

BYLAWS OF THE WESTPHAL FACULTY CAUCUS at Drexel University
Approved: January 1, 2019 Revised: October 24, 2019

Article 1. Preamble

The Bylaws of the Westphal Faculty Caucus, as described in Article 1 of the Westphal College Charter of Faculty Governance (“Westphal Charter”), define the membership, operations, and procedures of the Westphal Faculty Caucus beyond those defined in the Westphal College Charter. While it is understood that the operation of the Westphal Caucus is primarily the responsibility of the faculty, shared governance of the College necessitates close communication between the Westphal College Administration and the Westphal Faculty. These Bylaws are subject to the Westphal Charter of Faculty Governance, which is in turn subject to the Drexel University Charter of Faculty Governance and the Drexel University Bylaws of Faculty Senate; therefore, no provision of these Bylaws shall be in conflict with the Westphal College Charter, the Drexel University Charter, or the Drexel University Bylaws of Faculty Senate.

Article 2. Composition of the Westphal Faculty Caucus

2.1 The Westphal Faculty Caucus shall consist of the College’s University Faculty Senators and Alternate Senators; the College’s representatives to the standing Senate Committees (Academic Affairs; Faculty Affairs; Academic Support; Student Life; Research, Scholarship, and Creative Activity; Nominations; and Budget, Planning, and Development) and the Chairs of the standing Westphal Faculty Caucus Committees (Academic Affairs; Faculty Affairs; and Budget, Planning, and Development). In addition, three at-large members shall be elected to represent the faculty as a whole. If, by this formula, any department is left unrepresented on the Westphal Faculty Caucus, then that department shall elect a representative, who shall serve for one year. All other voting members of the Westphal Faculty may attend meetings of the Caucus with voice but not vote. In addition, the Executive Committee may decide on occasion to invite individuals that are not voting members of the Westphal Faculty to meetings of the Westphal Caucus to address specific concerns.

2.2 The Vice-Chair of the Caucus shall lead the Executive Committee in identifying the membership of the Caucus for the next academic year, which shall include requesting the names of the Chairs-Designate of the standing Caucus Committee from the committees in mid-May of each academic year. The Vice-Chair shall ensure that all members of the Caucus shall be included in all communications, such as invitations to Caucus meetings and information about Caucus business.

2.3 The Vice-Chair shall apprise the Caucus of any changes that occur to the membership throughout the academic year, which is dependent on possible changes in Senators, Alternate Senators, membership on Senate Committees, and chairs of standing Caucus Committees.

2.4 In a year when the Westphal College has an adjunct representative to the Faculty Senate (as determined by Article 2.7 of the Drexel University Bylaws of Faculty Senate), then that adjunct faculty representative shall also serve as a representative to the Westphal Faculty Caucus with voice but not vote.

2.5 The Westphal Faculty Caucus is distinct from the “Senate Caucus” as defined in Article 2.8 of the Drexel University Bylaws of Faculty Senate, which is a limited body with duties relating primarily to nominations and elections for the Faculty Senate.

Article 3. Officers of the Westphal Faculty Caucus and Their Duties

3.1 The election of Chair, Vice-Chair, and Recording Secretary (“Officers”) for the Westphal Faculty Caucus for the following academic year shall take place during the last Caucus meeting of the Spring Term, which shall typically be scheduled in late-May to early-June so that it occurs after the Faculty Senate’s election process has been completed for Senators, Alternate Senators, and membership on Senate Committees, and after the election process has been completed for the both the membership and the Chairs of the standing Westphal Caucus Committees for the following academic year. In the notice for the meeting that the Executive Committee sends to the Designate-members of the Caucus, it shall be noted that elections for Officers shall take place at the meeting.

3.2 To be eligible for election as an Officer of the Westphal Faculty Caucus, the candidate shall be determined to be a voting member of the Caucus, whether tenure-track or non-tenure-track. Therefore, an adjunct representative to the Faculty Senate (as referenced in Article 2.4 of these Bylaws) shall not be eligible to be an officer of the Caucus. The Officers shall serve for one year and may be re-elected to the same position or for another Officer position for up to six consecutive years. After intervals of three years of not being an Officer, an individual shall be eligible to serve as an Officer again for periods of no more than six consecutive years. The newly elected Officers shall serve as Officers-Designate until the first day of the Fall Term of the following academic year, at which time they shall assume the duties of their office. During the time period from election to assuming office, the Officers-Designate shall serve as members of the current Executive Committee with voice but not vote.

