

Guidelines to Bringing Motions/Resolutions to Faculty Assembly

Governance Committee (revised November 2016)

1. Motion vs. Resolution?

Robert's Rules of Order (11th edition) states the following:

Business is brought before an assembly by the *motion* of a member. . . . A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or it may express a certain view or direct that a particular investigation be conducted and the findings be reported to the assembly for possible further action, or the like. (27)

For . . . important or complex questions, or when greater formality is desired, [one] presents [one's] motion in the form of a *resolution*. (33)

Most of the time committees bring their proposals to the Faculty Assembly in the form of motions. See Templates I and II for respective examples of motion and resolution proposals.

2. Changes to Faculty Constitution or Bylaws

Changes to the Faculty Constitution or Bylaws require three readings at Faculty Assembly, and are voted on at the time of the third reading. For details on this, see Article VIII, Section 1 and Article IV, Section 6 of the Faculty Bylaws. See Template II for an example of how such amendments should be presented to the Faculty Assembly.

3. Structure of a motion/resolution proposal

All motions/resolutions have the following format:

Resolved, that [motion/resolution].

You may want to precede your motion/resolution with a *preamble* enumerating your reasons for its proposal. Robert's Rules of Order states:

In general, the use of a preamble should be limited to cases where it provides little-known information without which the points or merits of a resolution are likely to be poorly understood . . .

That being said, while preambles are not required, they are often of great use in ensuring that a motion/resolution inspires minimal faculty confusion about its origins or purpose.

A preamble has the following format:

Whereas, [reason 1 for bringing your motion/resolution];

...

Whereas, [next to last reason for bringing your motion/resolution]; and

Whereas, [last reason for bringing your motion/resolution];

Resolved, that [motion/resolution].

4. Technical preparation of proposed changes to the *Faculty Handbook*

When making a motion or resolution to change language in the *Faculty Handbook*, email the Faculty Governance Coordinator (facgov@plu.edu) the numbers of the *Faculty Handbook* pages containing the text to be revised. The Coordinator will then send you an MS Word version of those pages. Do not try to cut and paste into Word the relevant portions from the *Faculty Handbook*; this will remove all text formatting.

Modify the document to create your motion. When revising *Faculty Handbook* language, include all of the original *Faculty Handbook* language that is affected by your revisions. Use **bold** to signify additions and ~~strike through~~ to indicate deletions. When proposing the addition of boldface text to the *Faculty Handbook*, both **boldface and underline** that text. Templates and examples can be found at the end of this document.

Once you have completed your motion, send it to facgov@plu.edu . The motion must be received before the deadline specified in the monthly Call for Agenda Items to be included in the following Faculty Assembly meeting agenda.

Template I

Template for motions/resolutions that do NOT involve changes to the Faculty Constitution or Bylaws. If the motion/resolution does not come from a committee, omit the committee name.

Motion/resolution to *insert purpose of motion here—your name (your department), your committee.*
ACTION ITEM.

Whereas, [reason 1 for bringing your motion/resolution];

...

Whereas, [second to last reason for bringing your motion/resolution]; and

Whereas, [last reason for bringing your motion/resolution];

Resolved, that [motion/resolution].

Example:

Motion to approve revisions to the Faculty Handbook, Section VI, Part IV, Faculty Personnel Policy—JoDee Keller (Social Work), Rank and Tenure Committee. ACTION ITEM.

Whereas, the Faculty Personnel Policy includes a philosophy of faculty compensation supporting a compensation system for faculty that “. . . Demonstrates the high value the university places on excellent faculty by rewarding the tenure and promotion of productive and skilled teachers, scholars, and University citizens.”; and

Whereas, current compensation practices include, upon promotion to higher rank, a salary increase of ten percent of the median salary of the new rank, and the current Faculty Handbook language does not reflect these practices;

Resolved, that the Faculty Personnel Policy, Section VI, Part IV be revised as presented in Attachment XX.

Template II

Template for a motion/resolution involving changes to the Faculty Constitution or Bylaws. If the motion/resolution does not come from a committee, omit the committee name.

Motion/resolution *insert purpose of motion here* as described in the Faculty Constitution (or Bylaws), Article XX, Section XX, Subsection XX—*your name (your department), your committee*. FIRST READING. **

Whereas, [reason 1 for bringing your motion/resolution];

...

