



Faculty Senate Standard Operating Procedures

Updated: September 5, 2025

PREFACE

The Faculty Senate at the University of Michigan is governed by many rules. The [Bylaws of the Board of Regents](#) establish the Senate and define its overall structure. The [Senate Rules](#) flesh out those bylaws, and [Robert's Rules of Order](#) cover situations not addressed in the Senate Rules.

Notwithstanding the above, even more rules are needed. In the daily conduct of the Faculty Senate's business, common situations arise that warrant the approval of Standard Operating Procedures (SOPs). SOPs are more narrowly-focused and topical than the rules generally found in the Regents' Bylaws, the Senate Rules, or Robert's Rules of Order. SOPs help maintain the orderly functioning of the Faculty Senate and preserve institutional memory. They also help ensure continuity over time, despite changes in the Faculty Senate's leadership or the staff of the Faculty Senate Office. When published, SOPs also provide greater transparency so that all members of the Faculty Senate can know the rules impacting the Senate, rather than potentially shrouding important rules behind an administrative curtain only a select few can look beyond.

This document incorporates all SOPs that have been approved within the Faculty Senate as of the date provided on the title page. Often, SOPs are separately approved, piecemeal, without consideration of how they may together fit within one reader-friendly document. They may not always be titled as an SOP, but nonetheless may be motions, resolutions, or other actions that significantly impact how the Faculty Senate operates. Hence, while the exact language of each separate "SOP," as approved, is authoritative, the Faculty Senate Office periodically compiles all SOPs and other actions governing the operation of the Faculty Senate into this document, with such non-substantive formatting changes and organization as is helpful for general use.

At the moment, all approved SOPs included herein fall into three general categories: SOPs of the [Senate Advisory Committee on University Affairs \(SACUA\)](#), SOPs of the [Senate Assembly](#), and SOPs of the [Faculty Senate Office \(FSO\)](#). The included SOPs of SACUA and the Senate Assembly are the most important. They have been approved by each body, respectively. The SOPs of the FSO are also offered in support of transparency. The FSO SOPs are not intended to cover all the intricacies of the day-to-day running of the FSO; they are intended to provide transparency regarding particular matters that may be of interest to the members of the Faculty Senate. For example, how the FSO assists the Senate Assembly Chair with calculating quorum is included. As an office in service to the Faculty Senate, working closely with SACUA, any of the FSO's SOPs may be revised, rescinded, or augmented by the faculty leadership. By sharing all these SOPs publicly, the hope is that the Faculty Senate can be a more fair, orderly, inclusive, and transparent institution in service to the faculty and the University.

—Luke McCarthy, Director, Faculty Senate Office

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I. SACUA

1. General Procedure

1.1. SOP Creation, Collection, and Publication

To promote administrative efficiency and avoid continually returning to questions on how to address routine actions or common situations, SACUA and the Senate Assembly may adopt Standard Operating Procedures (SOPs), which will be published on the Faculty Senate website. SOPs may be later revised, as needed.

1. SOPs may address actions taken during and between meetings, including by the Faculty Senate Office.
2. SOPs cannot conflict with either the Regents' Bylaws or the Rules of the Senate.
3. An SOP must be adopted by the group governed by the SOP. SOPs addressing the responsibilities and administrative activities of Senate officers and the Faculty Senate Office that are not addressed in the Senate Rules may be adopted by SACUA.
4. Once adopted, SOPs shall serve as "Standing Rules" under Roberts' Rules of Order (RR §2.23) until revised or rescinded.
5. The Faculty Senate Office is authorized to collect SACUA and Senate Assembly SOPs into reader-friendly documents, including by altering non-substantive formatting, ordering and grouping SOPs, and adding supplementary information, such as a table of contents and/or an SOP numbering system.
6. To support transparency, the Faculty Senate Office shall publish approved SOPs on the Faculty Senate website resource page.
7. To further support transparency, the Faculty Senate Office shall also develop its own internal SOPs regarding routine actions and shall publish those SOPs on the Faculty Senate website resource page.

