

Constitution and Bylaws of the Academic Senate
Charles R. Drew University of Medicine and Science

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ACADEMIC SENATE CONSTITUTION

Preamble

This constitution expresses the principles of policy and procedures through which the Charles R. Drew University of Medicine and Science Faculty functions in the affairs of the university. The Academic Senate functions as the primary channel of communication between the faculty, and the administration and Board of Trustees of the University. The purpose of the Academic Senate is to a) represent the voice of CDU faculty, b) assure decision-making authority for CDU faculty in the domains that fall under their responsibility and c) take part in shared governance regarding appropriate aspects of university-wide planning and operation.

The guiding philosophic principle of this Constitution is that CDU is a community in which faculty, administration, and students all have legitimate and meaningful roles to play in the achievement of the CDU mission.

The guiding operational principle of this Constitution is that, under the authority of the Board of Trustees, the Academic Senate constitutes the principal faculty decision-making body within the University.

Article 1. Name

The name of the faculty organization is the Faculty of the Charles R. Drew University of Medicine and Science, hereinafter referred to as the CDU Faculty. The name of the representative body within the CDU Faculty is the Academic Senate of Charles R. Drew University of Medicine and Science, hereinafter referred to as the Academic Senate or Senate.

Article 2. Purpose

The purpose of this organization is to serve and function as the representative, deliberative, and policymaking body of the CDU Faculty.

Article 3. The Faculty

Section 1. Faculty Membership: Membership consists of faculty members who have been appointed by their respective colleges or school. Voting privileges in the various faculty bodies of the University are delineated in summary in Section 3 below. (Fuller descriptions are found in the Faculty Manual).

Section 2. Academic Freedom: The University and the Faculty endorse academic freedom and responsibility as essential to the attainment of the goal of the unfettered search for knowledge and its free exposition. Academic freedom and responsibility are fundamental characteristics of the University environment and are always closely interwoven and at times indistinguishable. Academic freedom and responsibility are the twin guardians of the integrity and quality of higher education. Within the framework of shared governance, the University and the Faculty also recognize that the University is not just a corporate body created by the operation of law. It is also a community of individuals associated with activities related to thought, truth, and understanding. It must therefore be a place where the broadest possible latitude is accorded to innovative ideas and experiments, where independence of thought and expression are not merely tolerated but actively encouraged. Because of the University's unique origin and mission emanating from the Watts rebellion, the faculty maintain a commitment to respond to the needs of underserved communities in the pursuit of equity and justice.

Section 3. Academic Titles, Ranks, and voting rights in faculty governance.

Regular faculty: Faculty members that are employed by CDU at 75-100% and have titles of Instructor, Assistant Professor, Associate Professor, and Professor. These faculty members contribute to instruction, research, clinical practice, and service. These faculty members hold voting rights in the General Assembly and their respective department, school, or college assemblies; they are eligible for election to the Academic Senate.

Faculty members whose appointment at CDU shifts temporarily (maximum of 2 years) to between 50% and 74% retain regular faculty voting rights. In exceptional circumstances, faculty members who do not meet the 75% threshold for "Regular" faculty members may be appointed as such when they meet the academic qualifications for appointment and their contribution to the university is deemed extraordinary.

Clinical faculty: Faculty members employed by a CDU healthcare affiliate or as independent practitioners up to 100% and employed by CDU at less than 75% and have titles of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor. These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

This category also includes individuals who are employed by a CDU healthcare affiliate, are assigned to duties related to CDU through a contractual agreement between CDU and the affiliate, and therefore are not compensated directly by CDU.

Community faculty: Faculty members that do not carry conventional academic credentials but are active in the local or regional community in positions of significance to healthcare and the CDU mission and

have titles of Community Instructor, Community Assistant Professor, Community Associate Professor, and Community Professor.

These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college. If appointed at 75% or more, they are also eligible to vote in the General Assembly and eligible for election to the Academic Senate.

