

**Academic Senate**  
**Bylaws of the**  
**American University of Central Asia**

**Article I. Authority and Purpose**

Section 1.1. The Academic Senate of AUCA (the “Senate”) is established and derives its authority from the Charter of AUCA (the “Charter”).

Section 1.2. The Academic Senate exercises the authority of Ucheniy Sovet. When convened as such the President shall preside over the meetings.

Section 1.3. The function of the Senate shall be to address all major academic policies, including curricular innovation, research, standards, promotion, financial strategy and student intellectual life.

Section 1.4. The Academic Senate shall:

- a) Draft, approve and present to the President of the University (“President”) internal regulations with respect to the establishment, approval, initiation, or termination of any academic program;
- b) Draft, approve and present to the President internal regulations with respect to establishment of academic standards;
- c) Consult and advise the President with respect to standards for admission to degree-granting programs;
- d) Consider and propose to the President the award of honorary degrees and academic ranks;
- e) Consider, draft, and adopt rules of procedure consistent with the Charter;
- f) Provide a forum for public discussion of any other matters of interest to the University community and articulate positions with respect thereto, and;
- g) Create all Senate policies, rules and regulations, including but not limited to the process for selection of Senate members.
- h) Upon reasonable notice, have the power to require university administration, faculty and staff to attend senate meetings to provide information and copies of any and all university documents necessary to carry out its responsibilities.

Section 1.5. The Senate shall take decisions, proposals, resolutions, regulations, recommendations and other internal regulations by a majority vote of those present at the meeting or through online voting. The Senate chair shall deliver all decisions and recommendations from the Senate to the President for his or her consideration and/or decision, in the expectation that he/she will present them to the Board as necessary. In order to take decisions the quorum of not fewer than half of all elected members of the Senate is required.

## Article II. Membership

Section 2.1. Senate consists of members of three Senate Governance Committees:

1. Executive Committee: Five members: heads of five divisions
2. Academic Affairs Committee: (three divisions plus fourth member alternating between Business and Law divisions)
3. Faculty Status and Promotion Committee: (three divisions plus fourth member alternating between Business and Law divisions: VPAA oversees rotation)
4. Plus ex officio members: VPAA, Trade Union Representative (full-time faculty member), Chair of Student Senate. *Ex officio* members of the Academic Senate shall have all of the rights of voting members, except they shall not have the right to make motions, nominate, or vote. Trade Union Representative shall have full rights of voting members.

Section 2.2. Elections and Term of Office

- (a) Each of the positions elected by divisions shall be for two-year terms and staggered.
- (b) The election of faculty members of the Senate shall be conducted the second to last week of the spring semester.
- (c) Members of the Academic Senate and any Committees of the Academic Senate may be removed by the Academic Senate for cause. Removal for cause may include non-participation in Senate or Committee business, not attending Senate or Committee meetings, continued or willful neglect of duties of office, or other valid reasons. Senate members and Committee members must be provided adequate notice of removal for cause, a fair hearing, and a reasonable opportunity to present a defense. Decision on removal of Members of the Senate shall be by a two-thirds (2/3) vote of the full voting membership of the Senate

Section 2.3. Officers of the Senate

- (a) At its annual organizational meeting, the incoming Senate shall elect from its membership, a Chair and Vice-Chair. Election of officers shall be by a majority of the full voting membership of the Senate. The Senate also elects the Secretary outside of its membership.
- (b) The Chair shall preside at Senate meetings, and shall be responsible for keeping a log of pending Senate business.
- (c) The Vice-Chair shall assume the duties of the Chair in his/her absence. If the Chair should resign or be unable to fulfill the duties of the Office for a prolonged period, the Vice-Chair shall succeed her/him.
- (d) The Secretary shall be responsible for the recording and distributing minutes of meetings of the Senate.
- (e) Senate Officers may be recalled by a two-thirds (2/3) vote of the full voting membership of the Senate. In such circumstances, the responsible division will be required to nominate a new member to replace the individual.

### **Article III. Meetings of the Academic Senate**

Section 3.1. The Senate shall meet monthly during the academic year. The Senate shall establish a regular time and date for Senate meetings.