Approved by SACUA: 10/09/2023

1.2. Conflicts of Interest Rule: SACUA Membership While Holding Certain University Leadership Positions

SACUA members shall not simultaneously serve as SACUA members while also holding leadership positions within the Office of the President, the Office of a Vice President or a Chancellor, or the Office of a Dean (including as the Chair of a Department). SACUA members who are considering an administrative appointment should notify the SACUA chair at the earliest moment possible. Upon acceptance of an administrative position, the SACUA member is expected to resign within 2 weeks.

Explanation

Under the Rules of the Michigan Board of Regents, “the Senate Advisory Committee on University Affairs [SACUA], on behalf of the Assembly, shall advise and consult with the President of the University on matters of University policy and shall serve as an instrument for effecting the actions of the Senate and the Assembly. It shall nominate and supervise the committees of the assembly” (Sec. 4.08). Moreover, “the Assembly shall establish standing committees to advise and consult with the vice presidents of the University on matters within the areas of their respective responsibilities” (Sec. 4.06).

Given SACUA’s unique institutional role on matters of University policy in representing faculty and advising the President and supervising the Assembly committees that advise the University’s Vice Presidents, SACUA members must be actually and apparently free to offer advice, including by providing contrary opinions, to the University’s leadership. While faculty are often simultaneously holding positions of leadership while at the University, not all leadership positions are necessarily in conflict with holding a position on SACUA. However, Senate members may see an apparent or actual conflict between the duties of SACUA members and the duties of positions within the organizational hierarchy of the offices that SACUA and the Senate Assembly’s committees advise. To avoid that actual or apparent conflict of interest, SACUA members should not hold positions within the University’s leadership structure. For reference in conjunction with the above rule, the University’s official Organization Charts are periodically updated and provided here:

<https://spg.umich.edu/org-charts/organizational-structure>.

Approved by SACUA: 3/06/2023

1.3. Committee Transparency

Due to concerns that committee members in some committees have been asked to keep all committee activities confidential, which undermines the transparency required for the Faculty Senate to operate as a democratic institution, both the Senate Assembly and SACUA have issued advice to committee members. In 2012, the Senate Assembly approved a resolution discouraging confidentiality agreements covering all committee discussions. In 2022, SACUA approved two related resolutions regarding committee records and SACUA liaisons:

Confidentiality Agreements

- Committee members are discouraged from signing agreements or agreeing orally not to disclose committee activities as a whole.
- When asked to accept broad confidentiality restrictions as a condition for serving on committees or advisory boards, members are asked to disclose such requests and their rationales to SACUA through the Faculty Senate Office so that the extent of such activities can be documented for review on request by members of the University Senate.

Committee Discussions

- Senate Assembly committees should capture meaningful content of meeting discussions in written form, for the sake of public record, with the exception of that which is discussed in executive session.
- SACUA liaisons can communicate anything that is discussed in SA committees in executive session to SACUA in executive session, and vice versa.

Approved by SACUA: 4/22/2024

2. Officer Duties

2.1. Duties of the SACUA Vice Chair

The duties of the SACUA Vice Chair are as follows:

1. Take on the term of Chair if the Chair becomes unable to complete the term.
2. Stand in for the Chair at SACUA, Senate Assembly, or Faculty Senate Meetings if needed.
3. Assist the Chair in the administration and preparation of SACUA, Senate Assembly, and Faculty Senate meetings, including by taking part in agenda planning meetings.
4. Review Senate Assembly draft minutes for possible correction.
5. Attend ceremonial events (i.e. Honors Convocation or Hooding Ceremonies, Regent luncheons) when invited.
6. Serve as a SACUA liaison to the AAAC.
7. Facilitate, as needed, the work of the SACUA and DMNC chairs in securing opportunities for DMN visitors for engagement across the Ann Arbor campus, outside of the DMN lecture.
8. Attend, when requested, other meetings needing SACUA representation, such as the President's Cabinet and other advisory meetings.

Approved by SACUA: 10/09/2023

2.2. Preparing Minutes for SACUA, Senate Assembly, and University Meetings

Minutes are required for all SACUA, Senate Assembly and University meetings. These minutes must adhere to all general guidelines, and they must also follow all meeting specific guidelines. The guidelines are as follows:

General guidelines

Recording

1. The Senate Secretary may record meetings as an aid for drafting the minutes, except during the following:
 - a. Executive sessions
 - b. When guests are present, unless they provide their permission in advance
2. These recordings will be for the sole use of the Senate Secretary for the preparation of minutes.
3. Once minutes are approved, the Senate Secretary shall delete any such recordings.