Adjunct faculty: Faculty members engaged by CDU for teaching or education at less than 75% time and not employed by a CDU healthcare affiliate with titles of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor, with or without the “Clinical” modifier. These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Visiting faculty: Faculty members employed by an institution of higher education or research enterprise and engaged by CDU for a semester or year have titles of Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor, with or without the “Clinical” or “Research” modifiers. These faculty members hold voting rights in their respective department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Provisional faculty: Faculty members who have been extended an offer of employment at CDU and have begun service prior to confirmation of their professorial standing are assigned titles of Provisional Instructor, Provisional Assistant Professor, Provisional Associate Professor, Provisional Professor, with or without the “Clinical” modifier. Provisional status is limited to six months. These faculty members hold voting rights in department, school, or college assemblies at the discretion of the department, school, or college, but not the General Assembly; they are not eligible for election to the Academic Senate.

Administrators with faculty status: Faculty members with academic credentials who are initially employed at CDU in administrative roles and have been approved for faculty status in an appropriate college or school. These faculty members do not hold voting rights at any level but may be offered faculty participation as detailed in the Faculty Handbook.

Emeritus faculty: “Emeritus” or “emerita” is an honorific title awarded to faculty members upon retirement. These faculty members hold the same voting rights in the General Assembly and their respective department, school, or college assemblies, and the same eligibility for election to the Academic Senate, as they did prior to retirement.

Article 4. Faculty General Assembly: The membership of the Faculty General Assembly is defined in Section 3 above. All Faculty members may attend and participate in the Faculty General Assembly.

Article 5. Academic Senate: The Academic Senate is the executive decision-making and deliberative body for the CDU faculty. Faculty members who hold voting rights in the General Assembly are eligible to serve as senators. The President, Provost, Vice Presidents, Deans, Associate Deans, Assistant Deans,

and administrative officers of the university (not including academic chairs or program directors) may participate in the Faculty General Assemblies but may not hold elective or appointive positions except as non-voting members of Senate standing committees.

The Senate discusses matters and makes recommendations that concern more than one college, academic unit, or general university interest. The Academic Senate, as delegated by the University Board of Trustees, makes recommendations on academic policies, programs, and personnel. The Senate also serves as a forum for discussion and a source of advice on academic and community-health issues, on the supervision of clinical programs and personnel, on matters of budget, finance, university leadership, and development, and the rights and welfare of faculty and the University as a whole.

Article 6. Parliamentary Authority.

The parliamentary authority for the Academic Senate for any procedure not specifically covered in this constitution and by-laws, or policies of the Senate shall be Robert's Rules of Order. Senate officers, faculty association chairs and faculty members, the University President, Vice Presidents, Provost, Associate and Assistants to the Provost, Deans, Associate Deans, and other meeting participants, agree to abide by the Senate rules at all duly constituted meetings of the Academic Senate and Faculty General Assembly.

Article 7. Bylaws of the Academic Senate.

The Academic Senate shall establish a written set of Bylaws stating the faculty organization, procedures, practices, regulations, and policies implementing the provisions of this Constitution. The Bylaws shall contain: (1) the procedures for and regulations governing the election of President, Vice President, and elected faculty from the respective colleges; (2) the organization and regulation of Senate committees and other bodies of the University Faculty; (3) procedures for and regulations governing the formal and official consultation and recommendation responsibilities of the University faculty and its Senate; and the procedures and regulations governing the conduct of the business of the Faculty General Assembly and Academic Senate.

Article 8. Amendment.

The constitution and by-laws may be amended by a two-thirds majority vote of members of the Academic Senate, provided they have received and reviewed the proposed change(s) at least two weeks in advance of the vote to approve amendments. All amendments will be presented to the Board of Trustees for approval once each academic year. Whenever an official reorganization of the University requires alterations to this Constitution, the Academic Senate shall establish a committee to recommend the necessary changes.

Article 9. Ratification.

The Constitution and Bylaws and associated amendments go into effect upon approval by the Board of Trustees, following ratification by the affirmative votes of two-thirds of Senate members.

ACADEMIC SENATE BYLAWS

Article 1. Academic Senate Purpose

The Academic Senate has oversight, as delegated by the University Board of Trustees, over academic policies, programs, and personnel. Furthermore, the Senate serves as a forum for discussion and a source of advice on matters of budget, finance, university leadership, and development, and on the rights and welfare of faculty and the University as a whole.

