

Charter
Faculty Senate for the School of Arts and Sciences
Johns Hopkins University

approved by HFA, April 16, 2021; amended on April 4, 2022 and December 16, 2022

ARTICLE I. POLICIES AND FUNCTIONS

Section 1. The title of this organization shall be the Faculty Senate of the School of Arts and Sciences (hereafter referred to as "Senate").

Section 2. The role of this organization is to provide a forum for the Faculty of the School of Arts and Sciences to participate effectively in the processes of deliberative governance of the University. The Senate initiates, is substantially involved in, or is consulted in a timely way on all significant proposed changes to School of Arts and Sciences practices and policies, except as limited by Section I.3.

Section 3. The Senate works with the Homewood Academic Council (hereafter referred to as "Council") toward the mission of effective faculty governance. The relationship between the two bodies is one of mutual support and division of labor. Council has primary responsibility for all academic matters, including faculty status, research, curriculum, teaching, and other aspects of the educational mission. The Senate has primary responsibility for all other faculty concerns that relate to the good governance of the School of Arts and Sciences.

Section 4. The agenda of the Senate may include items referred from the Council and the agenda of the Council may contain items referred from the Senate.

Section 5. The Chair, Vice-Chair, or Secretary of the Senate shall, upon invitation from the Council, represent the Senate at Council meetings. The Senate may also invite the Secretary of the Council to represent the Council at any Senate meeting.

Section 6. The Senate shall report its proposals and recommendations to the Dean of the School of Arts and Sciences (hereafter referred to as "Dean") and the President of the University, directly or via the Council.

Section 7: The Senate works with the Dean toward the mission of effective shared governance. It is expected that the Senate will engage regularly with the Dean. All elected faculty representatives serving on any broader body of shared governance at the School of Arts and Sciences shall come from the Senate in its role as an independent and legitimate voice of the faculty. The Senate shall be informed by the Dean at an early stage of any proposals, originating from the offices of the Dean, Provost, or President, that affect the overall policy, long-term objectives, or major commitments of resources of the School of Arts and Sciences, including its budgets and capital plans.

Section 8: The Senate shall be consulted at an early stage of plans for all standing and short-term committees of the School of Arts and Sciences and the University, and may nominate individuals for membership thereon.

Section 9: The Senate may request inclusion of items in the agenda of all Departmental faculty meetings. The Senate may request that the Dean call special meetings of the faculty or other segments of the academic community, and may submit items for inclusion in the agenda of those meetings.

ARTICLE II. MEMBERSHIP

Section 1. Membership in the electorate of the Senate (hereafter referred to as the "Electorate") is held by all faculty who have full-time or emeritus appointments in the School of Arts and Sciences. Eligibility for election to the Senate is held by all members of the Electorate whose primary duties consist of teaching and/or research, or are emeritus faculty.

Section 2. Membership in the Electorate terminates when the conditions specified for holding or conferring it cease.

Section 3. The Provost and the President of the University shall be ex-officio members of the Electorate.

Section 4. There shall be 12 seats on the Senate. The Electorate shall be divided into three intellectual constituencies: 1) Humanities, 2) Natural Sciences, 3) Social Sciences. Each constituency has 4 seats in the Senate. One of the senatorial seats in each constituency shall be reserved for a Teaching- and Research-Track (non-tenure-track) faculty member. One of the senatorial seats in each constituency shall be reserved for a Tenured or Tenure-Track faculty member. The leader of the senate of Advanced Academic Programs shall serve as an ex officio, non-voting member of the Senate. Each member of the electorate shall be affiliated with the constituency of their primary School of Arts and Sciences appointment for the purposes of voting or serving. An ex-officio member of the Electorate with no School of Arts and Sciences appointment shall be assigned a constituency by lot.

ARTICLE III. ELECTION

Section 1: The election for new Senators in replacement of Senators whose terms of office are expiring will take place in March of each year, along the procedure set forth in the Appendix on Electoral Procedures (hereafter referred to as "Appendix").

Section 2: The Secretary of the Senate shall notify all members of the Electorate in writing of the outcome of elections.

ARTICLE IV: TERM OF OFFICE

Section 1. The full term of office for Senators shall be three years. The term of office shall begin on June 1.

Section 2: No member may be elected to more than two consecutive full terms. A member elected to two consecutive full terms may be re-elected to the Senate after a one full term absence from Senate membership.

Section 3: In the event that a Senate seat is vacated, or a forthcoming vacancy is announced, prior to February 15 of the penultimate year of that Senator's term, the process for selecting a replacement is as follows. If the seat becomes vacant prior to the next regularly scheduled election of Senators, an interim Senator shall be selected by the procedure described in Appendix B.2 to serve until that election. At the next regularly scheduled election of Senators, a Senator shall be elected according to the procedure described in Appendix C to serve the balance of the three-year term of the seat being vacated. A Senator elected in this manner shall take office immediately upon their election or when the vacancy occurs, whichever is later.