Minutes Deadlines

1. **Regular Minutes Deadline.** For Monday SACUA meetings, the Senate Secretary will aim to send a final draft of SACUA meeting minutes to the [Faculty Senate Office](#), copied to the [Faculty Senate Chair](#), by the Thursday morning following the meeting (“the regular minutes deadline”).
2. **Extended Minutes Deadline.** For University Senate meetings, Senate Assembly meetings, non-Monday SACUA meetings, weeks impacted by the observance of holidays, breaks, season days, or instances in which the Senate Secretary would benefit from additional time, meeting minutes may instead be sent later than the Regular Minutes Deadline.
 - a. The “Extended Minutes Deadline” shall be the next subsequent Thursday morning after the Regular Meeting Deadline and any intervening holiday observance, break, or season day.

- b. Generally, this Extended Minutes Deadline will often be on the Thursday morning of the week after the meeting.

SACUA

1. Minutes Review

- a. The Faculty Senate Office Director will review and edit, with changes tracked, the first draft of any minutes that are received by noon on Thursday of each week as soon as reasonably possible. The review and subsequent SACUA approval of any minutes that the Faculty Senate Office receives after Thursday at noon or during the observance of any holidays, breaks, or season days may be deferred until the next week or as soon thereafter as is reasonably possible.
- b. The Faculty Senate Office Director will send the edited minutes to the [Faculty Senate Chair](#) for final review and edits.
- c. The Faculty Senate Chair will send the final edited minutes to the [Faculty Senate Office](#) as soon as possible.
- d. If the Faculty Senate Office receives the edited minutes after noon on the Friday before a Monday SACUA meeting, the minutes might not be approved at that Monday SACUA meeting and may instead be deferred to the next subsequent SACUA meeting for review and approval.

2. Minutes Distribution

- a. After receiving the edited minutes from the SACUA Chair, the Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention:

MM/DD/YY SACUAMinutesDraftforDistribution

In the final draft copy, the Faculty Senate Office Director will remove all comments and track changes.

- b. After preparing the file, the Faculty Senate Office may then distribute to SACUA the final draft minutes, if ready in time, with any meeting materials sent to SACUA the Friday afternoon before the next scheduled Monday SACUA meeting.

- c. At any time prior to or during SACUA approval of the final draft minutes, both the Senate Secretary and the Faculty Senate Chair may suggest such further changes as they deem warranted, including in response to any changes the Faculty Senate Director accepted as part of finalizing the final draft minutes.

3. Corrections

- a. After minutes are approved at a SACUA meeting, the Senate Secretary will make any changes made during the meeting and will send the final approved minutes to the [Faculty Senate Office](#) with the naming convention:

MM/DD/YY SACUAMinutesApprovedforPosting

If the minutes were approved without changes, the Faculty Senate Office may change the name of the file itself.

Senate Assembly

The process detailed above for SACUA meetings is the same for Senate Assembly meetings, with the following changes:

1. The Faculty Senate Office Director will send the edited minutes to the [Faculty Senate Vice Chair](#) for final review and edits, with changes tracked.
2. The Faculty Senate Vice Chair will send the final edited minutes to the [Faculty Senate Office](#) within one week of receipt.
3. The Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention:

MM/DD/YY SAMinutesDraftforDistribution

4. The Faculty Senate Office may then distribute the final draft minutes, with any meeting materials sent to the Senate Assembly.
5. If the Faculty Senate Office receives the edited minutes after noon on the Tuesday before a Monday Senate Assembly meeting, the minutes might not be approved at that Monday Senate Assembly meeting and may instead be deferred to the next subsequent Senate Assembly meeting for review and approval.

6. At any time prior to or during Senate Assembly approval of the final draft minutes, either the Senate Secretary, the Faculty Senate Chair, or the Faculty Senate Vice Chair may suggest such further changes as they deem warranted, including in response to any changes the Faculty Senate Director accepted as part of finalizing the final draft minutes.
7. After minutes are approved at a Senate Assembly meeting, the Senate Secretary will make any changes made during the meeting and will send the final approved minutes to the [Faculty Senate Office](#) with the naming convention:

MM/DD/YY SMinutesApprovedforPosting.