The Senate may review and propose resolutions and policies on the following subjects:

- Amendments to the Academic Senate Constitution and Bylaws;
- Procedures for conducting Senate elections and otherwise implementing this Constitution;
- The establishment, revision, and rescission of academic programs, departments, colleges, and degree requirements;
- The development, implementation and revision of academic curricula, including methods of instruction;
- The admission, dismissal, and financial support of students and clinical trainees and all those aspects of student/trainee life that relate to the educational process;
- The administration of research and educational grants, including the ethical use of human and animal subjects, personal and institutional rights to proprietary information and intellectual property, and potential conflicts between the interests of donors and the freedom of academic researchers;
- Academic freedom, personnel decisions, including recruitment, appointments, promotions, evaluation, merit raises terminations, awards of academic status, and the adjudication of charges of misconduct and grievances.

Policies that fall under these headings cannot be adopted, rescinded, or altered without Senate consultation and formal action. In instances when the Senate's recommendations are not enacted by the administration and board, a detailed written response will be submitted to the Academic Senate.

Article 2. Composition

The Academic Senate of Charles R. Drew University consists of the current President of the Academic Senate, the current Vice President of the Academic Senate, the immediate Past President of the Academic Senate, and a maximum of four elected Senate members from each college or school's faculty body. In addition, a community faculty member is elected at large by community faculty members. If the Community faculty member is at 75% or above, is seated with vote; if at less than 75% then without vote. Community faculty representation consists of one faculty member and one alternate. In addition, all chairs of college and school faculty assemblies participate as ex officio voting members. Of the four elected Senators from each college or school, two are to be elected each year for a two-year term.

Article 3. Responsibilities

The Senate may enact resolutions and express opinions, concerns, and recommendations to the Administration, the Trustees, the wider University community, and the general public.

Article 4. Quorum

The Senate President, Senate Vice President, Senators, and Faculty Association Chairs are all voting members of the Senate and count towards a quorum. The Immediate Past President of the Academic Senate is a non-voting member of the Senate and does not count towards a quorum.

The quorum for amending the Constitution and Bylaws is a two-thirds majority of the voting members of the Senate.

The quorum for a motion to remove the Senate President, Vice President, Senators, or committee members for cause is a two-thirds majority of the voting members of the Senate.

The quorum for Senate meetings is the presence of a simple majority (51%) of the voting members of the Senate.

The quorum for initiating a Senate decision to call for direct votes of the General Assembly Faculty members on any matter within Senate authority is one-third of the voting members of the Senate. Only faculty members with general assembly voting rights may vote.

The quorum for the motion to elect a Senate Vice President is a simple majority (51%) of the voting members of the Senate.

The quorum for Senate actions not specified above is a simple majority (51%) of the voting members of the Senate.

Article 5. Senate Votes and Elections

Section 1. Voting Rights: Any member of the Senate may propose legislation for discussion and, if seconded, for a vote, but proposed legislation must be circulated to the whole Senate at least a week before the date of the vote, unless the Senate decides, by the votes of two-thirds of a quorum, that a delay would imperil some University interest. The Senate (no second required) must vote on any proposal from a Senate Committee or, by petition, from at least twenty faculty members. It is subject to the same rule of advance notification as proposals from Senate members. Any three members of the Senate or the President of the Academic Senate may demand a vote by secret ballot. Absent a secret ballot, any member may demand that individual votes be recorded.

Section 2. Direct Votes of the Faculty: The Senate may call for a vote of the faculty eligible to vote who hold voting rights in the General Assembly, by mail or electronic ballot, or in a plenary meeting. A

faculty-wide vote or meeting may also be requested by petition from fifty-one percent of the faculty who hold voting rights in the General Assembly.