Article 4. Procedures and Actions of the Westphal Faculty Caucus

4.1 The Caucus shall have at least one meeting in each of the Fall, Winter, and Spring Terms. The Caucus may also schedule a meeting in the Summer Term, if deemed necessary. The Chair, in consultation with the Executive Committee, may call other meetings as needed. All actions of the Caucus shall require the following for approval: a two-thirds majority vote of a quorum of two-thirds of the Caucus voting members either present at a meeting or in an electronic vote, as determined by the Executive Committee. At a meeting, proxy votes and votes in absentia are unacceptable. In addition, any member of the Caucus may move that a particular vote (on a motion or amendments) shall be by secret ballot.

4.2 Motions that come before the Westphal Faculty Caucus that are related to policies and procedures for tenured and tenure-track faculty members may be voted on only by the tenured and tenure-track faculty members of the Caucus.

4.3 In voting on issues for which only tenured and tenure-track faculty are eligible to vote, the issue shall be resolved by the majority of those tenured and tenure-track faculty in attendance, as long as a majority of the serving tenured and tenure-track Caucus members is present at the meeting.

Article 5. Committees of the Westphal Faculty Caucus

5.1 The Caucus shall have three standing Caucus Committees and may establish new standing committees, as well as ad-hoc Caucus Committees, as deemed necessary. By March 1st of each year, the Vice-Chair of the Caucus shall send an invitation to all voting members of the Westphal Faculty, as defined in Article 2.2 of the Westphal Charter, to nominate themselves for open seats on all Caucus Committees for the following year. Any full-time faculty member may self-nominate to a standing or an ad hoc committee, by way of an email to the faculty member's Department Head, with copy to the Vice-Chair. In addition, the Vice-Chair of the Caucus shall consult Department Heads about suggestions for filling Caucus Committee openings. During the nomination phase, the slate of candidates shall be presented to Academic Council to ensure that Department Heads have been accurately informed as to their faculty members' intentions and so that more faculty members can be encouraged to self-nominate if needed. Faculty in each department shall vote for representatives to standing committees from their own department only. By May 1st, the membership of Caucus Committees shall be determined. By June 1st, the Committee Chairs shall be elected by the incoming and continuing Committee members of each Caucus Committee in a process conducted by the Chair of the Westphal Caucus or a designated representative (whether by email, other electronic means, or at a meeting). A Committee Chair shall serve for one year and may be re-elected for no more than six consecutive years. To be eligible for election as a Committee Chair, the Committee Member shall be a voting member of the Westphal Faculty as defined in Article 2.2 of the Westphal Charter. The newly elected Caucus Committee Chair shall assume the duties of office on the first day of the Fall Term of the following academic year. During the period from election to assuming office, that individual, if new to the Caucus Committee, shall serve as a member of that Committee with voice but not vote. The other newly elected members of the Standing Committees shall assume their duties on the first day of the Fall Term of the academic year following their election.

5.2 By the end of the first week of the Fall Term, the Executive Committee shall meet to determine the annual charge for each committee. By the end of the third week of the Fall Term, the Chair of the Caucus shall convene and charge each of the standing Caucus Committees. A Caucus Committee may consider matters within its competence referred to it by the Caucus and by faculty members, faculty bodies, administrators, or students. Each Caucus Committee shall meet at least once during each of the Fall, Winter, and Spring Terms, and the Summer Term as necessary. Minutes of all Caucus Committee meetings shall be filed with the Recording Secretary of the Caucus. Each Caucus Committee shall report on their activities at a Caucus meeting at least once a year, and shall submit an annual written summary of its activities and recommendations to the Caucus. Such annual summaries shall be submitted by the end of May and shall be retained in the permanent files of the Caucus by the Recording Secretary. Actions or resolutions of a Standing or Ad-hoc Caucus Committee shall be brought to the full Caucus for approval, except for actions of the Caucus Committee on Academic Affairs (CCAA).