If the minutes were approved without changes, the Faculty Senate Office may change the name of the file itself.

University Senate

The process detailed above for SACUA meetings is the same for Senate Assembly meetings, with the following changes:

1. The Faculty Senate Office Director will retain the edited minutes file while also creating a final draft copy with the following naming convention:

MM/DD/YY SenateMinutesDraftforDistribution

2. Approval of University Senate minutes cannot be deferred to a subsequent meeting.

Approved by SACUA: 10/09/2023

3. SACUA Operations

3.1. Handling Endorsement Requests Received by SACUA

Periodically the SACUA Chair or other SACUA members receive requests for SACUA to endorse resolutions, petitions, or positions on various topics from a variety of constituents. To ensure that all requests are handled objectively, and to maintain SACUA's independence as a central faculty governance body, rather than endorse a third party request, SACUA will consider issuing an independent statement concerning the issue. When an endorsement request is received, the following steps will be taken:

1. The SACUA-member recipient of the request will share the request with SACUA electronically.
2. The SACUA Chair will poll SACUA within three working days to determine whether an independent SACUA statement concerning the issue is desired.
3. If an independent statement is desired, at least one SACUA member must volunteer to take the lead on preparing a draft statement to be discussed and finalized by SACUA.
4. If no one volunteers to draft a statement, then SACUA will forgo issuing an independent statement.
5. The SACUA Chair will respond to the individual who requested the endorsement accordingly.
6. Any SACUA member who wishes to endorse a resolution, petition, or position may do so independently from SACUA, but agrees to do so without reference to their affiliation with SACUA.

Approved by SACUA: 2/7/2022

3.2 SACUA Nominations and Appointments

Periodically throughout the year, SACUA is asked to suggest faculty for consideration to serve on University or Unit level committees, working groups, task forces, etc. SACUA is generally asked to provide three nominations. In some situations, SACUA makes a direct appointment. When not provided with the nomination or appointment request, the Faculty Senate Office will ask for a general description of the committee as well as the expected term of service and time commitment involved.

Nomination Process

Given that these requests are often sought on short timelines these standard operating procedures outline an expeditious process to identify the strongest candidates when requested. The entire process will be handled via email. The process will take a minimum of one week to respond to a nomination request.

1. The FSO will contact SACUA, appropriate Senate Assembly members, as well as two appropriate Senate Assembly committees to ask for suggestions for said committee. A general description of the committee, expected term of service, and estimated time committed will be provided, when possible. For the SACUA members, a direct link to a Google doc sheet for recording nominations will be shared. The Senate Assembly members and committees will be asked to reply through email. (two days)¹
2. The FSO will send the full list of eligible names received to SACUA to see if there are objections to any of the suggested individuals due to eligibility. The nominations must be for currently active faculty, not retired faculty or staff members or faculty who have left the University. (one day)
3. The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration. (two days)
4. The FSO office will share the list of willing faculty with SACUA with an Electronic Voting survey to rank the candidates, with a short biographical description provided for each candidate and a link, where available, to a personal faculty page. (two days)
5. The ranked list will be returned by the FSO Director or SACUA Chair to the Administrator asking for suggested names (soon after the SACUA vote closes).
6. The Faculty Senate Office will notify everyone nominated for SACUA consideration regarding whether they were selected as one of SACUA's nominees. Anyone that

¹ Days listed in parentheses throughout this document are the minimum working days expected to be needed to complete a particular step in the process.

SACUA nominated will also be notified that their names are being sent forward to the requesting administrator's office, and that further information will be provided by that office. (one day)

Appointments

At the Chair's discretion or upon an affirmative vote by SACUA, the above process may be extended for appointments, in recognition that SACUA is the last step in the appointment process. So that candidates will submit a candidate statement for SACUA's consideration, the following additional steps will occur as part of step 3 above ("The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration.")