Section 3. Election, President: A Senate President is elected at large for a two-year term by the faculty of the university who hold voting rights in the General Assembly. He/she may succeed himself/herself once, for a maximum of four consecutive years of service as Academic Senate President, but may run for election and be elected again after a two-year gap in service as Academic Senate President. He/she may not serve simultaneously as an elected representative on the Senate. Candidates must be regular faculty members nominated by three faculty members who hold voting rights in the General Assembly. The candidate who receives the greatest number of votes is thereby elected, with any tie resolved by chance. The Academic Senate President is a voting member of the Senate and counts towards quorum.

Section 4. Election, Vice President: A Senate Vice President is elected by voting members of the Academic Senate for a two-year term. Election requires a simple majority for the motion to elect. Vice Presidential candidates must be nominated by at least one voting member of the Senate (no self-nominations allowed). The Vice President must be an elected Senator at the time of his/her election to the Senate Vice Presidency and serves simultaneously as an elected representative on the Senate. If the two-year term of the Vice Presidency overlaps with the end of a Vice President's tenure as a Senator, he/she may serve out his/her full term as Vice-President without simultaneously being a Senator. The Vice President is a voting member of the Senate and counts towards quorum.

Should the position of Senate President become vacant, the Vice President succeeds to that position for the remainder of the President's term, which, if more than twelve months, counts as a whole term for the rule on presidential self-succession (see Section 3 above). Should the position of Vice President become vacant, the Senate will elect a new Vice President for the remainder of the vacated term.

Section 5. Elections, Senate Members: Each candidate for election will receive at least one nomination from a member of their college faculty association. All nominations will be slated for election by vote of the members of the faculty association. The nominee who receives the most votes will serve the term. Each senate member serves a two-year term. Each year, two members from each college or school are elected to the academic senate.

Vacancies will be filled by election for the remainder of the vacated terms. Senate members who have faculty appointments in more than one college or school can represent only one college or school.

Section 6. Recusal: Members of the Senate and Senate Committees, including presiding officers, will notify fellow members of any issues brought to vote in which they have a conflict of interest. If they do not recuse themselves, a majority of their fellow members may demand their exclusion from the vote.

Section 7. Removal: The Senate President may be removed from the position for cause (for malicious, irrational, or dishonest conduct or dereliction of duty but not for unpopular positions or

their advocacy), and upon the votes of two-thirds of the voting members of the Faculty General Assembly.

The Vice President, Senate members, and Committee members may be removed from the positions for cause (for malicious, irrational, or dishonest conduct or dereliction of duty but not for unpopular positions or their advocacy), and upon the votes of two-thirds of the voting members of the Senate.

Article 6. Senate Officers

Section 1. President: The Senate President calls, presides at, and sets the agenda for Senate and plenary meetings. The Senate President refers complaints, proposals, and inquiries to the Senate or Senate Committees; negotiates with the Provost on an annual budget for Senate operations; appoints and supervises Senate staff; serves on the Board of Trustees Committee on Academic Affairs; advises the Administration and Board of Trustees on any issues that he/she or they may raise; certifies all faculty actions and reports them to the Senate, Administration, and Board of Trustees; submits an annual report on faculty concerns and accomplishments to those same audiences, and serves as the public spokesperson for the Senate.

The Senate President should be available to attend standing university executive administration committee meetings but, when appropriate, may delegate attendance to the Vice President, past Academic Senate Presidents, or any other Senate member.

Section 2. Vice President: The Vice President meets with the Senate, acts as President in the President's absence and oversees the election of the Senate President. If the Vice President is a candidate for Senate President, then the outgoing President will oversee the election. If both the President and Vice President are candidates for Senate President, a Senator will be selected by the Senate to oversee the election.

Section 3. Program Manager: The Academic Senate Program Manager serves as an administrator for the Senate and has the following responsibilities: (1) prepare meeting agendas, minutes, and scheduling; (2) keep a record of all proceedings and committee reports; (3) make documents available on the Senate website; (4) organize elections; (5) serve as the contact person for the Academic Senate; (6) serve as an ex-officio non-voting member and (7) attend all meetings of the Senate and its standing committees.

Section 4. Immediate Past President: Serves as an ex-officio member of the Senate and as an advisor to the Senate President. The Immediate Past President may offer advice to the Senate and the President on specific items while providing information regarding past decisions, pending activities, and any other requests made by the Senate and President.