Section 3.2. Additional Academic Senate meetings may be held at the call of the Chair, or upon petition of one-third (1/3) of the membership, in which case the Chair must call a meeting within five (5) days of receipt of such petition.

Section 3.3. A quorum shall consist of a majority of the elected faculty members. The agenda for Academic Senate meetings shall be distributed in advance of the meetings.

Section 3.4. Senate Chair shall recognize non-Senate members only with the consent of the Senate. However, if such recognition would clarify and facilitate the work of the Senate, the Chair may recognize nonmembers during the reports section of the meeting without prior consent of the Senate.

Section 3.5. Business originated by, or allocated to, the committees of the Academic Senate should be completed within the tenure of that Senate. Business not so completed lapses and must be reintroduced in the succeeding Senate if the interested parties still seek completion.

Section 3.6. Transparency

Meetings of the Academic Senate shall be open to all AUCA faculty (except those that involve personal and confidential matters). The Senate shall announce the date, time, location and agenda of the meetings ahead of time. The copies of the Senate's meetings shall be distributed to all AUCA faculty via university e-mails.

### **Article IV. Committees**

Section 4.1. The Senate shall establish such standing and ad hoc committees as it deems appropriate and appoint corresponding chairs. The Senate shall establish rules, policies, and regulations for the selection and removal of standing committee members and shall have operational and oversight authority over such committees. The core principals of all Academic Senate committees shall include: sound membership composition, international perspective, student centered, effective communication, efficiency, integrity, and focus on policy. Committee members should be committed to University development, and be able to work with colleagues diligently and deliberately to generate exciting new ideas for the University. Each committee will elect a chairperson and a secretary. The chair of the committee will update the chair of the Academic Senate on the work of the committee.

Section 4.2. Governing Committees of the Senate

Senate consists of members of the following three Senate Governing Committees:

1) Executive Committee:

(a) Consists of heads of the five divisions, elected directly by the divisions, with staggered two-year terms. In the year following the end of his or her head of the division position, the immediate past divisional head will serve as a mentor to and be available for

consultation with his or her successor. The VPAA and the registrar are *ex officio* members.  
(b) The committee meets at least twice per month during the academic year, except in those weeks when the Academic Senate meets.

(c) Executive Committee is the faculty body that is concerned with university-wide issues as they relate to faculty and teaching. They make recommendations to other faculty committees and to the VPAA and President, as appropriate. The committee discusses any matters brought to it by its members, or by other members of the faculty dean's staff, regarding the day-to-day academic functions of the university, provided it is not under the purview of another committee, including policies related to admissions, academic calendar, faculty policies and teaching policies, faculty handbook, teaching status of staff/non-regular appointments, recommendations concerning academic space needs and usage etc.

The committee is involved in budgetary and planning issues related to the undergraduate and graduate programs and, as such, meet with the Chief Operating Officer once a semester.

The committee meets at least once a semester with the Director of the Library to consult on issues of library management that relate to the faculty.

This committee is charged with reviewing student appeals relating to unfair treatment from faculty members involving students' academic work. This committee is responsible to evaluate the evidence provided by both sides and make decisions enabling conflict resolution.

The committee has responsibility to hear appeals from students for all departmental decisions regarding their academic work, including, but not limited to, requests for study abroad, independent study, internships etc. and will be responsible to consider waivers of university-wide requirements. The committee may delegate the review of routine cases to the registrar.

The committee meets shortly after the end of each semester, when convened by VPAA, to consider academic deficiencies and to determine dismissals, probation, and such.

The Executive Committee has the authority to make decisions and appeals on any issue related to student academic performance and can make policy recommendations regarding the academic governance of the university for consideration of the Senate.

## 2) Academic Affairs Committee

(a) The Academic Affairs Committee will consist of members elected from each of the divisions, with the exception of Law and Business, which shall have one representative on either the Academic Affairs Committee or the Faculty Status and Promotion Committee in rotating manner. Members shall be elected directly by the divisions, with staggered two-year terms. The VPAA and the registrar are *ex officio* members.

