

APPENDIX V

BYLAWS OF FACULTY SENATE

PROCEDURAL BYLAWS OF THE FACULTY SENATE

ARTICLE I FACULTY ASSEMBLY [2005]

Section 1 Membership [2005]

A faculty assembly member is anyone who holds a faculty University appointment, including part-time faculty. All full-time faculty have voting privileges.

Section 2 Meetings

- A. A faculty assembly may be called after appropriate notification and announcement.
 - 1. A Faculty Assembly can be called by the Faculty Senate President, University President, Provost, Faculty Senate or petition signed by at least 10% of faculty with voting privileges.
 - 2. Before announcing an assembly, the Faculty Senate President, Provost, and University President must be notified.
 - 3. Agenda of the Faculty Assembly shall be announced to all voting assembly members at least 24 hours prior to the Assembly. Announcement may be in writing or by phone.
- B. The Provost, University President, or Senate President can preside at the Faculty Assembly depending upon who called the Assembly. The University President or Provost presides if he or she called the Assembly. The Senate President presides in cases in which the Senate, faculty petition or Senate President calls the Assembly.
- C. A quorum of 50% of the voting members is necessary for a vote.
- D. Faculty assemblies shall be for the purposes of
 - 1. Voting on issues referred to Faculty Assembly by the Faculty Senate;
 - 2. A forum discussion of issues related to the faculty and the University (no official votes are taken during a forum);
 - 3. Election of Faculty Senate President-Elect; and
 - 4. Election of Student Life Beautiful awardees or other such awards necessitating a vote of the faculty.

ARTICLE II FACULTY SENATE OFFICERS [2007]

Section 1 President

- A. It shall be the duty of the President of the Faculty Senate to
 - 1. Preside at all meetings of the Faculty Senate and communicate Senate actions to the Provost in writing;
 - 2. Preside at Faculty Assemblies he or she calls or are called either by the Senate or a petition of the faculty;

3. Ensure that the responsibilities of the Faculty Senate are met as prescribed by the Faculty Senate Constitution, Procedural By-Laws, and Faculty Handbook;
4. Serve as President of the Executive Committee of the Faculty Senate;
5. Appoint Faculty Senate ad hoc committee members subject to the approval by the Faculty Senate Executive Committee unless directed otherwise by the Faculty Senate;
6. Promote academic freedom and faculty welfare by acting as liaison between administration and faculty and representing the Faculty Senate, declaring its will and obeying its directives;
7. Make decisions on faculty matters in emergency situations subject to approval by the Executive Committee of the Faculty Senate;
8. Cast the deciding vote when necessary in Faculty Senate;
9. Be a non-voting ex-officio member of all committees of the Faculty Senate;
10. Represent faculty as a member of Academic Council;
11. Represent faculty as a member of University Planning Advisory Council;
12. Approve expenditure of Faculty Senate funds subject to approval by the Faculty Senate Executive Committee; and
13. Make an annual report to the Board of Trustees.

B. The Faculty Senate President-Elect shall assume the role of Faculty Senate President in the May meeting after the election of the new President-Elect.

Section 2 President Elect [2007]

- A. It shall be the duty of the President-Elect of the Faculty Senate to
1. Preside and perform the duties of the President of the Senate in absence of the President;
 2. Serve as a member of the Executive Committee of the Faculty Senate;
 3. Chair the Faculty Senate Committee on Committees;
 4. Be a voting member of the Faculty Senate; and
 5. Represent faculty as a member of University Planning Advisory Council.
- B. The election of the President-Elect is the responsibility of the Election Officer and shall be held in March. The new President takes office in the May meeting after election.