Section 5. College/School Faculty Association Chairs: As voting members of the Senate, college and school faculty association chairs offer expertise related to their respective colleges or school. The chairs of the faculty associations of each college/school count towards the quorum in the Senate.

Section 6. Senators: Elected members of the Academic Senate are from each of the university's colleges or schools. Additionally, an at-large senator represents the Community faculty members. They contribute to the decision-making process of this deliberative body.

Section 7. Special Advisors: Special advisors can be called upon to assist the Senate, such as in the role of Parliamentarian, who has expertise in the rules of order and familiarity with the appropriate conduct of meetings of the Academic Senate.

Article 7. Committees

Section 1. Standing Committees: The Senate has seven standing committees. All faculty members of the University may serve on Senate committees. Excluding the committee chairs, who may vote, Senate Committees have equal numbers of voting members from each college's faculty and any nonvoting members whom the Senate may wish to include for their expert advice. Committee appointments are for two years, with no limit on reappointment. Each standing committee shall meet at least once every semester. The Senate may establish ad hoc committees to serve for long or short terms and report to the Senate on subjects specified in their charge.

Section 2. Chairs: Committees elect their chairs. Only regular, clinical, and community faculty in the general assembly may serve as Committee Chairs.

Section 3. Membership: Faculty members may serve on a maximum of two Senate Committees. Each committee will comprise six primary members with two from each college/school and two alternate members with one from each college/school. Every member of the faculty has the right to be heard by any standing committee.

Section 4. Reporting: All standing committees report to the Senate President and the Senate. Confidential matters related to the *Academic Rights, Privileges and Grievances Committee* and the *Academic Appointments and Promotions Committee* will be reported only to the Senate President (the Senate President at his/her discretion may, as needed, share reports from the *Academic Rights, Privileges and Grievances Committee* and the *Academic Appointments and Promotions Committee* with the Senate). Each standing committee will submit periodic reports of its activities to the Senate, including quarterly reports for Board of Trustees meetings. Each Committee will keep a record of its proceedings and make it available to any interested Senate member. Committee minutes will be kept on the Academic Senate website.

Section 5. Committee on Programs and Assessment: The *Committee on Programs and Assessment* guides the implementation of policies that facilitate the effective program, college, and university-wide student learning outcomes assessment. The committee's charter includes: (i) monitoring national standards in student learning outcomes assessment; (ii) ensuring that program and college level assessment plans are tied to university-wide student learning goals; (iii) making recommendations for revisions to the program, college, or university-wide assessment plans based on the university's strategic and academic plans; (iv) making recommendations for improvements to the university's infrastructure in order to support effective student learning and appropriate

standardized student learning assessment; (v) review and make recommendations for new program curriculum and proposals. The committee also reviews and recommends policy to the Senate on the establishment, revision, and rescission of admissions, financial aid, curriculum changes, and degree requirements of departments, colleges, and programs of instruction.

Section 6. Committee on Faculty Affairs: The *Committee on Faculty Affairs* will respond to concerns of the faculty regarding compensation, workload, and contracts. It will also review operations on all aspects of research and education conducted at the University or under its authority or supervision, including but not limited to sources of funding, the allocation of overhead charges and university resources, the use of human and animal subjects, academic freedom, the sharing of information, and the protection and sharing of intellectual property.

Section 7. Committee on Student Affairs: The *Committee on Student Affairs* ensures the academic development, availability of resources, and overall well-being of the students and facilitates their successful and timely progress toward graduation. The committee's responsibility is to work with the Office of Student Affairs to support the development, review, and implementation of policies related to student affairs at the university, including recruitment and retention, academic and career advising, student rights and responsibilities, scholarships, alumni relations, and student life.

Section 8. Committee on Appointments and Promotions: The *Committee on Appointments and Promotions* reviews and recommends policy at the university-wide level on the recruitment, appointment, and promotion of faculty and other academic personnel. The committee also reviews faculty dossiers at the Associate and Professor ranks and makes recommendations to the Provost regarding promotions and faculty appointments.

