STATEMENT OF FUNCTIONS
UHM FACULTY SENATE

Faculty Congress
The University of Hawaii at Manoa Faculty Congress, composed of all Manoa faculty members, and its Senate represent the faculty with respect to academic decision-making and policy development at the University of Hawaii at Manoa and the University of Hawaii at Manoa Faculty Senate is the policy-recommending agent of the Congress with respect to the academic goals, policies, and programs of Manoa consistent with the Board of Regents' policy on "Academic Decision-Making and Academic Policy Development," including the establishment and maintenance of standards for scholarship, instruction, research, and public service. The Congress convenes at least once in each semester at a date set by the Senate.

Faculty Senate
All recommendations on behalf of the faculty on academic goals, policies, programs for the University of Hawaii at Manoa or that affect the University of Hawaii at Manoa and require action by the President or the Board of Regents are made by the Senate. The Senate initiates recommendations for action or for consideration and referral to the President or the Board of Regents. The Faculty has a professional concern for and primary responsibility for the curriculum, methods, and standards of scholarship, instruction, research, and public service performed by the faculty, as well as those aspects of student life which relate directly to the educational process. The Senate is comprised of faculty members elected by and from the Congress and has under its jurisdiction various committees which function on behalf of the Congress through the organization of the Senate. The Senate meets at least once a month at a time agreed upon by the Executive Committee. All meetings of the Senate may be attended by any member of the University community.

Senate Executive Committee
The Executive Committee serves as an agent of the Congress and of the Senate. Principal officers of the Executive Committee are automatically officers of the Senate and Congress. The Executive Committee prepares the agenda, including those agenda items that are requested by the President and approved for inclusion on the agenda by the Executive Committee and announces the agenda in an issue or issues of the University Bulletin preceding each meeting of the Senate. The Executive Committee meets at least once a week. The Executive Committee, acting on behalf of the Senate and the Congress, identifies and arranges for consideration and study all goals, policies, and programs relating to the physical and academic development of the University of Hawaii at Manoa, including allocation of financial resources, student enrollment, distribution of enrollment among programs and between upper-division and lower-division programs, direction of emphasis in existing programs, the academic effect of administrative organization, quality of scholarship, quality of teaching, quality of research, quality of service, and the
relationships between the University of Hawaii at Manoa and other units of the University System. In addition, the Executive Committee's duties include:
(1) Make recommendations to the President;
(2) Provide that the Congress is informed of its substantive activities;
(3) Swear the results of elections;
(4) Coordinate the work of its Committees;
(5) Prepare the agenda of the Senate and of the Congress;
(6) Submit to the Congress resolutions referred by the Senate;
(7) Transmit general Senate resolutions, with a record of the vote, to the President and to the Board of Regents;
(8) Prepare and disseminate reports on the work of the Senate and of Congress;
(9) Receive communications from the University Administration and the Board of Regents to the Senate and the Congress; and
(10) Perform such other duties as are specified in the provisions of the Congress and Senate bylaws.

The Executive Committee designates one of its members to serve as liaison to each of the standing committees and to ad hoc committees and task forces as considered appropriate. The Executive Committee may adopt rules and regulations, consistent with University and Regent policy, as it deems necessary.

Standing Committees:

CAPP-Committee on Academic Policy and Planning: The Committee consists of fifteen senators. The Committee, acting upon recommendations and findings made by its subcommittees, examines academic goals, policies, and programs with respect to standards of professional ethics; establishment and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs. In addition, the Committee can provide advice, as requested by or through the President, on matters of concern to the committee.

COA-Committee on Administration: The Committee consists of fifteen senators. Its duties include: examine physical conditions and facilities on campus; student affairs, including but not limited to, registration, advising, dismissal, withdrawal from courses, student government, and student publications; make-up of the Congress and Senate; and ongoing need for changes in the Charter of the Faculty Congress and Senate, Regent policy on "Academic Decision-Making and Academic Policy Development," and like University policy. In addition, the Committee may provide advice, as requested by or through the President, on matters of concern to the Committee.

COS-Committee on Selection: The Committee consists of fifteen senators and is responsible for implementing the provisions in the Bylaws of the Congress and Senate for approving the conduct of all nominating elections, conducting all final
elections for members of the Senate, conducting elections for
selected members of standing committees, selecting members for
subcommittees, ad-hoc committees, and task forces, conducting the
balloting on resolutions submitted to the Congress, seeking out
candidates for committee seats to which faculty are appointed and
nominating persons for those seats, and seeking out candidates
for faculty positions on committees appointed by or responsible
to the President.

Ad Hoc Committees and Task Forces

The Ad Hoc Committees and Task Forces are established by the
Senate Executive Committee to explore issues and to make written
recommendations to the Executive Committee.

Secretary 11, SR 12, Position #13599

The primary duties are to assist the Chairperson and members of
the Senate Executive Committee in rendering administrative and
secretarial services; to attend all meetings of the Senate
Executive Committee (weekly), the Faculty Senate (monthly) and
the Faculty Congress (each semester) as a resource person; and
to assist the standing committees, the ad hoc committees and task
forces in their clerical and secretarial duties. In addition,
the Secretary performs her normal duties in the Senate office;
i.e., using the word processor, xerox, ditto machine to get out
minutes, agenda, memoranda, reports, letters, resolutions;
filing, order supplies, student time sheets, quarterly
budgets, travel reports, sort mail, independently respond to
routine correspondence and refer other correspondence to
the Senate Executive Committee chairperson.