The following additional steps will add a minimum of one week to the process:

- 3a. The FSO will solicit from the SACUA membership suggestions on any content or questions that candidates ought to address in their candidate statement. (two days)
- 3b. The FSO will then summarize SACUA's feedback into draft language for a statement request to be shared with the candidates, and the FSO will submit that language to the SACUA Chair for review and revision. (one day)
- 3c. The FSO will then submit that proposed statement request language to SACUA for review. (one day)
- 3d. The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration and to request a short candidate statement addressing the approved statement request (at least three days and depending on the complexity involved).

Approved by SACUA: 4/22/2024

3.3 Faculty Grievance Monitor and Assistant Faculty Grievance Monitor Appointments

Appointment

- Faculty Grievance Monitor
 - In February, SACUA shall appoint a Faculty Grievance Monitor (FGM) to serve a one-year term that begins on May 1st.
 - The FGM may be reappointed to consecutive terms.
 - The FGM must be a tenured faculty member of the Ann Arbor campus.²
 - The FGM is the principal individual appointed as SACUA's Faculty Grievance Monitor for faculty grievance cases on the Ann Arbor campus, with such responsibilities as are listed in any Ann Arbor campus grievance procedure.

- Assistant Faculty Grievance Monitors
 - In February, SACUA shall also appoint two to four assistants to the FGM for a one-year term that begins on May 1st.
 - Assistant FGM's may be reappointed to consecutive terms.
 - Assistant FGM's must be tenured faculty members of the Ann Arbor campus.
 - The FGM has the authority and discretion to delegate any responsibilities that arise pursuant to any of the Ann Arbor Faculty grievance procedures to any of the Assistant FGMs, including to serve as SACUA's Faculty Grievance Monitor for a particular case.
 - SACUA will aim to create a mix of faculty with and without experience serving as Assistant FGMs to help expand the pool of faculty with expertise in the administration of faculty grievance cases.

² The one-year appointment and the requirement that the faculty member be tenured are current requirements stated in the faculty grievance procedures.

- Additional Appointment Provisions
 - Among the FGM and Assistant FGMs, at least one appointed individual should be from the Medical School, since the Medical School has norms and procedures that sometimes differ from the rest of the University.
 - If the term of the FGM or an Assistant FGM ends while that person is serving as the Faculty Grievance Monitor for an individual grievance case, they shall continue to serve as the Faculty Grievance Monitor in that case until it is completed.
 - Because grievance cases may come to SACUA on appeal regarding whether an issue is grievable, the following cannot be appointed as the FGM or an Assistant FGM:
 - Any current SACUA member;
 - Any regular non voting participant in SACUA's meetings, including the Senate Secretary and the SACUA Immediate Past Chair.

FGM Committee

In addition to assisting with individual faculty grievance cases, the FGM and the Assistant FGMs shall together constitute the "FGM Committee."

- The FGM will chair the FGM Committee.
- The FGM Committee will have the following charge items:
 - Develop and maintain resources based on prior FGM experiences that would assist current and future FGMs in understanding the role and how to perform it well;
 - Develop and maintain a process for compiling data and reporting sufficient information and recommendations so that SACUA can annually review the effectiveness of the grievance system, while also avoiding overloading SACUA with complex and lengthy case summaries;
 - Assist SACUA with such other grievance system issues and initiatives that may arise—but with recognition that the FGM's primary responsibility is to assist with individual grievance cases, which is already a service workload that SACUA should take into account.

- The Faculty Senate Office shall provide administrative support for the work of the FGM Committee.

Approved by SACUA: 9/25/2023

4. Faculty Senate Office Operations

4.1 Faculty Senate Office Event Coordination with U-M Offices and Groups

Periodically, the Faculty Senate Office collaborates for events and meetings with other U-M administrative offices and with U-M faculty, staff, or student groups. Examples of such collaborative efforts include the following:

- Co-funding events;
- Co-organization of event speakers;
- Sharing logistical tasks, such as event registration, provision of ASL/Captioning services, venue reservations, event promotions, virtual hosting, catering, A/V support, and other event organization details;
- Supporting other U-M offices and faculty groups, including with behind-the-scene logistics.