Whereas, [second to last reason for bringing your motion/resolution]; and

Whereas, [last reason for bringing your motion/resolution];

Resolved, that [motion/resolution].

****Note: For the 2nd and 3rd readings of the motion, language will be updated by the Faculty Governance Coordinator.**

Example:

Resolution to modify the procedure for excusing members from a faculty committee as described in the Faculty Bylaws, Article III, Section 1A.2—Karen Travis (Economics), Governance Committee. FIRST READING.

Whereas, the *Faculty Handbook* specifies the specific rights and duties of the faculty; and

Whereas, the current process for excusing a faculty member from a committee requires action of the faculty;

Resolved, that the faculty revise Article III, Section 1A.2 as presented in Attachment XX.

This is **an example** of how it should look for Faculty Assembly...

Changes to the Faculty Handbook are indicated using **bold** to signify additions or changes and ~~striketrough~~ to indicate deletion.

Motion to amend the Faculty Constitution and Bylaws to accurately reflect the Definition of Faculty—
Karen Travis (Economics), Governance Committee. FIRST READING.

Whereas, the Faculty voted on May 13, 2011 to change the Definition of Faculty (Section II. Aspects of Faculty Organization, Definition of Faculty); and

Whereas, the Faculty Constitution and Bylaws do not accurately reflect these changes;

1.1) *Resolved*, that Article I, Section 1 of the Faculty Constitution be amended as follows:

The faculty shall consist of the president of the university, ~~the provost, the vice-presidents, the professors, the associate professors, the assistant professors, the instructors, the full-time visiting lecturers and associates, the adjunct professors, the professional librarians, professors emeriti, and~~ **regular faculty, contingent faculty, administrative faculty, emeriti faculty**, others recommended by the faculty to the president and approved by the Board of Regents, as well as other officers designated by the Board of Regents upon recommendation of the president. **(See Section II. Aspects of Faculty Organization, Definition of Faculty for further detail.)**

1.2) *Resolved*, that Article IV, Section 1, a of the Faculty Constitution be amended as follows:

The governing body of the faculty shall be designated the Faculty Assembly and shall consist of all ~~members of the faculty~~ **regular faculty, administrative faculty, and full-time contingent faculty**. ~~Each member of the faculty except presidents emeriti and professors emeriti shall have the right to vote.~~ **Emeriti faculty, emeriti presidents, and part-time contingent faculty shall the privilege of voice, but not the right to vote.**

1.3) *Resolved*, that Article IV, Section 1, f of the Faculty Constitution be amended as follows:

~~Part-time teaching staff other than adjunct professors~~ **Part-time contingent faculty** and part-time tenure-eligible faculty shall have the privilege of attending Faculty Assembly meetings except when the assembly elects to meet in executive session. Tenure-eligible part-time faculty ~~and part-time teaching staff with the rank of adjunct professor~~ shall enjoy all the rights of full-time faculty within the Faculty Assembly, including both voice and vote.

1.4) *Resolved*, that Article IV, Section 4, Subsection 4B, b of the Faculty Bylaws be amended as follows:

Members elected or appointed to standing or ad hoc committees must ~~hold one of the ranks-eligible for tenure or the rank of adjunct professor~~ **be regular faculty**.

1.5) *Resolved*, that Article V, Section 1, Subsection A, 2 of the Faculty Bylaws be amended as follows:

Tenure-eligible part-time faculty must also receive appointment to one of the ranks eligible for tenure. All other part-time teachers ~~including adjunct professors and instructors~~ are not eligible for tenure and shall not be appointed to one of the ranks eligible for tenure.

1.6) *Resolved*, that Article V, Section 1, Subsection A, 4 of the Faculty Bylaws be amended as follows:

Tenure shall be granted to eligible persons (**see Article V, Section 1, Subsection A, 2**) after a probationary period of professional service which shall—except in cases of only partial credit for service at other institutions or as ~~an instructor or adjunct professor~~ **contingent faculty** at Pacific Lutheran University—not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum equivalent of three years at Pacific Lutheran University. Tenure shall be granted to eligible persons after a probationary period of professional service (including reduced-load service at Pacific Lutheran University ~~at the rank of adjunct professor~~ **as contingent faculty**) which shall not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum of three consecutive years of full-time service at Pacific Lutheran University.