



THE SENATE
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TO: Faculty/Senate mailing list

FROM: Executive Committee of the Senate

DATE: August 19, 2024

SUBJ: Senate Meetings for the Academic Year 2024-25
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 2025-26

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., in KT G46. If the agenda is not exhausted during this meeting, the meeting will normally continue on the following Monday at the same time and location. 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:

2024	2025
September 9, 16	January 13, **, 27
October 14, *, 28	February 10, 17
November 11, 18	March ***, 17, 24
December 9	April 14, 21, 28

*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. The Executive Committee will supply the document number.

Document Deadlines

August 23, 2024 (Friday)	December 6, 2024 (Friday)
September 20, 2024 (Friday)	January 24, 2025 (Friday)
October 25, 2024 (Friday)	February 14, 2025 (Friday)
November 15, 2024 (Friday)	March 28, 2025 (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 unless the administration gave a written response in advance of the meeting that was included as a Senate Reference to the agenda."

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 clerk or can be accessed at <http://www.pfw.edu/senate/>.

SENATE MEETING DATES FOR 2025-2026 (Time: Mondays, 12:00-1:15 p.m.)

2025	2026
September 8, 15	January 12, **, 26
October 13, *, 27	February 9, 16
November 10, 17	March ***, 16, 23
December 8	April 13, 20, 27

*Fall Break

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***Spring Break