Such collaborations are often essential because the Faculty Senate Office has a small staff and budget. Moreover, such collaborations with U-M offices and faculty groups tend to improve the quality of an event through wider feedback and involvement. Event attendance is also generally improved when other U-M offices and groups are engaged with an event. Also, as a good campus citizen, the FSO can assist other offices and faculty groups that reach out for help. Due to the minutiae involved with such collaborations and the time-sensitive nature of event planning, it is impractical to involve SACUA in these collaborations, but the Faculty Senate Office should nonetheless be transparent with the Faculty Senate's leadership.

This Standard Operating Procedure authorizes the Faculty Senate Office to engage in event and meeting coordination with U-M offices and group with the following provisos:

- Broadly, the Faculty Senate Office's collaboration with U-M offices and groups must support the University's mission and core values as well as the role of faculty governance at the University;
- Any collaborative efforts must abide by all University and Faculty Senate policies and procedures;
- The FSO may only collaborate with current U-M offices or groups organized by current U-M faculty, staff, or students unless it receives pre-approval from SACUA;
- The specifics of the collaboration may vary, depending on the context. "Collaboration" is a term intended in this SOP to be read broadly, and it does not imply a legal agreement or anything about the degree that both parties are responsible for the overall planning, organizing, or administration of an event or meeting. One party may be primarily responsible for the event/meeting, with the other party providing minimal but helpful support.
- The SACUA Chair must approve;

- If the event or meeting is in support of a committee event, the committee chair or co-chairs must approve;
- The FSO Director shall include in the Director's regular reports to SACUA information about any collaborations entered into pursuant to this SOP;
- In September, the Faculty Senate Office will share with SACUA for its review an annual summary of its collaborations with U-M offices and groups during the prior academic year.

Approved by SACUA on December 9, 2024

II. SENATE ASSEMBLY

1. Senate Assembly Nominating Committee

Structure

- 1.1 The name of this Senate Assembly Committee shall be the “Nominations Committee.”
- 1.2 The members of the Nominations Committee shall be all third-year members of the Senate Assembly and all third-year members of SACUA.
- 1.3 By May 1st of each year, the Nominations Committee shall elect one of its members, other than the current chair, to serve in the next academic year as the Nominations Committee Chair.
 - a. The elected Nominations Committee Chair will return for a second academic year as a member of the Nominations Committee, notwithstanding the member’s Senate Assembly term ending;
 - b. In the event the elected Chair becomes unable or unwilling to serve as Chair, the Nominations Committee members shall elect a new Chair from among themselves.

Nominations Committee Responsibilities

- 2.1 The Faculty Senate Office shall assist the Nominations Committee with the responsibilities listed below, including with the following:
 - a. Maintaining minutes, roster drafts, and other documents.
 - b. Assisting with meeting logistics.
 - c. Performing other actions useful for the committee’s function, including an annual call to the Faculty Senate membership for volunteers that the Nominations Committee may consider.
- 2.2 In October of each year, the Faculty Senate Office shall assist with scheduling the Nomination Committee’s first meeting of the year.
- 2.3 During the Fall Term, Senate Assembly and Senate Assembly Committee members shall assist by suggesting faculty for the Nominations Committee to consider.
- 2.4 By February 1st of each year, the Nominations Committee shall nominate chairs for each Senate Assembly committee to serve during the next academic year, and the committee shall verify nominee interest.
- 2.5 By May 1st of each year, the Nominations Committee shall nominate members to add to the rosters of each Senate Assembly committee for terms beginning on September 1st, and the committee shall verify nominee interest.

- 2.6 Nominations shall be submitted to the SACUA Chair and the Faculty Senate Office, with an indication that nominee interest has been verified.
- 2.7 In the event the Nominations Committee is unable to nominate sufficient members or chairs, SACUA members shall nominate individuals to fill the vacancies.
- 2.8 In addition to providing nominations, the Nominations Committee shall consider the following and send, if warranted, recommendations to the SACUA Chair:
 - a. Principles and guidance for the composition of committee rosters;
 - b. The roles on Senate Assembly committees of individuals who are not voting Senate members;
 - c. The overall structure of the Senate Assembly's committees.

