

**Faculty Senate Constitution
of the
American University of Iraq, Sulaimani**

Constitution of the American University of Iraq, Sulaimani Faculty Senate

Preamble

There is hereby established a Senate as the representative and legislative body of the university faculty to ensure the governance of academic affairs, deriving authority from those powers and duties delegated by the Board of Trustees. It is the intent of this Senate to collaborate in partnership with the president, the administration, and the students in the shared responsibility of advancing the common welfare of the university.

Statement of Purpose

The purpose of this Constitution is to provide an instrument for faculty governance and to ensure quality, consistency and propriety of the curriculum of the American University of Iraq, Sulaimani. This constitution provides a mechanism for the conduct of the Senate, the legislation of academic policy within the purview of the Senate, and the counsel of the president in executive matters.

All changes in this document are as approved by the Senate as of April 13, 2016

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AUIS Statement of Academic Freedom

Article 1- Name

The name of this organization shall be the Faculty Senate of the American University of Iraq, Sulaimani.

Article 2- Members

Section 1- Membership All academic faculty members with a full time contract shall be considered members of the Senate.

Section 2- Non-Voting Members The Vice President for Academic Affairs and the Director of the Academic Preparatory Program shall be non-voting members of the Faculty Senate. The Faculty Senate may vote to designate other academic officers of the university as non-voting members upon nomination by the AUIS president. Non-voting members have the same rights as academic faculty members (such as attending meetings and taking the floor in turn), but do not count toward quorum and may not cast votes on any issue.

Article 3- Rules of Order

Meetings of the Faculty Senate and all its components are conducted in accordance with Robert's Rules of Order. Should a conflict arise among Robert's Rules of Order, the Articles of the Faculty Senate Constitution, the Bylaws of the General Faculty, and the Procedural and general Resolutions for the Faculty Senate, the order of precedence shall be first the Articles of the Faculty Senate Constitution, the Bylaws, the Procedural and general Resolutions, and then Robert's Rules of Order.

Article 4- Meetings

Section 1- The Senate shall consider all academic matters, including those from the set of committees, both standing committees and ad hoc or working committees, assigned particular areas of responsibility for policy formation.

Section 2- Minutes of the Faculty Senate and Executive Committee meetings shall be recorded by the Senate Secretary. The minutes shall be published within seven days and highlight any decision made that requires action.

Section 3- The Faculty Senate shall hold general meetings at least twice every semester. All meetings shall be called with a published agenda one week prior to the meeting. Meetings shall be open to all members of the Senate to attend. Agenda items may be added at a Senate meeting by the consent of the members present as signified by a majority vote.

Section 4- Results of Meetings and Deliberations

- (a) Motions, recommendations, or actions generated by the Senate through discussion and which are passed by the body shall be referred to the President and to the Vice President for Academic Affairs.
- (b) Depending on the authorizing legislation, university Bylaws, statutes of the Kurdish Region Government, the Government of the Republic of Iraq, and the types of recommendations that are made, the Board of Trustees, the AUIS president or their designees may notify the Faculty Senate that a recommendation has been accepted in whole, in part, or has been rejected.

Article 5- Quorum of the Faculty Senate

A simple majority (more than 50%) of the members shall constitute a quorum for a Faculty Senate meeting. A 2/3 majority of those attending or a simple majority of all members is required to pass any resolution, whichever is less.

Article 6- Amending the Constitution

This document may be amended at any regular meeting of the Senate by a majority vote of all active Faculty Senate members, provided that the proposed amendment has been previously submitted in writing to each member two weeks prior to the meeting.

Article 7- Officers of the Faculty Senate

Section 1- Rules for Election of Officers: In order to stand for election as an officer, a person must have served at least one year as a voting member on the Faculty Senate. Each officer shall serve a term of one year, after which they shall serve in an advisory capacity for incoming officers. Officers shall be eligible for re-election one year after they leave office. A term of office shall end on September 30th and generally begin on October 1st. In the event that an officer cannot fulfill the terms of office, a replacement shall be selected in a manner determined by the Executive.

Section 2- Roles and Responsibilities: Each member of the Executive Committee shall have clearly defined roles and responsibilities.

- (1) **The Faculty Senate President**—Shall be responsible for setting and publishing the agenda for the Executive Committee, as well as being the primary administrator at Faculty Senate meetings. The Faculty Senate President possesses no veto power.

- (2) **The Secretary**—Shall be responsible for keeping detailed records of Senate business, as well as publishing minutes of public Senate meetings. Minutes shall be published within seven days.
- (3) **The Treasurer**—Shall be responsible for keeping detailed records of all financial transactions involving the Faculty Senate, and shall present a detailed financial report to the Senate once per semester of all business that involves financial matters regarding the Faculty Senate.

Article 8- Executive Committee

Section 1- Function: There shall be an Executive Committee to oversee the administration of the Faculty Senate.

Section 2- Composition: This body shall consist of a President, immediate past President, Secretary, Treasurer, and standing Committee Chairs. The immediate past president shall be responsible in an advisory capacity to provide general continuity. He shall serve ex officio for a period of one year. The standing committee chairs shall be responsible for keeping the Executive Committee members informed on the activities of their committee. Committees shall create their own structures suitable for addressing their particular assignments; these shall be communicated to the Executive and placed on record.

