of the Senate, changes shall be voted on by the faculty at the next University Faculty meeting or by electronic vote. If approved by the Faculty, changes shall be submitted to Board of Trustees for final approval.

Amendments to the Educational Requirements and Procedures (R&P Section 3): The Executive Committee of the Faculty Senate, the relevant Committee, or a College shall submit recommended changes to Senate. If approved by a majority vote of the Senate, changes shall go into effect. The Board of Trustees shall be notified but its approval is not required.

Amendments to the Lehigh University Student Code of Conduct: The Executive Committee of the Faculty Senate, or relevant Committee, or the Administration shall submit recommended changes to Senate. If approved by a majority of the Senate, changes shall be submitted to Board of Trustees for final approval.

1.2.6.1 Electronic Voting

Electronic voting is administered by the Office of Institutional Research & Strategic Analytics and accessible to all voting faculty for seven calendar days. Faculty voting electronically may choose “Yes,” “No,” or “Present, but Not Voting,” (with "Present, but Not Voting" counting only to establish a quorum, which is defined for an electronic vote as one-third of the total voting members of the university faculty, not including those on leave). Electronic voting is confidential; votes are submitted to a secure server that tallies the votes and rejects duplicates. The Personnel Committee, the Faculty Senate and the President or Provost each designate one person to serve on a committee to oversee the procedure.
1.2.6.2 Motions and Consent Calendar

Changes in the Rules and Procedures may be proposed by a voting member of the Faculty Senate at any meeting of the Faculty Senate. Motions incorporating such changes must receive an initial reading at a Faculty Senate meeting before being put forward for a vote at the next regularly scheduled meeting of the Faculty Senate. Motions must be made available to the faculty and Senators in writing at least seven days prior to the meeting in question and must be clearly marked as the “initial reading” or “final reading.” Amendments to a motion do not necessitate postponing a vote until a subsequent Faculty Senate meeting. Any or all these restrictions may be waived by a two-thirds majority of the voting members of the Faculty Senate who are present at the meeting. Motions to amend R&P that the Senate Executive Committee considers routine and non-controversial shall normally be placed on the Consent Calendar for two successive Senate meetings, posted at least seven days prior to the first of these meetings. The customary rules for removing items from the Consent Calendar for open discussion at Faculty Senate meeting shall apply. If after the second Faculty Senate Meeting there have been no objections, the motion is deemed to have passed. A copy of each amendment, change, or modification of the rules adopted by the trustees or the faculty senate shall be furnished as soon as practicable to each member of the faculty. (See 6.1)

1.2.7 Amendment Process

Only the University Faculty in a duly constituted meeting can amend the rules of the Senate given in R&P 1.1 and 1.2. The process for amending these rules shall be an electronic vote that requires a two-thirds vote of the University Faculty provided that the total votes cast constitute at least one-half of the voting members of the Faculty, excluding those on leave.

The Senate may amend its bylaws by a motion presented in a regularly scheduled Senate meeting that is approved by a majority vote in the next regularly scheduled Senate meeting.

1.2.8 Faculty Resolutions, Petitions, Referendums, and Appeals

1.2.8.1 Sense of the Faculty resolutions

A Faculty resolution obligates and empowers the Senate Chairperson to act on behalf of the Faculty regarding the University matters raised in the resolution. If requested by either the Administration or the Board of Trustees, the Senate shall respond with a sense of the Faculty resolution concerning any University issue. The Senate can decide to issue a sense of the Faculty resolution based on its own evaluation of any University issue. The University Faculty can seek a sense of the Faculty resolution using the petition procedure (See R&P 1.2.8.2).

In the rare instance when disagreement with the Administration about a sense of the Faculty resolution occurs, the Executive Committee of the Senate shall meet with the President or Provost to resolve the disagreement. If such disagreement cannot be resolved, the President and Senate Chairperson are encouraged to take the matter to the Board of Trustees. Any such referral to the board shall be accompanied by a written report from the other interested parties and reported to the Faculty.