Roster Approval

- 3.1 SACUA shall vote on whether to approve all nominations within 30 days of their receipt by the SACUA Chair. During that SACUA approval process, SACUA members may further nominate additional individuals as committee members or chairs for SACUA approval.
- 3.2 Upon SACUA's approval of any nominations, such nominations shall be deemed automatically approved by the Senate Assembly immediately upon the Senate Assembly receiving notice of SACUA's action, although the Senate Assembly retains the power to reconsider that approval at any time.
- 3.3 SACUA shall review all recommendations received by the SACUA Chair from the Nominations Committee.

Temporary Appointments

- 4.1 Throughout the academic year, the SACUA Chair may appoint additional faculty to serve temporarily on committees as members or chairs, as needed, to help address committee membership needs.
- 4.2 Such temporary appointments shall be deemed immediately approved by SACUA and the Senate Assembly upon SACUA receiving notice of such an appointment, although SACUA retains the power to reconsider that appointment at any time.
- 4.3 Temporary appointments may only be to complete the current academic year, but individuals so appointed will be eligible for nomination by the Senate Assembly Nominating Committee for a consecutive two-year term beginning the following academic year.

SACUA Approval: 10/09/2023

Senate Assembly Approval, with revisions: 11/13/2023

2. SACUA Vacancies

The Senate Rules provide that “a temporary or permanent vacancy shall be filled by any method approved by the Assembly,” and the following procedure shall be that approved method (Article III, section I). Completing this procedure requires approximately five to six weeks.

- **Vacancy.** SACUA members who need to temporarily or permanently step down from membership on SACUA should inform the SACUA Chair and the Faculty Senate Office (FSO) as soon as possible. Sabbaticals and parental leave are supported as a temporary vacancy. Generally, vacancies do not need to be filled for temporary leave occurring during the summer months or for less than two months during the academic year.
- **Vacancy Election.** SACUA vacancies shall be filled by current Senate Assembly members pursuant to a special election timed to minimize how long a SACUA seat is vacant.
- **Vacancy Term Length.** If a vacancy is temporary, the term of the vacancy seat shall be until the return of the SACUA member who was temporarily replaced. If the vacancy is permanent, the term of the vacancy seat shall be until the end of the term of the SACUA member being permanently replaced.
- **Vacancy Election Process Initiation.** The vacancy election process shall begin through either a SACUA or Senate Assembly vote to approve the initiation of the process.
- **Nominations.** Within three workdays of the initiation of the vacancy election process, the FSO will announce by email to the Senate Assembly the following:
 - Notice that for a period of three weeks commencing immediately, the FSO is receiving nominations (including self-nominations) of current Senate Assembly members to fill a vacancy on SACUA;
 - The vacancy term period;
 - A short summary of SACUA responsibilities;
 - Eligibility details;
 - Information about how to submit nominations;
 - The deadline for nominations.
- **FSO Duties During the Nomination Period.** On a rolling basis as nominations are received, the FSO will perform the following duties:
 - Confirm nominee eligibility while considering SACUA’s current composition, the Senate Rules, and this procedure;

- Contact nominees to confirm their interest;
- Contact nominees to request a written candidate statement.
- **Candidate Statement.** Eligible and interested nominees must submit a written candidate statement of no more than 100 words within two workdays following the close of the nomination period. They may also provide a two-minute maximum video statement, with the FSO available to help candidates record that video.
- **Ballot.** Within three workdays of the close of the nomination period, the FSO will distribute an electronic ballot to the Senate Assembly to vote on one candidate to fill the vacancy, with the ballot remaining open for 72 hours. The ballot will include biographical information about each candidate as well as their provided candidate statement. The top vote-getter shall be elected for the term of the vacancy.
- **Ties.** If the vote on the ballot results in a tie, an electronic runoff election will take place within one week, over a period of 72 hours.
- **Announcement.** Within two workdays of the close of a ballot successfully electing a Senate Assembly member to fill the SACUA vacancy, the FSO will announce the result to the Senate Assembly.

Approved by SACUA on September 16, 2024

Approved by the Senate Assembly on September 23, 2024.

III. FACULTY SENATE OFFICE

1. Senate Assembly Quorum Calculations

For each Senate Assembly meeting, the Faculty Senate Office will calculate and share with the Senate Assembly Chair and the Senate Parliamentarian the number of Senate Assembly members required for a quorum as provided below. This described process implements all applicable (1) provisions of the Senate Rules and (2) resolutions of the Senate Assembly.