(b) The committee meets at least twice per month during the academic year, except in those weeks when the Academic Senate meets.

(c) The purpose of this committee is to make recommendations to the Senate on academic policies with respect to the review of each semester's course offerings, the establishment, termination and continuous review of any academic program, development proposals relating to improvement of academic environment and research culture of the university; and establishment of new academic standards.

- The committee reviews all academic programs on a regular basis to be defined by the VPAA in consultation with the Senate. The committee reviews the overall course offerings for each semester. Courses will be discussed and approved by the programs divisions before being considered for approval by the committee. It is the responsibility of faculty teaching non-divisional courses to find an appropriate division through which

to submit their courses or to, in consultation with the VPAA, to submit the courses. In the event that the Academic Affairs committee dissents or disapproves a course submitted by a division, the criteria and substance of that dissent will be communicated directly to the faculty member in writing by his or her divisional representative on the Academic Affairs Committee.

- The committee oversees, with the VPAA general education, including the issue of courses fulfilling distribution requirements. The committee discusses any other concerns that arise regarding the university curriculum.
- Any curricular initiative that substantially alters requirements, either programmatic or university-wide, must come to the Academic Affairs Committee in the form of a formal proposal.
- The committee may meet with interested parties to discuss the merits or its concerns with the proposal. The committee may send the proposal back to the drafters with suggestions for editing or amendments.
- It is at the discretion of the Academic Affairs Committee whether the scope of a proposal requires approval beyond the committee. The Academic Affairs Committee may decide that a proposal is of broad enough scope that it requires full Senate approval or a full faculty vote.

### 3) Faculty Status and Promotion Committee

- (a) The Faculty Status and Promotion Committee will consist of four members elected from each of the divisions, with the exception of Law and Business, which shall have one representative on either the Academic Affairs Committee or the Faculty Status and Promotion Committee in rotating manner. Members shall be elected directly by the divisions, with staggered two-year terms. The VPAA and the registrar are *ex officio* members.
- (b) Faculty Status and Promotion Committee – This committee is charged with recommending to the Senate regulations, procedures and criteria for promotion, renewal/termination of contracts, reappointments, rotations, status of part-time, probationary and regular faculty. The committee is to evaluate applications for promotion and make recommendation to administrators on candidates. The committee is to review an appeal from faculty whose job contract was not renewed.

### Section 4.3. Other Committees of the Senate

The Senate shall establish such standing and ad hoc committees as it deems appropriate and appoint corresponding chairs. The Senate shall establish rules, policies, and regulations for the selection and removal of standing committee members and shall have operational and oversight authority over such committees. The senate shall have the following standing committees:

#### 1) Faculty Research Committee

- (a) The committee will consist of 5 faculty members, representing the 5 divisions of the university. Each division shall nominate two members for the Research Committee with final selection to be made jointly by the VP/COO, the VPAA and the President.
- (b) The committee, together with the VPAA, and the President, *ex officio*, monitors the development of the University's policies and plans to stimulate research, advise on the coordination of the University's research efforts, identify priority areas for research, and promote research excellence.
- (c) The committee, together with VP/COO, *ex officio*, assess the support needs of the

faculty, for both teaching and research (other than computing needs), and work to ensure that these needs are met.

## 2) Student Intellectual Life Committee

- (a) The committee consists of 5 members elected by 5 divisions and 2 representatives from the Student Senate. The purpose of this committee is to support student-initiated projects, professional development opportunities, and student research.
- (b) The committee administers the Student Research Fund to encourage and promote student research. It evaluates applications for funding and award grants to support students' field or archival research.
- (c) This committee administers the Student Travel Fund to support students' participation in international conferences, workshops, cultural exchange programs, and research-related activities. The committee members make the decision about the Best Thesis Award for which it uses thoroughly developed criteria and procedures.

## 3) Faculty Welfare Committee

- (a) The committee consists of 5 members elected by 5 divisions. The purpose of this committee is to consult and advise university administrators on all matters involving faculty welfare, including but not limited to workplace environment, safety, insurance, retirement, child care/ elder care, housing, salary and condition of employment.

