

**Florida International University**  
**Faculty Senate**  
**University Curriculum Committee Bylaws**

As provided by the Florida International University (FIU) *Faculty Senate Constitution and Bylaws*, the University Curriculum Committee is a standing committee of the Faculty Senate. The University Curriculum Committee shall encourage the incorporation of the goals of the FIU Strategic Plan into the curriculum. The committee also shall implement established procedures for the review and approval of curriculum proposals, and shall collaborate with the Undergraduate and Graduate councils to make recommendations to the Faculty Senate concerning curricular matters.

**Article I. Membership**

- A. The University Curriculum Committee shall comprise at least one faculty representative from each unit; faculty members shall be elected by the members of their respective units (i.e., college, standalone school, and FIU Libraries).
- B. The Chair of the Faculty Senate may also appoint Senators to the committee in accordance with Article V(F) of the *Faculty Senate Constitution and Bylaws* (as well as other members), provided that a majority of the committee's membership is elected directly by the respective units.
- C. The term of membership shall be two years. A unit with a committee member unable to complete the term of membership shall fill the vacancy with another representative to complete the term.
- D. Each committee member shall begin the term of office on the first day of the Fall semester of the year in which he or she was elected to office.
- E. The committee shall elect a Chair, Vice Chair, and Secretary at its first meeting each Fall semester.
- F. The Chair of the Faculty Senate shall be an ex officio, non-voting member of the committee.

**Article II. Duties and Responsibilities**

- A. To evaluate and recommend to the Faculty Senate curricular policies and procedures;
- B. To evaluate and recommend to the Faculty Senate curricular proposals and catalog copy;
- C. To maintain established, written policies and procedures at the Faculty Senate office; and
- D. To perform other related duties, as directed by the Faculty Senate or the Chair of the Faculty Senate.

**Article III. Voting**

- A. A quorum for a meeting shall consist of fifty percent of the membership (rounding up in the case of an odd number of members) or fifty percent plus one (in the case of an even number of

members). For purposes of calculating a quorum, the size of the body shall exclude unfilled vacancies.

- B. Voting issues shall be decided by a simple majority.

#### **Article IV. Meetings**

- A. Each Fall semester, a University Curriculum Committee Calendar of Meetings shall be developed for the upcoming academic year and shall be posted on the Faculty Senate website.
- B. Additional meetings/hearings shall be held as needed.
- C. The committee shall keep a written record of its meeting minutes on file in the Faculty Senate office.
- D. If an elected member of the committee cannot be present for a meeting, an alternate representative should attend. Any member of the committee who fails to attend two consecutive, regularly scheduled committee meetings without sending an alternate representative shall be considered to have resigned. In these cases, the Chair of the Faculty Senate shall instruct the Steering Committee member representing the same unit to initiate the process for replacing the committee member who resigned.
- E. All proposed action items should be referred to the Chair of the Faculty Senate for placement on a Faculty Senate meeting agenda.

#### **Version History**

- 04/18/2023 Revisions approved by Faculty Senate
- 09/16/2011 Revised