



**Interim University Assembly Charter**

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## **ARTICLE I. PURPOSE AND AUTHORITY**

### **Section 1: Purpose**

The University Assembly shall serve as a representative body of the university stakeholders at PennWest University: students, faculty, administration, and staff. The purpose of the University Assembly is to achieve meaningful university-wide shared governance in all matters pertaining to policies at the university that involve academic affairs; student affairs; residence life; facilities; institutional resources; enrollment management; finances and budgets; libraries; athletics; and diversity, equity and inclusion (DEI). The University Assembly will ensure that all such policies are consistent with the core values of PennWest University: student success, collegiality, transparency, innovation, inclusion, and a culture of assessment.

In its capacity as a university-wide shared-governance body representing the interests of all university stakeholders, the University Assembly shall serve as the final body by which all university-wide policies regarding the aforementioned areas are considered and recommended for adoption, emendation, replacement, or elimination. Final approval rests with the University President.

### **Section 2. Authority**

The advisory authority of the University Assembly shall be limited to university-wide issues and shall extend to all of those noted in Section I, except as limited by any relevant collective bargaining agreement(s).

The University Assembly shall have the authority and duty to receive and consider matters referred to it by other PennWest governance bodies (e.g., Faculty Senate, Student Government, or any other university body that elects or appoints members to the University Assembly), by the university president, or by the PennWest Council of Trustees. The governing authority of the University Assembly does not, however, supersede the constitutional authorities of other PennWest governing bodies

## **ARTICLE II. ROLES AND RESPONSIBILITIES**

1. Promote and sustain a positive environment for all PennWest University faculty, staff, and students based on equality, respect, and a spirit of collegiality.
2. Encourage and facilitate the respectful sharing of ideas, information, and policy development, and promote civil discourse among members and the constituent groups of the university, including university faculty, staff, students, and governing bodies.
3. Serve as advisors to the university president and other university administrators.
4. Serve as the deliberative body in the final review and provisional approval of university-level governance policies, except those limited by any relevant collective bargaining agreement(s).

## **ARTICLE III. MEMBERSHIP**

### **Section 1. Composition**

The total membership for the Assembly shall consist of the following voting members:

- Students (3 SGA representatives)
- Faculty Senate (3 representatives)
- APSCUF — Faculty (3 representatives)
- APSCUF — Coaches (3 representatives)
- Staff — AFSCME (3 representatives)
- Staff — SCUPA (3 representatives)
- Staff — SPFPA (Group determines count, not to exceed 3)

- Staff— POA (Group determines count, not to exceed 3)
- Staff— OPEIU (Group determines count, not to exceed 3)
- Staff— SEIU (Group determines count, not to exceed 3)
- Athletic Directors (3)
- Sr. Vice President for Academic Affairs and Provost
- Sr. Vice President for Institutional Effectiveness and Student Affairs
- Vice President for Diversity, Equity, and Inclusion
- Sr. Vice President for Finance
- Vice President for Global Online
- Sr. Vice President for Advancement
- Sr. Vice President for Strategic Initiatives and Administration
- Chief of Staff and Executive Director for University Affairs

The University President is an ex-officio member of the Assembly.

A designee may serve as an alternative for any member who is not able to attend a meeting.

### **Section 2. Voting Rights**

All members of the University Assembly, or their designees, will have full voting rights for University Assembly matters. If a University Assembly member is absent from a meeting, their designee assumes full voting rights for the specified session. Each designee will be identified during roll call at the start of each meeting.

### **Section 3. Terms of Office**

The term of office for each University Assembly member will be determined by the constituency group they represent or ex officio for university administrators. The Chair is responsible for working with constituency groups to ensure that any vacancies on the University Assembly from those groups are filled expeditiously.

Should a vacancy arise, it may be filled immediately through a special election. The person elected shall complete the term of the individual who vacated the position.

### **Section 4. Duties of Assembly Members**

Membership on the University Assembly requires regular attendance at assembly meetings. It is the continuous obligation of University Assembly members to report to their constituencies regarding the discussions, decisions, and recommendations of the assembly and to solicit questions and suggestions from constituents for presentation to the assembly.

## **ARTICLE IV. OFFICERS AND ELECTIONS OF OFFICERS**

### **Section 1. Chair**

1. Calls and presides over meetings of the University Assembly.
2. Coordinates assembly activities.
3. Prepares and distributes agendas for all assembly meetings

### **Section 2. Vice Chair**

1. Serves as acting chair when needed.
2. Performs all duties when the chair is absent or unable to perform duties of the position.

### **Section 3. Secretary**

1. Tracks attendance of assembly meetings.

2. Records and distributes meeting notes.
3. Maintains copies of all relevant assembly files on a shared drive.
4. Maintains the assembly membership list.
5. Maintains a copy of the current charter.

There shall be a staff liaison from the president’s staff to the Assembly who shall attend the meetings of the assembly and record the meeting notes. The liaison shall be responsible for assuring that all Assembly meetings are properly scheduled and the necessary notices are made for such meetings. The Liaison shall work with the Secretary to assure that official records are properly maintained.

**Section 4. Officer Elections**

University Assembly will rotate leadership office positions on a three-year repeating cycle per the table below. Officers will be elected by the membership on an annual basis.

Year	Chair	Vice Chair	Secretary
2022-2023	Faculty	Staff	Student
2023-2024	Staff	Faculty	Student
2024-2025	Faculty	Staff	Student

**ARTICLE V: MEETINGS**

**Section 1. Meeting Schedule**

Regular University Assembly meetings will be held monthly during the fall and spring semesters. In advance of each meeting, the chair shall provide assembly members with written notice of the meeting’s time, date and purpose.

Assembly meetings are open to all members of the University community. Observers may attend and listen to the conversation, but cannot actively participate in the discussion, vote, or otherwise officially take part in the meeting.