5.3 Elections of members of Caucus Committees of the Westphal Faculty Caucus shall normally be for a period of two academic years. No committee member may serve more than six consecutive years or three consecutive terms on the same Committee. After intervals of three years of not being a member

of the same Committee, an individual shall be eligible for serving as a Committee member again for periods of no more than six consecutive years. As circumstances may require, the Caucus may add to or alter the composition of any Committee to assist it in the accomplishment of its charge. If a committee member repeatedly misses meetings of Caucus committees, the Committee Chair shall first ask the committee member to explain the reasons for the absences. If the Chair determines that the committee member is unable to continue serving responsibly on the committee, the Committee Chair may inform the Vice-Chair, the absentee committee member, and the relevant department head that a new member shall be elected from that department.

5.4 Committee members are expected to represent the interests of their departments and are expected to bring their department's concerns to the committee, as well as keep their departments informed of the committee's activities.

Article 6. Standing Committees of the Westphal Faculty Caucus

6.1 Each standing Caucus Committee shall have representation from each department. Typically there shall be one representative from each department, but in special cases, the Caucus may approve a second departmental representative.

6.2 The Vice-Chair shall lead the Caucus in managing the nominations and elections for standing Caucus Committees, following the timeline outlined in Article 5.1 of these Bylaws. The voting faculty members of that department shall approve departmental representatives for the standing Caucus Committees.

6.3 The Caucus Committee on Academic Affairs (CCAA). The CCAA shall consist of one faculty representative to the undergraduate subcommittee from each Department in the Westphal College and one representative to the graduate subcommittee from each Department that has at least one graduate program in the Westphal College, elected by the voting members of each department. The Associate Dean for Academics, the Associate Dean for Research and Graduate Studies, the Assistant Dean for Student Services, and the Director of Academic Scheduling and Services shall all be ex-officio members of this committee.

6.4 The Caucus Committee on Faculty Affairs (CCFA). The CCFA shall consist of one faculty member from each department in the Westphal College, elected by the voting faculty members of that department. The Associate Dean for Research and Graduate Studies shall be an ex-officio member of this committee.

6.5 The Caucus Committee on Budget, Planning, and Development (CCBP&D). The CCBP&D shall consist of one faculty member from each department in the Westphal College, elected by the voting faculty members of that department. The Associate Dean for Finance, Facilities, and Operations shall be an ex-officio member of this Committee and additional staff may be added as appropriate.

Article 7. Westphal Advisory Committees

7.1 All Westphal faculty members to serve on a WAC shall be elected by the voting members of the Westphal Faculty Caucus.

7.2 For those faculty members that are selected by the Caucus to be on a WAC, the Executive Committee of the Caucus shall administer the nomination process, with the advice of any standing Caucus Committees whose charges are most closely aligned with the responsibilities of the WAC. These individuals shall be confirmed by vote of the voting members of the Caucus.

7.3 Each WAC shall be linked to a standing Caucus Committee or to the Executive Committee of the Westphal Caucus, with the purpose of monitoring timely progress on the work of the WAC. The Executive Committee, in consultation with the Office of the Dean, shall determine the Chair or Co-chairs of the WAC, who shall regularly report on its activities to the Westphal Faculty Caucus for distribution to the entire Westphal College community.

7.4 The College Administrator, to whom a WAC reports, may appoint non-faculty members (administrators, staff, students, and other resource personnel) to a WAC. In the case of the appointment of student members to the WAC, this College Administrator shall consult with the Assistant Dean for Student Services. This College Administrator may also appoint ex-officio members, other than faculty members.

Article 8. Provisions for Amending the Bylaws of the Westphal Faculty Caucus

8.1 Following submission of proposed amendments to the Bylaws of the Westphal Faculty Caucus by the Chair of the Caucus to the Dean (representing the College Administration) for review and discussion, proposed amendments to the Bylaws of the Westphal Faculty Caucus shall be ratified by a at least a two-thirds majority vote of a quorum of two-thirds of the Caucus voting members either present at a meeting or in an electronic vote, as determined by the Executive Committee.

Article 9. Reservation of Rights

9.1 No provisions herein shall, nor shall be deemed to, derogate from or supersede any rights, powers or duties of the Board of Trustees of Drexel University or the rights, powers or duties designated to the President under the Bylaws of the University, or any rights, powers, or duties of the Dean of Westphal College that devolve to the Dean from the Board or the President, it being understood that such rights, powers, and duties are expressly and fully reserved hereby.