



Faculty Senate Bylaws

Approved: February 10, 2022

Aspen University's Mission Statement

Aspen is dedicated to offering any motivated college-worthy student the opportunity to receive a high-quality, responsibly priced distance-learning education for the purpose of achieving sustainable economic and social benefits for themselves and their families.

Article I: NAME

The name of the committee is the Faculty Senate, herein called the "Senate."

Article II: PURPOSE

The purpose of the Senate is to encourage and add to a cultural environment promoting Aspen's continual improvement as an academic institution. The Senate is the representative body of Aspen faculty on all matters pertaining to the educational interests of the University and all educational matters that concern the faculties of more than one college. In addition, the Senate is recognized by the University as an advisory and consultative body to the Provost on all matters that may affect the attainment of the University's educational objectives. The Senate will work at the discretion of the Provost as bi-directional conduits and create a path for faculty and student contribution to excellence in many areas. The primary stakeholders to and from the Senate are faculty, institutional leadership, and students.

Working groups will be created at the discretion of the Senate to operate and meet the needs of leadership, faculty, and students. The work each group plans to accomplish will be developed in a separate document for the university's annual year.

Examples of Senate involvement will be, but are not limited to:

Academic Affairs

- Review Curriculum, including establishing prerequisites and placing courses within disciplines;
- Educational program development and Processes for program review;

Faculty

- Review of the template for faculty contracts;
- Review of the Faculty Handbook;
- Promote and perform communication between faculty, leadership, and students;
- Soliciting faculty, suggestions, and recommendations in survey form through Evaluation Kit reviewed by OARCIE;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty development activities as mentioned in the Faculty Handbook; Engage in discussions of how to further support faculty;
- Review of reports related to faculty activity including: faculty grading reports (late grading) and CER/faculty evaluation reports;

Students

- Review and involvement with student satisfaction and retention (data from end of course survey);
- Solicit information from senate members on programmatic retention efforts;

Institutional

- Participate at appropriate levels of university governance;
- Serve on university standing committees if requested;
- Other academic and professional matters as mutually agreed by the leadership and the Senate;

Article III: COMMITTEE MEMBERSHIP COMPOSITION/ SELECTION and TERM INFORMATION

- Five (5) total faculty representatives from SONHS- a rep from HS, BSNPL, RN-BSN, MSN, and DNP; (each with vote)
- Three (3) total faculty representatives from SOE- a rep from BSECS, MED, and EDD; (each with vote)
- Four (4) total faculty representatives from SBT- a rep from BSBA, MBA, MSTI, DSCS; (each with vote)
- Chair of Faculty Senate (with vote)
- Provost Representative (without vote)

The Chair of the Faculty Senate and the Provost Representative are appointed to the Senate by the Provost by virtue of their respective roles and responsibilities related to serving faculty. Faculty are recommended by their respective dean and appointed for a rotating minimum one-year term to represent their school. Terms typically run parallel to an academic year, September-August.

If a Senate seat becomes vacant during the term the Senate is permitted to appoint a member to a vacant seat until that seat can be filled by a Provost/Dean appointment.

Article IV: LEADERSHIP

A faculty member appointed by the Provost will serve as the committee Chair, ensuring frequent meetings are scheduled, agendas are provided for meetings, minutes are recorded, follow-ups are provided, decisions are implemented, and faculty voices are represented. Faculty represent the majority vote on the Senate. A “quorum” for decision-making is also based on a majority (51%) of voting committee members being present at the vote. The Senate Chair will be seated on leadership committees at the discretion of the Provost.

Article V: MEETING AGENDA/PROCEDURE/EXPECTATIONS

- Meetings will be held at the call of the Chair, usually monthly, if new agenda items or follow-ups are needed, on such schedule that coincides with most of the group’s availability each month.
- Meetings are virtual via online meeting platform such as Zoom/Google Meets/etc. Minutes will be recorded via word document and recorded and provided to all members of the Senate via email and kept in the Faculty Senate Google Drive and/or the Faculty Senate Landing Page.
 - Zoom Cloud recordings will be deleted automatically after they have been stored for 365 days.
 - All Senate members will be given access to the faculty senate google drive with the ability to edit and review documents.
- The presence of a simple majority of the voting members present shall constitute a quorum. For a vote to be binding, a simple majority is required, defined as 51% of the voting members present and casting their vote.
 - The Senate may also take actions such as voting, adding agenda items, or revising documentation through email when necessary. Voting by email is only considered valid when a simple majority has replied via email to the Senate Chair. All such email votes should be retained together with the adopted resolution in the Senate minutes and on Senate google drive.
- Professional behavior, e.g., openness to new ideas and alternative views and open to compromise and discussion, is expected. Senators are expected to:
 - Act as the ambassador of the senate and the university to both external and internal audiences.
 - Respect confidentiality when entrusted with such information.
 - Advance opinions in a convincing non-confrontational manner, respecting academic freedom.
 - Advocate the best interest of faculty and of the university.
- Faculty representatives are required to attend regularly scheduled meetings and work groups as requested. Representatives who cannot commit in this manner should notify their Dean immediately and request to be replaced.

Article VIII: APPEAL PROCESS

Any Senate member wishing to question policy or a recommendation, or to urge a broader hearing on specific issues, should first make that known to the Senate during a regularly scheduled meeting and during the voting process. In the event the Senate member feels further action is required, the Senate member will consult with the Chair of the Faculty Senate who will refer the case to the Provost who will review the case and make a final decision on the case.

Article IX: AMENDMENTS TO THE BYLAWS

Bylaws may be changed through the following process:

- Job titles included in these Bylaws may be updated by the Provost upon his/her authority.
- Changes to these Bylaws may be brought to the Senate for a first reading and then acted upon at any subsequent meeting, provided the action item is an agenda item. The Senate will review suggestions and vote on changes for final approval.