Article 9- Standing Committees

Section 1- Curriculum Review Committee (CRC)

- (a) **Function:** There shall exist a permanent committee composed of equal representation of each department that shall oversee the development, maintenance, consistency and pedagogical efficacy of the University's curriculum. The CRC shall be responsible for approving all changes to existing courses, prerequisites, approval of new courses, and establishing graduation requirements for each degree program.
- (b) **Composition:** Voting members of the CRC shall consist of one faculty representative from each academic department and one faculty member appointed by the Vice President for Academic Affairs. The Deputy to the Vice President for Academic Affairs, as an ex officio member, shall sit on the committee, record minutes, and liaise with the Council of Chairs and the Vice President for Academic Affairs. The Vice President for Academic Affairs is regarded as an ex officio member of the Curriculum Review Committee.
- (c) **Elections:** Department representatives shall be elected by each department, and each shall serve for a term of two years. Elections shall be staggered so that half of the committee is to be newly elected each year. Elections shall occur during the first department meeting of the school year for each department with a vacant seat. Department representatives must have been affiliated with AUIS for at least one semester

before they may serve on the CRC. Exceptions to these rules require the approval of the Vice President for Academic Affairs. Any exceptions to the membership rules shall be documented in the committee minutes.

- (d) **Chairmanship:** The chair of the CRC shall be elected by the committee members during the first CRC meeting of the school year; this meeting must take place within the first two weeks of the fall Semester. The chair shall serve for a term of one year. Only those who have served on the CRC for at least one semester are eligible to be elected Chair.
- (e) **Reporting:** The Chair of the CRC shall report directly to the Faculty Senate at least once per semester.
- (f) **Rules, Roles, and Responsibilities:** The CRC must develop and maintain rules, roles and responsibilities consistent with the Senate Bylaws. The extant rules of the CRC are as follows:
 - (1) The CRC shall be convened as needed throughout the academic year. Department representatives may name seconds from their departments to vote in their place if they cannot attend a scheduled meeting. Seconds are not required.
 - (2) In the event that the Chair is not present to convene a meeting of the committee and has not arranged for another member to act as chair, any other member of the committee may convene a meeting in the Chair's absence provided all members are duly notified of the meeting and the agenda. If a quorum of voting members is present, the committee may elect a chair pro tempore for that meeting only and conduct business.
 - (3) A draft agenda shall be distributed to committee members one week prior to the committees' scheduled meeting date. Additional items can be added to the agenda by committee members. These items can be submitted to the committee Chair prior to a CRC meeting or at the beginning of the CRC meeting.
 - (4) Meeting minutes shall be made available to the committee members within one week of a CRC meeting. Meeting minutes, once approved, shall be posted on the appropriate website.
 - (5) Online voting may be used to approve new course proposals, new degree proposals, or changes to courses and degree plans. The committee members shall be emailed a link to an online voting document within one week of an action item being discussed and the committee's approval to move forward with an online vote.
 - (6) A quorum shall consist of two thirds of the voting members of the committee. A quorum represents the minimum number of CRC members required to convene a CRC meeting, formally review course or degree proposals, and to vote.

- (7) A simple majority of the convened committee is required to add items to the agenda or approve new courses, degree programs, minors, or concentrations. For online voting the term 'convened committee' implies the entire membership of the CRC.
 - (8) A two thirds majority of the entire membership is required to modify the CRC's voting rules, membership rules, or roles and responsibilities documents. Proposed changes to these documents must be distributed in writing one week before a full meeting of the CRC.
- (g) **Criteria for CRC Review:** The following types of curricular changes must go through the CRC:
- (1) Adding or dropping a course
 - (2) Adding or dropping a minor, major, or concentration
 - (3) Changing an existing course [Substantial changes, i.e. course description, prerequisites, title, or number]
 - (4) Changing the curricular requirements of an existing major, minor, or concentration
 - (5) Changing the name of a department, program, major, minor, or concentration
- (h) **Procedure for CRC Review:** Changes may be initiated through the following procedure:
- (1) Any faculty member may initiate a change. The originator must fill out the curriculum change proposal form and, in the case of adding a course, attach a syllabus for the new course.
 - (2) The originator brings the proposal to his/her department chair for approval.
 - (3) Curricular changes that involve more than one department must have the signed approval of the department chair for each department involved.
 - (4) The department chair compiles curricular changes for the department, writes an executive summary, and submits them to the CRC for approval. These must be submitted in soft copy to the CRC Chair, and they must be submitted before the change proposal deadline.
 - (5) The CRC reviews the proposed changes, and may invite the appropriate department chair and/or originator to the CRC meeting to explain or defend the proposals.
 - (6) If approved, the CRC shall submit the changes to the Vice President for Academic Affairs and the Registrar to incorporate them into the university curriculum for the next semester.

- (7) If the proposals are not approved, the committee shall return them to the appropriate department chair with a description of why the changes could not be approved at that time.