Section 4: For all other vacancies, an interim Senator shall be selected by the procedure in Appendix B.2 to serve the balance of the three-year term of the seat being vacated.

Section 5: A Senator may take a leave of absence from the Senate of up to one year in conjunction with an official leave of absence from the University. Such a leave of absence shall count towards the duration of the Senator's term. An interim Senator shall be selected to fill the resulting vacancy according to the procedure described in Appendix B.2.

ARTICLE V: OFFICERS

Section 1. There shall be three officers of the Senate, who together serve as the Steering Committee: Chair, Vice-Chair, and Secretary. The Senate shall elect its officers annually by a majority vote by secret ballot at its June meeting. Nominations for those offices shall be made from the floor at the meeting at which the election takes place. All Senators are eligible for election to the Steering Committee, except that one year must elapse before a Senator, having served for three consecutive years, is again eligible for nomination.

Section 2. The Chair of the Senate shall be responsible for the orderly transaction of the business. The Vice-Chair, with assistance from the Chair and Secretary, shall be responsible for calling the meetings of the Senate, for preparing the agenda for the meetings and for making it available to all Senators and to the Electorate at least one week before each meeting. The Secretary shall be responsible for all correspondence of the Senate and for preparation of minutes of each meeting. The minutes of meetings will be distributed to the Electorate at least one week prior to the next meeting of the Senate. The Steering Committee may be delegated such other duties as the Senate or at least fifty members of the Electorate deem appropriate.

Section 3: The Senate may appoint ad hoc or standing committees as required for the transaction of its business. A committee may collaborate with the Dean, the Council, the Senates of other

Schools of the University, the Homewood Faculty Assembly, Graduate Student organizations, administrative offices of the University, or other concerned parties. The chair of a Senate committee must be a Senate member.

ARTICLE VI. PROCEDURES

Section 1: The Senate shall have a budget and the staff assistance needed for the proper performance of its duties, provided by the Dean.

Section 2. The Senate shall meet once a month, either virtually, in person, or in a hybrid format, from September through June, at times set by the Steering Committee.

Section 3: The Chair of the Senate shall preside at all meetings of the Senate. If the Chair is unable to attend, the Vice-Chair or the Secretary will preside. Written notice of the regularly scheduled meeting times for each academic year shall be sent to all faculty by October 15.

Section 4: Senate meetings shall be open to all members of the Electorate, except when the Senate, upon majority vote of the Senators present, has called for a closed session. An opportunity shall be provided at all regular meetings for the Electorate to direct questions and comments to the senators.

Section 5: Any member of the Senate may submit items for the agenda of its next regular meeting. Any item submitted in writing to the Vice-Chair of the Senate at least fifteen days prior to a meeting must be placed on the agenda for that meeting and can be postponed only by majority vote of the members of the Senate present at the meeting. Any item postponed or not covered during the scheduled period of the meeting is to be given priority on the agenda of the next regular meeting of the Senate. Upon petition of at least twenty-five members of the Electorate, items shall be included on the agenda of the Senate's next meeting.

Section 6: At any time during the year, the Senate may be convened in extraordinary session by its Steering Committee, or by written petition signed by a majority of the Senate or by fifty members of the Electorate.

Section 7: The Steering Committee, acting for the Senate, may invite non-members of the Electorate to attend a meeting of the Senate. The decision of the Steering Committee to invite non-members of the Electorate can be overruled only by a two-thirds vote of the Senators attending a Senate meeting.

Section 8: A Senator, if unable to attend a meeting, may appoint a substitute from the relevant intellectual constituency. When the Senate Chair has been so informed in writing and the Chair has informed the Senate, such substitute shall enjoy the same privileges as the regular member.

Section 9: If a Senator is absent from three consecutive meetings, the Chair may call for the Senator's resignation and another representative from that constituency will be elected.

Section 10: It is the responsibility of each Senator to maintain open communications with their constituency.

Section 11. The minutes of each meeting are approved when each member of the Senate has been sent a copy and no one has moved for a correction before or during the next meeting.

Section 12. Any recommendation to the Council, to the Dean, or to any other office of the University, shall have the official approval of the Senate when it has been approved by a majority of the members present.

Section 13: It is recognized that special circumstances may arise where a provision of this Charter is not applicable or possible. In such circumstances, upon recommendation of the Steering Committee and approval of two-thirds of the full Senate, appropriate exception may be made.

Section 14. Robert's Rules of Order, 12th edition, shall be the official parliamentary procedure in all matters not otherwise specified by this Charter. Votes of the Senate normally shall be by majority vote. At all regular meetings of the Senate, the presence of a majority of voting members shall be necessary and sufficient for a quorum.