The chair of the University Assembly may also call a special session and may conduct email or online discussions of assembly business out of session, but no vote on any matter can be taken outside of a regular or special session except as noted in Section II. Meeting Format below.

**Section 2. Meeting Format**

All meetings will be held virtually using synchronous technology that allows for deliberation by members, such as video conference (e.g., Zoom) or other technologies.

If the Executive Committee determines that an item needs to be voted upon by the members before a meeting can be scheduled, the motion may be set forth to all University Assembly members by email. To be considered a valid result, the sum of the votes cast by email, yes and no, shall at least equal the number set for a quorum.

**Section 3. Quorum**

A quorum shall consist of 50% + 1 voting members of the University Assembly.

## **ARTICLE VI: COMMITTEES**

### **Section 1. Executive Committee**

The Executive Committee shall consist of the assembly's chair, vice chair, and secretary.

This committee shall:

1. Assist the Chair in setting meeting agendas.
2. Seek out and receive matters of university concern from all constituencies and, when appropriate, bring these matters to the attention of the assembly or relevant committees Propose the formation of ad hoc committees as needed to the assembly and ensure that the assembly is regularly apprised of their work Monitor the work of other University Assembly committees.

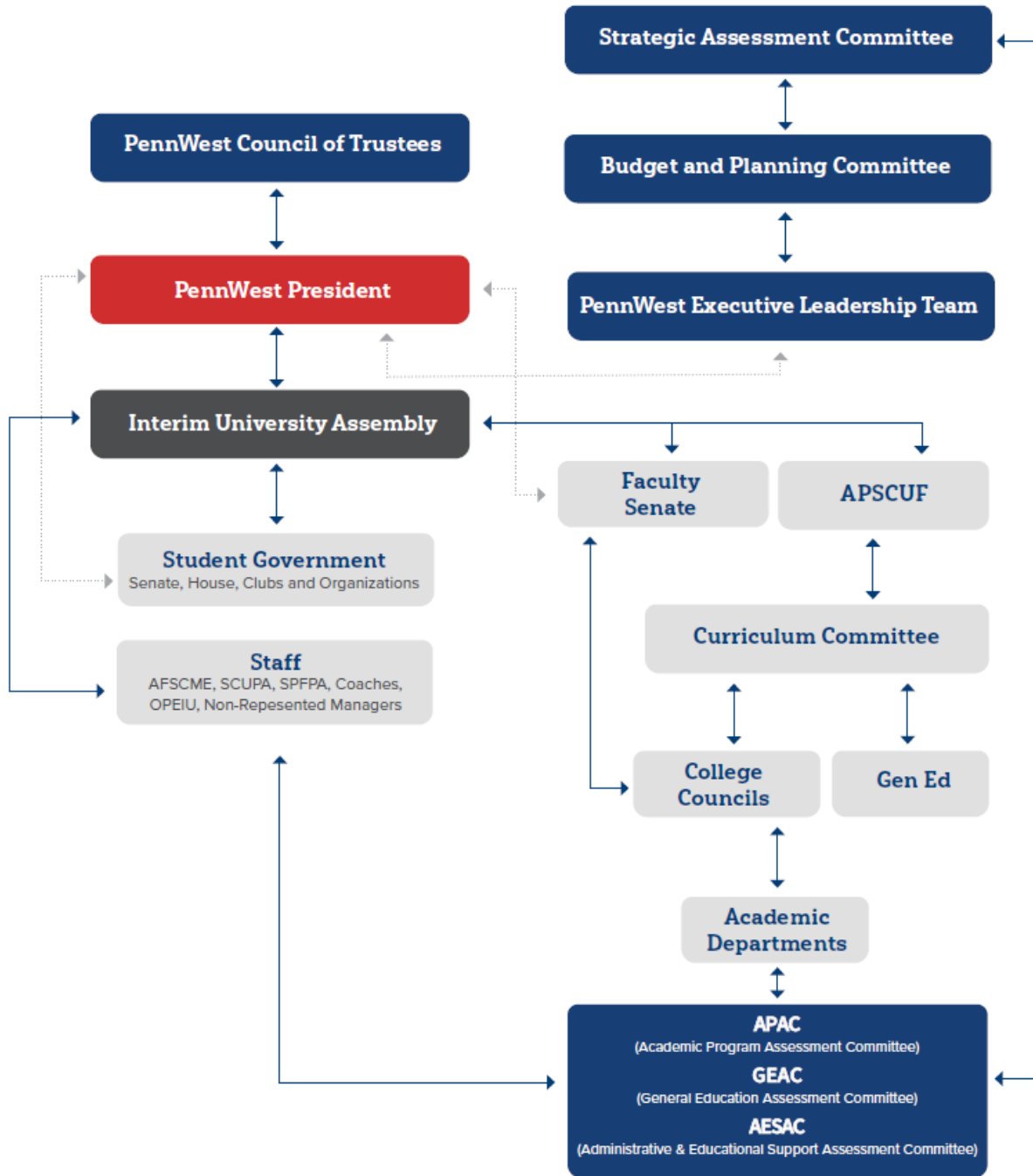
## **ARTICLE VII: SELF-STUDY**

The University Assembly will develop and implement a process that specifically reviews and evaluates the university's shared governance structure at least once every three years and make recommendations for improvement as needed.

## **ARTICLE VIII. AMENDMENTS**

The University Assembly's charter may be amended by a two-thirds vote of the membership at any regular meeting, provided that the amendment was announced at the previous meeting and published in the meeting record distributed to assembly members.

**APPENDIX A: PENNWEST SHARED GOVERNANCE MODEL**



## APPENDIX B: PENNWEST SHARED GOVERNANCE DECISION MATRIX