Section 2- Educational Resources Committee (ERC)

- (a) **Function:** The ERC is responsible to the Faculty Senate Executive Committee for auditing, evaluating, and making recommendations with regard to all university educational resources, including but not limited to the equipping, staffing, technology, and space requirements of the university libraries (book collection, subscriptions, e-resources), Writing and Math Centers, and computer and research labs allocated to the faculty and students.
- (b) **Advisory role:** Additionally, at the request of the university administration, the CRC, or other Faculty Senate committees, the ERC shall evaluate and advise on program and course proposals with regard to their effect on university educational resources.
- (c) **Composition:** The ERC shall include one representative from each academic department and one non-voting member appointed by the university Vice President for Finance and Administration.
- (d) **Elections:** Department representatives shall be elected by each department, and each shall serve for a term of two years. Elections shall be staggered so that half of the committee is to be newly elected each year. Elections shall occur during the first department meeting of the school year for each department with a vacant seat.
- (e) **Chairmanship:** The Chair of the ERC shall be elected by the committee members during the first ERC meeting of the school year; this meeting must take place within the first two weeks of the fall Semester. The Chair shall serve for a term of one year. Only those who have served on the ERC for at least one semester are eligible to be elected Chair.
- (f) **Reporting:** The Chair of the ERC shall report directly to the Faculty Senate at least once per semester.
- (g) **Rules, Roles, and Responsibilities:** The ERC must develop and maintain rules, roles and responsibilities consistent with the Senate bylaws. The standing rules of the ERC are as follows:
- (1) The ERC shall be convened as needed throughout the academic year. Department representatives may name seconds from their departments to vote in their place if they cannot attend a scheduled meeting. Seconds are not required.
 - (2) In the event that the Chair is not present to convene a meeting of the committee and has not arranged for another member to act as chair, any other member of the committee may convene a meeting in the Chair's absence provided all members are duly notified of the meeting and the agenda. If a quorum of voting members is

present, the committee may elect a chair pro tempore for that meeting only and conduct business.

- (3) A draft agenda shall be distributed to committee members one week prior to the committees' scheduled meeting date. Additional items can be added to the agenda by committee members. These items can be submitted to the committee Chair prior to an ERC meeting or at the beginning of the ERC meeting.
- (4) Meeting minutes shall be made available to the committee members within one week of an ERC meeting. Meeting minutes, once approved, shall be posted on the appropriate website.
- (5) The committee members shall be emailed a link for any online voting document within one week of an action item being discussed and the committees' approval to move forward with an online vote.
- (6) A quorum shall consist of two thirds of the voting members of the committee. A quorum represents the minimum number of ERC members required to convene an ERC meeting, formally review proposals, and to vote.
- (7) A simple majority of the convened committee is required to add items to the agenda. For online voting the term 'convened committee' implies the entire membership of the ERC.
- (8) A two-thirds majority of the entire membership is required to modify the ERC's voting rules, membership rules, or roles and responsibilities documents. Proposed changes to these documents must be distributed in writing seven days before a full meeting of the ERC.

Article 10- Ad hoc Committees

Section 1- Establishment: The Senate and/or the Executive Committee may establish ad hoc committees whose existence may not last for more than one year, unless their existence is extended by specific action of the Senate and/or Executive Committee.

Section 2- Scope: Ad hoc Committees address issues not presently within the purview of the Faculty Standing Committees and may be proposed from time to time, as needed, by the President, Vice President for Academic Affairs, or faculty. When the faculty or the administration establishes any committee having campus-wide responsibilities or authority, they shall file with the Secretary of the Faculty Senate a statement specifying the responsibilities, authority, and composition of the committee, together with a list of current members.

Article 11- Publication of the Constitution

Section 1- Publication of the Constitution and Committee Membership: The Secretary of the Faculty shall maintain in a publicly accessible, open location (such as a website or AUIS intranet), the current edition of these articles, a list of the officers and members of the Faculty Senate, and the membership of all Standing committees defined elsewhere in these articles.

Section 2- Contents: The name, responsibilities, authority and current members of all other committees which have university-wide responsibilities or authority shall be similarly posted. The information shall be updated within thirty (30) days of any change in committee status.

AUIS Statement of Academic Freedom

Academic freedom is central to the intellectual life of the American University of Iraq, Sulaimani. We believe that all members of the University possess both the right and the responsibility to follow an argument wherever it may lead; that intellectual inquiry must be protected against those who would reject it, silence it, or punish it; and that the pursuit of truth properly lies at the core of all university life and is fundamental to human progress.

AUIS Statement of Academic Responsibility

Academic freedom is an essential factor in the role of AUIS faculty, and promoting it in both AUIS research and teaching is at the heart of our cultural endeavor. The following statement adapted from that of the American Association of University Professors specifies what this entails.

AUIS faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. The Vice President for Academic Affairs should be informed of any research conducted for pecuniary return, which may be limited by university regulation.

AUIS faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Faculty are responsible to use good judgment when handling topics of local cultural sensitivity.

AUIS faculty are individuals, members of a learned profession, and officers of an educational institution. When they speak or write as individuals or scholars, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that both local and foreign publics may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and when speaking as individuals should explicitly indicate that they are not speaking for the AUIS institution.