ARTICLE VII. AMENDMENTS

Section 1. Amendments to this Charter must be submitted to the Senate and voted upon at a scheduled Senate meeting. Amendments must be approved by two-thirds of the members present. Approved amendments shall be submitted to the Electorate for their approval. A majority of the Electorate who vote will be required for approval. After approval by the Electorate, the revised Charter shall be submitted to the Dean of the School of Arts and Sciences.

APPENDIX ON ELECTORAL PROCEDURES

A. Nominations to the Senate

1. Nominations, including self-nominations, to the Senate can come from any member of the Electorate, and are to be received by March 1. To secure the nominations of faculty who are willing to serve for a full three-year term, the Officers of the Senate will notify the Electorate of the need for nominations not later than February 15 each year. The Electorate will be sent a list of the current members of the Senate and a list of faculty eligible for nomination.

2. The Senate shall elect from its members three persons to a Nominations Committee, which will consist of these members and the Dean of the School of Arts and Sciences (or the Dean's representative). The Dean will serve as a member of the Nominations Committee while not being a member of the Senate itself. The Nominations Committee is charged with ensuring that all elections are sufficiently contested and based on a diverse group of candidates. In this capacity, the Nominations Committee will collect and tabulate nominations, and if needed, solicit additional nominations to ensure that there are a sufficient number of eligible candidates

in each of the intellectual areas in which there will be an election. All candidates on the ballot must agree in advance to serve if elected.

3. The Nominations Committee is to present the slate of candidates to the Electorate by March 15. Candidates may provide a short biography and link to their website along with their names.

4. A website will be established which allows authenticated secure voting by the Electorate via the internet.

B. Staggered terms and interim Senators

1. To ensure staggered terms for Senators, elections should be held for at least four full-term Senate seats every year, including at least one from each constituency. If there are not enough Senators whose terms are ending and there are no voluntary resignations, a random draw will determine which Senator or Senators will need to step down.

2. The procedure for selecting interim Senators is as follows. A short list of eligible candidates in the appropriate intellectual constituency is generated from recommendations of the continuing members of the Senate. These candidates should have already shown a willingness to serve if so elected. The election itself is by secret ballot by the voting members of the Senate that are present. The ballot counting procedures are those as enumerated in Appendix C for elections of three-year members.

C. Voting and Tabulation

The Senate uses an electoral system known as reweighted approval voting (RAV) or sequential proportional approval voting (SPAV). Senate elections are potentially complicated because of the possibility of electing multiple Senators, with constraints on the faculty status of some of these Senators, and with Senators possibly being elected to terms of different lengths, and RAV is able to handle these complications in a unified manner.

1. Members of the Electorate are eligible to vote to fill the senatorial seats of their own intellectual constituency. The procedure below describes an election within a single intellectual constituency.

2. The ballot for each voter is an approval ballot: a voter may vote for as many or as few candidates within their own intellectual constituency as they wish, regardless of the number of candidates to be elected. These votes are unranked.

3. The officers of the Senate shall tally the votes. Tabulation of the votes proceeds in rounds, with one round for each Senator to be elected.

4. In the first round of tabulation, each vote for each candidate is assigned 1 point. All points

for each candidate are counted and tallied, and the candidate with the largest number of points is elected.

5. If a second candidate is to be elected from the same intellectual constituency, there is a second round of tabulation. All candidates whose election would guarantee that the constraints imposed by Article II, Section 4 cannot be met are eliminated, and the points are modified as follows: votes from electors who did not vote for the candidate elected in the first round still count for 1 point; however, votes from electors who voted for the candidate elected in the first round now count for $1/2$ point. All points for each candidate are counted and tallied, and the candidate with the largest number of points is elected.

6. If additional candidates are to be elected, the procedure is as follows. In subsequent rounds, all candidates whose election would guarantee that the constraints imposed by Article II, Section 4 cannot be met are eliminated, and the points are modified again: votes from electors who have voted for N candidates elected in previous rounds are weighted by a factor of $1/(N+1)$. For example, in a third round, votes from electors who voted for both of the candidates elected in the first two rounds now count for $1/3$ point; votes from electors who voted for one of the two candidates elected in the first two rounds now count for $1/2$ points; and votes from electors who voted for neither of the two candidates elected in the first two rounds count still count for 1 point. All points for each candidate are counted and tallied, and the candidate with the largest number of points is elected.

7. In each round, ties are broken first by the number of first-round votes, and then by lot.

8. In elections where Senators are being elected to terms of differing lengths, the terms shall be assigned on the basis of the first-round votes received, with more votes corresponding to longer terms. All ties shall be broken by lot.