1. Begin with the total number of Senate Assembly members, if all seats are filled.
2. Subtract the number of seats that are currently vacant as of the date of the Assembly meeting.
3. Calculate how many members of the Assembly have been absent from 3 consecutive Assembly meetings without requesting an alternate, and subtract that number from the number of filled seats.
 - a. *If a member of the Assembly is absent from 3 consecutive Assembly meetings without requesting an alternate, the seat shall not count against quorum. (Action of Senate Assembly, 102609-2).*
4. Add the number of current SACUA members who are voting members of the Senate Assembly *solely* by virtue of their SACUA membership.
 - a. *SACUA members serving as an elected representative filling one of the Assembly's 77 seats are already included above and should not be added again during this step.*
5. A majority of the resulting calculated number shall constitute a quorum.
 - a. *Under the Senate Rules, a majority constitutes a quorum.*

Example of determining quorum for Senate Assembly:

- Total number of Senate Assembly seats: **77**
- Number of vacant Senate Assembly seats: **4**
- Number of absentee seats: **3**
- Number of SACUA "In Virtue" members: **5**
- Quorum Calculation:
 - **77-4-3+5=75**
 - **Quorum=38**

Approved by the FSO Director: 8/09/2024

2. Physical Record Retention

- Any physical records containing sensitive personnel information (hereinafter “personal records”) being maintained by the Faculty Senate Office (FSO) shall be secured from general access. The FSO Director shall be responsible for managing access to such personal records.
- Unless otherwise required under any applicable SPG or other relevant University policy, the FSO shall not retain personal records for longer than ten years.
- The FSO shall annually audit its files for personal records to determine compliance with this standing operating procedure.
- Any personal records found to be older than ten years shall be considered in relation to applicable University policy to determine if they must be retained. The FSO shall destroy any such personal records that do not need to be retained.
- The FSO shall use a shredder, shredding service, or other reasonable means of securely disposing of personal records.

Approved by the FSO Director: 8/07/2024

IV. S.O.P APPROVAL DATES

List of S.O.P.s, Approval Groups, and Approval Dates

1. [SOP Creation, Collection, and Publication](#)
 - a. Approved by: SACUA
 - b. Approved on: 10/09/2023
2. [Conflicts of Interest Rule: SACUA Membership While Holding Certain University Leadership Positions](#)
 - a. Approved by: SACUA
 - b. Approved on: 3/06/2023
3. [Committee Transparency](#)
 - a. Approved by: SACUA
 - b. Approved on: 4/22/2024
4. [Duties of the SACUA Vice Chair](#)
 - a. Approved by: SACUA
 - b. Approved on: 10/09/2023
5. [Preparing Minutes for SACUA, Senate Assembly, and University Meetings](#)
 - a. Approved by: SACUA
 - b. Approved on: 10/09/2023
6. [Handling Endorsement Requests Received by SACUA](#)
 - a. Approved by: SACUA
 - b. Approved on: 2/7/2022
7. [SACUA Nominations and Appointments](#)
 - a. Approved by: SACUA
 - b. Approved on: 4/22/2024
8. [Faculty Grievance Monitor and Assistant Faculty Grievance Monitor Appointments](#)
 - a. Approved by: SACUA
 - b. Approved on: 9/25/2023
9. [Faculty Senate Office Event Coordination with U-M Offices and Groups](#)
 - a. Approved by: SACUA
 - b. Approved on: 12/9/2024
10. [Senate Assembly Nominating Committee](#)

- a. Approved by: SACUA and Senate Assembly
- b. Approved by SACUA on: 10/09/2023
- c. Approved by Senate Assembly on: 11/13/2023

11. SACUA Vacancies

- a. Approved by: SACUA and Senate Assembly
- b. Approved by SACUA on: 09/16/2024
- c. Approved by Senate Assembly on: 09/23/2024

12. Senate Assembly Quorum Calculations

- a. Approved by: FSO
- b. Approved on: 8/09/2024

13. Physical Record Retention

- a. Approved by: FSO
- b. Approved on: 8/07/2024