Section 9. Committee on Clinical and Community Programs: The *Committee on Clinical and Community Programs* reviews all clinical and other community-service programs that the University has established, approved, or assigned academic responsibilities. Besides recommending policies, as it deems appropriate and relevant to the Senate, Administration, and Trustees, the Committee seeks ways to enable and empower community members.

Section 10. Committee on Academic Rights, Privileges, and Grievances: The *Committee on Academic Rights, Privileges, and Grievances*, on an as-needed basis, hears, evaluates, and recommends responses to complaints and grievances by faculty members. Specific policies for adjudication of these rights are contained within the document "Policies and Procedures for the Committee on Academic Rights, Privileges & Grievances of the Academic Senate".

Section 11. Committee on Budget, Finance, and Development: The *Committee on Budget, Finance, and Development* assist the CDU administration in developing University budgets, reviews University budgets before submission to the Board of Trustees and does the same for any subsequent budget modifications. The committee also studies and makes recommendations on problems and prospects of private and public funding and on ways to mobilize and coordinate the participation of faculty members in helping to procure funding.

Article 8. Meetings

Section 1. Meetings associated with the Academic Senate include: (1) Academic Senate bi-monthly meetings; (2) Monthly Faculty General Assembly meetings; (3) Standing Committee Meetings; (4) Open Forums; (5) Closed Sessions.

Section 2. Voting at meetings: Once a simple (50%) majority of the Senate members are present at a meeting, a quorum is achieved. The Senate President may participate in Senate and faculty-wide votes, but in the Senate, he/she votes last and may not cast a secret ballot.

Section 3. Agenda: The President and Program Manager develop Faculty General Assembly and Academic Senate meeting agendas. Anyone who wishes to place an item on the published agenda may present the item to the President or his/her designee before the scheduled meeting time. Those interested in committee-specific agenda items should contact the Program Manager or the respective committee chairs.

Section 4. Minutes: The Academic Senate Program Manager keeps minutes for each meeting of the Senate, General Assembly, and Standing Committees. These shall be a summary of the discussion of every matter of importance, every motion, and vote counts. Minutes of closed meetings will be made available only upon approval of the Academic Senate.

Section 5. Faculty General Assembly Meetings: The General Assembly meets on the second Tuesday of the month to discuss pertinent information related to the faculty and the university. In addition, the meeting provides a space for updates from the Academic Senate, academic senate committees, the university administration, and any other offices. The meeting will provide a space for faculty to share comments, questions, and/or concerns. The meeting also includes highlights and introductions of faculty.

Section 6. Academic Senate Meetings: The Academic Senate will meet on the first and third Tuesday of the month to discuss multiple faculty and university-related matters. The Academic Senate president, senate committee chairs, and college faculty association chairs will provide periodic updates to the senate on matters affecting faculty and the university. Regularly scheduled Academic Senate meetings are open to all faculty members. The CDU President, Provost, and other administrators may be asked to attend to give reports. Administrators may ask to be scheduled to speak at any Academic Senate meeting.

Section 7. Open Forums: The Senate may, in addition to the meetings listed above, conduct open forums to solicit the opinions and concerns of faculty members and other university bodies.

Section 8. Closed Sessions: Monthly Faculty General Assemblies and committee meetings, including Academic Senate meetings, are open to all faculty members. Closed sessions of the Faculty General Assembly and Academic Senate may be held to discuss matters of a sensitive and or confidential nature. During these closed sessions, non-voting members may be asked to excuse themselves. Resolutions passed in a closed session of the Faculty General Assembly shall be duly reported at the next open Faculty General Assembly.

Section 9. Meeting Cancellations: An Academic Senate meeting or a Faculty General Assembly may be canceled at the request of the President of the Academic Senate, and/or a majority of Senate members.

Article 9. Amendment

Amendments to the Bylaws may be proposed by a passing motion of a regular meeting of the Academic Senate, but may not be acted on until the next regular meeting of the Senate. Amendments are in force when approved by the Academic Senate and the Board of Trustees.

Article 10. Ratification

These Bylaws go into effect upon their approval by the affirmative votes of two-thirds of the voting members of the Senate as well as written approval from the Board of Trustees.