## 4) IRB (see the charter of the IRB)

# **Article V. Rules and Procedures**

Section 5.1. Communications from nonmembers of the Senate pertaining to the responsibilities of the Senate shall be directed to the Chair of the Senate who will consult with the Senate to determine proper disposition.

The Academic Senate shall take all decisions, proposals, resolutions, recommendations and other internal regulations by a majority vote of those present at the meeting or through online voting, as long as there is a quorum.

Section 5.2. Introduction and Disposition of Business:

- i. The parliamentary authority for AUCA is the current edition of *Robert's Rules of Order, Newly Revised* (RONR), which applies in all cases where it does not conflict with the Senate Bylaws or special rules of order.
- ii. Main motions may be introduced to the Senate during that portion of the meeting set aside for reports or for new business. Individual Senators may inform the Senate of their intent to introduce business during the time set aside for the informal discussion; however, such statement of intent is not to be considered as a formal introduction of a motion.
- iii. All main motions require two readings before a vote may be taken, and the two readings must occur at different meetings of the Senate.
- iv. The Academic Senate shall take all decisions, proposals, resolutions and recommendations by a majority vote of those present, as long as there is a quorum.

- v. Discussion arising from the first reading of a main motion shall be brief and shall consist only of explanatory statements by the maker and clarifying questions by members of the Senate. Debate on substantive issues shall be reserved until after the second reading of the motion.
- vi. Main motions on second reading shall be brought before the Senate under that section of the Orders set aside for unfinished business in the order in which they were advanced to the second reading.
- vii. A main motion may be put to a vote only after the second reading unless the rules are suspended.
- viii. Specific committee recommendations for action by the Senate shall be clearly delineated in the committee's report. A supporting rationale shall be included for each recommendation. Reports shall bear committee name, committee chairperson, and the date of the Senate meeting at which they are presented for first reading.
- ix. Any member of the Academic Senate may authorize another member to cast votes on his/her behalf at any meeting of the organization and may direct that member's vote. Such proxy must be presented to the Secretary in writing prior to the meeting and must identify the person who is authorized to vote on his/her behalf.
- x. A roll call vote may be called by ten percent (10%) of the members present.
- xi. The President shall bring forward to the Board such proposals as he or she and the Senate have agreed need to go to the Board.

## **RULES OF ORDER**

### **Summary**

#### **PARLIAMENTARY PROCEDURE IN THE SENATE**

The parliamentary authority for AUCA is the current edition of *Robert's Rules of Order, Newly Revised* (RONR), which applies in all cases where it does not conflict with the Senate Bylaws or special rules of order. Senate members should familiarize themselves with the Bylaws and special rules of order. For the finer points of parliamentary law, Senate members may consult RONR.

#### **RIGHTS OF VOTING MEMBERS**

Voting members of the Academic Senate have the following rights: to attend meetings; to make motions and nominate; to debate; to vote; to hold office, if qualified; to have the agenda followed; and to have the rules enforced. Any motion that abridges or denies any of these rights requires a two-thirds vote.

#### **RIGHTS OF NON-VOTING MEMBERS**

Non-voting members of the Academic Senate shall have all of the rights of voting members, except they shall not have the right to make motions, nominate or vote. Any motion that abridges or denies any of these rights requires a two-thirds vote.

## **ORDER OF BUSINESS**

The regular order of business of the Academic Senate shall be as follows:

- Approval of Minutes
- Report of the President of the University
- Report of the Chair of the Academic Senate
- Reports of Standing Committees
- Report of the Student Senate Representative
- Report of the Trade Union Representative
- Reports of Special, or Ad Hoc, Committees
- Special Orders (Special orders are items of business that according to the bylaws must be taken up at a specified meeting or items that were postponed from the previous meeting and made a special order-i.e., given priority in the order of business-by a two-thirds vote.)
- Unfinished Business and General Orders (Unfinished business is business that was on the agenda for the previous meeting but was not reached before adjournment. General orders are items postponed from the previous meeting by a majority vote.)
- New Business
- Adjournment

## **DEBATE**

Except by consent of the assembly, members may debate only when a motion is pending, and debate must always be germane to the pending question.

