ARTICLE I. REPEAL OF THE OLD CHARTER

All previous charters of the College of Arts and Sciences (CAS) Senate are hereby repealed.

ARTICLE II. NAME AND PURPOSE

Section 1. The name of this organization shall be the College of Arts and Sciences Senate (hereinafter called the Senate).

Section 2. The Senate is the academic policy recommending body of the College of Arts and Sciences (hereinafter called the College). Academic policy actions of the Senate shall be subject to adverse action by the Dean of the College only in exceptional circumstances and only upon the submission to the Senate of a written explanation for the adverse action within thirty calendar days of official notification of the Senate action. The Senate has the responsibility of considering proposed changes in the policies of the College in areas including, but not limited to, the following: academic programs, college admission requirements, college graduation requirements, college internal organization, college budget and planning, personnel, college curriculum, and student affairs at the College. In cases where such proposed changes in policies of the College have a significant effect on UH Hilo students, faculty members or academic programs in other colleges, review and (where appropriate) approval by the Senate shall be a precondition to action taken by other UH Hilo governance bodies.

Section 3. The Senate shall serve as the appellate body for faculty or student appeals of decision rendered by its committees.
ARTICLE III. MEMBERSHIP IN THE SENATE

Section 1. The membership of the Senate body shall consist of all full-time Instructional Faculty within the College.\(^1\)

Section 2. Faculty eligible to serve in the Senate Executive Committee (SEC) and its standing and ad hoc committees shall be full-time Instructional Faculty of the College.

ARTICLE IV. SENATE EXECUTIVE COMMITTEE (SEC)

Section 1. The membership of the SEC shall consist of two student members and the following full-time Instructional Faculty:

- Each Division within the College shall elect three Faculty Members to the SEC
- Each independent school within the College shall elect one Faculty Member to the SEC.

An independent school is defined as one that is not housed within a Division.

Section 2. Student members of the SEC shall be enrolled in the College and shall be nominated and elected or appointed by the University of Hawai‘i at Hilo Student Association (UHHSA) during the month of September. Student senators shall serve on the SEC for a one-year term. New student senators shall be seated at the SEC meeting following their election or appointment by the UHHSA.

Section 3. The SEC Chair, after consultation with the Dean of the College and other Senate body members, shall prepare and announce the agenda for each SEC meeting. The agenda shall be distributed to each Senate member at least two working days prior to the Senate meeting.

Section 4. At times specified in section II of the By-Laws, the SEC shall request that Division Chairs and School Directors conduct the elections for committee members according to the procedures described in Section II of the By-Laws.

Section 5. The SEC is authorized to act on behalf of the Senate body on regular matters of the CAS, with such actions communicated to the SEC members through the distribution of minutes.

ARTICLE V. MEETINGS

Section 1. During the academic year, the SEC shall meet at least monthly at regularly prescribed times.

Section 2. Robert’s Rules of Order, Revised (Latest Edition) shall govern the SEC in all cases where they are not inconsistent with the Charter or the By-Laws.

Section 3. The quorum necessary for conducting SEC business shall consist of two-thirds of the total membership of the SEC, except that vacancies maintained through Article III of the By-Laws shall be excluded from the count of total membership.

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\(^1\) Full-time faculty are those covered by the UHPA contract and include persons in I-2, I-3, I-4, I-5 positions, as well as Specialists with teaching responsibilities.
Section 4. The SEC may, as deemed necessary, call for the convening of the full Senate body for matters not already addressed in other sections of this Charter.

ARTICLE VI. COMMITTEES

The Senate shall establish standing and ad hoc committees as it deems necessary or appropriate. The memberships and functions of standing committees shall be defined in the By-Laws, while those for ad hoc committees shall be created by procedures in the By-Laws.

ARTICLE VII. RECALL AND REFERENDUM

Section 1. Recall of elected SEC members may be initiated by written petition to the SEC by at least 20% of the Senate body. The same Senate body shall be entitled to vote in the recall referendum and a majority of votes cast shall be necessary to recall the elected SEC member.

Section 2. Three or more members of the Senate body may petition the SEC Chair to submit any issue on the agenda for a referendum of the full Senate body. The petitioners, in consultation with the SEC, will then prepare points and counterpoints to be electronically circulated with the referendum. Quorum for any referendum will be 51% of the Senate body. If a ballot item receives less than 51%, then the Executive SEC will decide the issue by vote at the next scheduled meeting.

ARTICLE VIII. BY-LAWS

The Senate body may adopt such By-Laws as it deems necessary or appropriate. Adoption, revision, or repeal of By-Laws shall require a simple majority of the Senate votes cast after two readings, at least one week apart. Electronic voting shall be an acceptable process for such votes.

ARTICLE IX. CHARTER AMENDMENTS

Amendments to this Charter may be made by the Senate body after two readings of proposed changes by the SEC. A simple majority of the Senate votes cast shall be necessary to approve Charter amendments. Electronic voting shall be an acceptable process for such votes.

ARTICLE X. ADMINISTRATIVE EVALUATION

To keep the Chancellor appraised of the performance of the Dean of the College, each January the SEC shall distribute to all College full-time faculty members an administrative evaluation form of its own choosing.