1.2.8.2 Faculty petitions and referendums
Voting members of the Faculty have the right to bring a petition (for a topic to be discussed) or a referendum (proposing a specific change) before the Senate or a general meeting of the Faculty. Such a petition/referendum may seek to redefine the governance responsibilities of the Senate. Any referendum submitted takes the form of a resolution to be approved or rejected. The referendum should contain the exact wording of the resolution that is to be put to a vote to be approved or rejected.

Any petition/referendum must be submitted to the University secretary at least 14 calendar days prior to the Senate or general meeting. A statement that at least 10% of the voting members of the Faculty support consideration of the petition/referendum must accompany the petition/referendum. Upon request by the Executive Committee, the Faculty member proposing the petition/referendum shall provide to the University Secretary the names of the 10% of the voting Faculty that support consideration.

1.2.8.3 Faculty appeals

Senate decisions generally become effective after the approval of the Senate minutes at the next Senate meeting. The Senate by a separate two-thirds vote may decide that a decision becomes effective immediately.

Faculty members may appeal any action of the Senate to the Faculty as a whole. An appeal of a Senate action must be submitted in writing to the University secretary within 14 calendar days of the distribution of the Senate minutes reporting that action, and such appeal must be endorsed by at least 20% of the voting members of the Faculty. Upon request by the Executive Committee, the Faculty member proposing the appeal shall provide to the University Secretary the names of the 20% of the voting Faculty that support consideration.

The Senate shall schedule a Faculty meeting to deliberate on the appeal within four weeks of receipt of the appeal or the earliest possible date on the academic calendar thereafter; and the Faculty shall vote on the appeal at that meeting or by electronic ballot after the meeting. To amend or rescind action by the Senate requires a two-thirds vote, provided that the total votes cast constitute at least one-half of the voting members of the Faculty excluding those on leave.

1.3 University Committees

1.3.1 In General

University Standing Committees (excluding The Faculty Personnel Committee and the University Discipline Appeals Committee, both of which shall remain independent of the Faculty Senate) shall report to the Faculty Senate. The Faculty Senate may decide: i) To give the Chairpersons of one or more Faculty committees ex officio status in the Faculty Senate as a voting member (no more than nine Chairpersons may be given such status); ii) To change the mission or composition of Faculty committees except the Faculty Personnel Committee and both the University Committees on Discipline; and iii) To create new Faculty committees, combine existing committees, or dismantle existing committees following the procedures given in R&P 1.2.6 of this document.

The creation of any new temporary university committee with Faculty participation shall be coordinated with the Executive Committee of the Senate. The Senate must approve the creation of any new permanent university committee with Faculty participation.
1.3.2 Faculty Governance Committees

1.3.2.1 Educational Policy Committee
1.3.2.2 Graduate Research Committee
1.3.2.3 Faculty Compensation Committee
1.3.2.4 Faculty Financial Planning and Operations Committee
1.3.2.5 Faculty Personnel Committee
1.3.2.6 Faculty Committee on Student Life
1.3.2.7 Faculty Committee on Global Affairs
1.3.2.8 Faculty Committee on Advancement
1.3.2.9 Faculty Committee on Facilities Planning

1.3.3 Faculty Administrative Committees

1.3.3.1 Committee on Nominations
1.3.3.2 Committee on Standing of Undergraduate Students
1.3.3.3 Committee on Standing of Graduate Students
1.3.3.4 University Disciplinary Appeals Committee

1.3.4 Faculty Advisory Committees

1.3.4.1 Library Users Committees
1.3.4.2 Honorary Degree Committee
1.3.4.3 Study Abroad Faculty Policy Board
1.3.4.4 Online Learning Policy Committee
1.3.4.5 Faculty Representation on the Council for Equity and Community

1.3.5 University Committees

1.3.5.1 University Committee on Discipline
1.3.5.2 Committee on Undergraduate Awards and Prizes
1.3.5.3 Visiting Lecturers Committee

1.3.6 Replacing an Elected Member of a University Standing Committee

1.3.7 Administration Advisory Committees

1.4 College Faculties

1.5 Graduate Studies