A member may speak only twice to the same motion. If, however, the motions goes over to another day--if, for example, it is postponed to the next meeting--the member may speak twice again. A member who has spoken to a particular motion may not speak again until everyone who wishes to speak the first time has done so.

A member who wishes to speak waits until the previous speaker has concluded, then rises, addresses the chair, and waits to be recognized. Members are recognized in the order in which they seek recognition except that, insofar as practicable, the chair alternates between members who wish to speak for and against a measure.

All remarks in debate are addressed to the chair, never to another member. No speaker may attack the motives or the character of another member. Past actions of the assembly may not be criticized except in debate on a motion to amend or rescind the past action.

## **KINDS OF MOTIONS**

### **Main Motions**

Main motions may be made only when nothing is pending. Main motions require a second, are debatable, and require a majority vote.

### **Ranking Motions**

Certain motions have rank; that is, a motion with lower rank cannot be made while a motion

of higher rank is pending. The ranking motions, from lowest to highest, are listed below with an **S** if they require a second, with **D** or **U** to indicate whether they are debatable or undebatable, and with an **M** or **2/3** to indicate the vote required.

- Postpone Indefinitely (S,D,M) – (lowest)
- Amend (S,D,M)
- Refer to a Committee (S,D,M)
- Postpone to a Definite Time (S,D,M)
- Limit or Extend the Limits of Debate (S,U,2/3)
- Previous Question (Close Debate) (S,U,2/3)
- Lay on the Table (S,U,M)
- Call for the Order of the Day (ruled on by the chair)
- Question of Privilege (ruled on by the chair)
- Recess (S,U,M)
- Adjourn (S,U,M)
- Fix the Time to which to Adjourn – (highest)

Important exceptions: (a) motions to amend may be made while any motion is pending that has a legitimate variable and (b) certain motions with high rank (raise a question of privilege, recess, and fix the time to which to adjourn) are privileged only if they are made while business is pending. A motion to recess, for example, if made when nothing is pending, is a main motion and is therefore debatable.

### **Incidental Motions**

Certain motions arise incidentally as other motions are being considered. These motions, by and large, are disposed of as they arise. Like the ranking motions, incidental motions may be amended if they have a legitimate variable. Some of the most commonly used incidental motions are as follows:

- Point of Order (ruled on by the chair, subject to appeal)
- Appeal (S,M, debatable unless (a) a nondebatable motion is pending or (b) it has to do with decorum in debate)
- Point of Information (answered, or referred to a knowledgeable member, by the chair)
- Parliamentary Inquiry (answered by the chair, not subject to appeal)
- Suspend the Rules (S,U,2/3)
- Objection to the Consideration of the Question (MUST be made before debate begins on the motion in question, S,U,2/3)
- Withdraw a Motion (S,U,M, but often handled by general consent)
- Request (S,U,M, except that a request to be excused from a duty is debatable)
- Division of a Question (S,U,M)
- Consider by Paragraph or Seriatim (S,U,M)

### **Bring Back, or Restorative Motions**

Certain motions are used to bring back before the assembly motions previously disposed of: The voting requirements for these motions vary depending on the circumstances. Consult *Robert's Rules of Order, Newly Revised*.

- Take from the table (S,U,M)
- Rescind/Amend Something Previously Adopted (S,D, See RONR)

- Discharge a Committee (S,D, See RONR)
- Reconsider/Reconsider and Enter on the Minutes (S, D or U, depending on whether the motion it is proposed to reconsider is debatable; M)

### **VOTING**

A voice vote is taken whenever a majority is required for adoption. If, after the chair declares the result, a member is in doubt, the member may demand that the vote be retaken as a standing vote. (Without rising or seeking recognition, the member calls out "Division!") The chair who is in doubt of the result of a voice vote may ask for a standing vote and may have the vote counted. A member who wishes the vote to be counted must make a motion to that effect. A standing vote is taken whenever a 2/3 vote is required for adoption