



THE SENATE
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TO: Faculty/Senate mailing list

FROM: Executive Committee of the Senate

DATE: August 16, 2021

SUBJ: Senate Meetings for the Academic Year 2021-22
Deadlines for Proposals from Voting Faculty Members and Document Submission by Senate Committees and Subcommittees to the Executive Committee
Questions for Response by the University Administration
Constitution and Bylaws
Meeting Dates for 2022-23

SENATE MEETINGS

According to the Constitution of the Faculty of Purdue University Fort Wayne, the Senate must hold a regular meeting at least once a month during the academic year. Further, the Executive Committee must establish and publicize the dates during the academic year which are reserved for the conduct of Senate business. Consequently, the Executive Committee has established that the Senate will normally meet on the second Monday of every month from 12:00-1:15 p.m. If the agenda is not exhausted during this meeting, the meeting will normally continue on the following Monday at the same time. Due to the Covid-19 pandemic, meetings will be held via Webex until it is safe for us to return to KT G46. Senate meetings and continuations of Senate meetings **will not** be scheduled on first Mondays of the month.

Please reserve the following dates on your calendar for the conduct of Senate business:

2021	2022
September 13, 20	January 10, **, 24
October 11, *, 25	February 14, 21
November 8, 15	March ***, 14, 21
December 13	April 11, 18, 25

*Fall Break
**Martin Luther King, Jr. Holiday
***Spring Break

Senate meetings are open to all members of the university community. If you are not a member of the Senate and wish to speak at a Senate meeting, please contact the chair of the Executive Committee.

DOCUMENT DEADLINES

Documents for Senate meetings must be received by the Senate secretary or the chair of the Executive Committee by **3:00 p.m.** on the dates specified below. Please be reminded that documents containing amendments to the Bylaws must say that. Documents should be ready for Printing Services. The Executive Committee will supply the document number.

Document Deadlines

August 27, 2021 (Friday)	December 3, 2021 (Friday)
September 24, 2021 (Friday)	January 28, 2022 (Friday)
October 22, 2021 (Friday)	February 25, 2022 (Friday)
November 19, 2021 (Friday)	March 25, 2022 (Friday)

PROPOSALS FROM VOTING FACULTY

Voting Faculty may send proposals for consideration by the Senate to the Executive Committee. Specifically, the Bylaws read, "The Executive Committee shall either place any such proposal on the agenda for the next Senate meeting, or, if that agenda is full, on the agenda for the following Senate meeting; or may send the proposal to a Senate committee or subcommittee. If the latter course is followed, the text of the proposal, and its immediate disposition, shall be distributed 'for information only' with the agenda of the next Senate meeting; and the ultimate disposition of the proposal shall consist of a report on the proposal from that committee or subcommittee, to the Senate."

The deadlines for receiving these proposals are the same as those listed above for document deadlines.

QUESTIONS FOR UNIVERSITY ADMINISTRATION

As provided in the Bylaws, "The university administration will respond to written questions submitted in advance through the Executive Committee." Specifically, "The Executive Committee shall ensure that these questions are routed to the appropriate university office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first."

The deadlines for receiving questions for "Question time" are the same as those listed above for document deadlines.

CONSTITUTION OF THE FACULTY AND BYLAWS OF THE SENATE

The Constitution of the Faculty and the Bylaws of the Senate are available from the Senate secretary or can be accessed at <http://www.pfw.edu/senate/>.

SENATE MEETING DATES FOR 2022-2023 (Time: Mondays, 12:00-1:15 p.m.)

2022	2023
September 12, 19	January 9, **, 23
October 10, *, 24	February 13, 20
November 14, 21	March ***, 13, 20
December 12	April 10, 17, 24

*Fall Break

**Martin Luther King, Jr. Holiday

***Spring Break