For the purposes of promoting continuous improvement and providing the Dean of the College with feedback, the SEC will discuss the administrative evaluation findings with the Dean. Based upon this discussion, the Dean will formulate a response and identify goals aligned to the feedback. The SEC will distribute and discuss with the Senate body the Dean’s response.
BY-LAWS OF THE SENATE

I. General By-Laws

A. Any business or any proposal not routine in nature or any proposal of more than 25 words must be submitted to the SEC Chair at least two working days in advance of the SEC meeting at which it is to be considered. This rule may be suspended by a two-thirds vote of SEC members present at the meeting.

II. Nomination and Election Procedures

A. Nomination Procedures for faculty members of the Senate Executive Committee

1. The Division Chair or School Director shall solicit nominations (which include the nominee’s consent) for all elected committee seats. The nomination period shall commence:

   a. Four weeks before the last scheduled meeting of the Spring semester.
   b. The day after the Senate body meeting at which a special election is announced for committee vacancies created for any reason.

2. The nomination period shall be five working days. At the end of the fourth day the list of nominations received by that time shall be posted in the offices of the Divisions and Schools.

3. If nominations are not received from the appropriate constituency during the designated nomination period for a seat on the SEC, then the appropriate Division Chair or School Director shall appoint an eligible faculty member to fill the vacant seat. This appointment shall occur:

   a. In the first week of September in the case of a regular election.
   b. Within two weeks in the case of a special election.

B. Nomination Procedures for Standing Committees

1. The Division Chair or School Director shall solicit nominations (which include the nominee’s consent) for all elected committee seats. The nomination period shall commence:

   a. Four weeks before the last scheduled meeting of the Spring semester.
   b. The day after the Senate body meeting at which a special election is announced for committee vacancies created for any reason.

2. The nomination period shall be five working days. At the end of the fourth day the list of nominations received by that time shall be posted in the offices of the Divisions and Schools.
3. If nominations are not received from the appropriate constituency during the designated nomination period for a seat on a Standing Committee, then the appropriate Division Chair or School Director shall appoint an eligible faculty member to fill the vacant seat. This appointment shall occur:

   a. In the first week of September in the case of a regular election.
   b. Within two weeks in the case of a special election.

C. **Election Procedures**

1. Procedures for elections shall be determined by each unit.

D. **Ad Hoc Committees**

1. The selection of membership for ad hoc committees may be performed by the procedures above, by nomination and election by the Senate body itself, or through appointment by the SEC Chair with the SEC approval.

III. **General By-Laws for the Senate Executive Committee**

A. Faculty members of the SEC are elected at the end of the Spring semester and serve for three year terms.

B. Special elections shall be held at the earliest possible time for vacancies created for any reason, e.g., recall, resignation, or removal due to absences. SEC members chosen through special elections shall serve the remainder of the unexpired term of their predecessors.

C. The SEC shall have a Chair and a Vice-Chair elected at the last meeting of the academic year, following the seating of newly-elected Faculty members.

D. The SEC Chair shall serve as the Senate representative to the Faculty Congress and provide progress reports on the work of the SEC to the Congress. In the absence of the Chair, the Vice Chair shall assume the above responsibilities.

IV. **General By-Laws for Standing Committees**

A. Each Standing Committee shall consist of full-time tenure track faculty drawn from the College Divisions and Independent Schools:

   • Each division shall elect one member;
   • Each independent School within the College shall elect one member. An independent school is defined as one that is not housed within a Division.

B. Standing Committee members are elected at the end of the Spring semester and serve for two year terms.
C. Additional ex-officio members may be added to a committee through SEC action, to help the Standing Committees perform their duties.

D. Special elections shall be held for vacancies created for any reason. The term of service will be determined at the time of balloting by the SEC.

E. Each Standing Subcommittee shall have a Chair and a Vice-Chair elected at the committee’s first meeting, which shall be convened at the request of the chair of the SEC.

F. Unless otherwise provided for in these By-Laws, each committee shall accept assignments only through and report directly only to the SEC.

G. Unless otherwise provided for in these By-Laws or the Charter, each committee shall determine its own rules for conducting its business.

H. Each committee must report formally to the SEC at least once during each semester. All Standing Committees shall submit a year-end written report to the SEC before the last meeting of the academic year. No report shall violate confidentiality.

I. Each committee will designate a liaison to the SEC who will provide progress reports on the work of the committee to the SEC.

J. The Chair shall serve as the official representative to the committee, call and conduct committee meetings, prepare materials for committee consideration, and author reports of the committee.

K. The Vice-Chair shall serve in the absence of the Chair and keep the minutes of committee meetings.

V. Curriculum Review Committee

Membership in the Curriculum Review Committee (CRC) is specified above in article A of section IV of the By-Laws. Members of the CRC must hold the rank of Assistant Professor (I-3), Associate professor (I-4), or Professor (I-5).

The CRC serves as the College reviewing body to advise the Dean of the College on requests from College faculty, departments, or programs for approval of (a) course modifications; (b) new courses; (c) program modifications, including termination of existing programs; and (d) new programs leading to certificates or baccalaureate degrees. In addition, the CRC may review periodically and, when necessary, suggest modifications of the procedures for review and approval of courses and programs.
VI. Academic Policy Committee

Membership in the Academic Policy Committee (APC) is specified above in article A of section IV of the By-Laws. Members of the APC must hold the rank of Associate Professor (I-4) or Professor (I-5).

The APC serves as the College reviewing body to advise the Dean of the College on (a) proposals to modify existing academic rules, regulations, and policies, or (b) proposals of new academic rules, regulations, and policies. In addition, the APC may review periodically and, when necessary, suggest modification of the procedures for review and approval of rules, regulations, and policies in the College.