Section 3 Secretary-treasurer

- A. It shall be the duty of the Secretary-Treasurer of the Faculty Senate to
1. Serve as Secretary of the Faculty Senate and Faculty Assembly;
 2. Preside at meetings of the Faculty Senate in the absence of both the President and the President-elect of the Faculty Senate;
 3. Keep accurate minutes of Faculty Assembly meetings and of Faculty Senate meetings including the recording of motions and the votes thereon;
 4. Publish for the faculty the minutes of Faculty Assembly meetings;
 5. Publish for the faculty, administration, trustees, and Student Government Association a synopsis of Senate actions;

6. Publish and distribute approved minutes of Senate meetings to all Senators, the Provost, University President, and chair of the Board of Trustees;
7. Be a voting member of the Faculty Senate;
8. Ascertain that all official correspondence of the Faculty Senate, all resolutions, committee reports, and approved action reports from the Faculty Senate be on file in the university archives and that they be current and open for review by the faculty; and
9. Serve as a member of the Executive Committee of the Faculty Senate.

- B. The Secretary-Treasurer shall be elected by the Faculty Senate from the Faculty Senate membership at the first Senate meeting in May.

Section 4 Parliamentarian

- A. It shall be the duty of the Parliamentarian of the Faculty Senate to ensure that the rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Faculty Senate.
- B. The Parliamentarian shall be elected by the Faculty Senate from the Faculty Senate membership at the first Senate meeting in May.

Section 5 Duties of the Officers of the Senate

Officers of the Senate shall perform all duties ascribed to their respective position by the most recent edition of *Robert's Rules of Order* and the *Procedural Bylaws of the Faculty Senate*.

Section 6 Executive Committee [2007]

- A. The Faculty Senate Executive Committee shall consist of the President, President-Elect, Secretary-Treasurer, Election Officer, and the immediate past President of Faculty Senate.
- B. If the immediate past President is unwilling or unable to serve on the Executive Committee, the Faculty Senate shall elect a senator who served the previous year.

ARTICLE III COMMITTEES [2002, 2003]

Section 1 Faculty Senate Committees

- A. Membership in Faculty Senate committees may include students, faculty and administration at the discretion of the Faculty Senate. Only the faculty shall have voting privileges while individuals from other divisions of the institution may be requested to serve as non-voting *ex officio* members unless otherwise determined by Faculty Senate.
- B. Faculty Senate committees report to the Faculty Senate and their actions are subject to Faculty Senate approval.
- C. For purposes of committee composition and other routine Senate business that either requires or provides for an elected representative from each college of the

university, the University Library will be considered equivalent to a college and will be allowed to have elected committee representatives in the same manner as a college.

- D. There are two types of Faculty Senate Committees: standing and *ad hoc* committees.
1. Faculty Senate Standing Committees.
 - a. Senate standing committees are annually appointed by the Committee on Committees with the approval of the Faculty Senate.
 - b. The purview of Senate standing committees is enumerated in the Constitution, Article III, Section 1, A.
 - c. All actions and recommendations of Senate standing committees are subject to the approval of the Faculty Senate.
 - d. Any changes in the commission or task of a standing committee recommended by the Committee on Committees shall be approved by the Senate.
 2. Faculty Senate *ad hoc* Committees. These include the annually recurring short-term faculty responsibilities such as Lecture Coordinators and Commencement Juries.
 - a. Senate *ad hoc* committees may include students, faculty and administration but any non-faculty will be asked to serve ex-officio as non-voting members.
 - b. Senate *ad hoc* committees are created at the action of the Faculty Senate, they report to the Senate and all their actions and recommendations are subject to the approval of the Faculty Senate.
 - c. Unless the Senate directs otherwise, the President of the Faculty Senate in consultation with the Executive Committee shall appoint and commission the authorized committee.
- E. The ELECTIONS COMMITTEE is a Faculty Senate standing committee.
1. FORMATION: The ELECTIONS COMMITTEE is appointed each year by the Committee on Committees.
 2. COMMISSION: The Elections Committee is to coordinate the election of unit representatives on the Faculty Senate, College representatives to elected committees, and the President-elect of the Faculty Senate by the Faculty Assembly.
 - a. The chair of the Elections Committee shall maintain a current list of tenure-track faculty for determination of the voting members of Faculty Assembly.
 - b. The Elections Committee shall monitor the composition of the Faculty Senate and rule on questions of Representation as set forth in the Constitution, Article IV., Section 1.
 - c. Since the term of office for Senators is two years, departments with more than one representative should strive to elect no more than approximately one-half of their representatives each year. When a department gains additional representatives the Elections Committee shall consider the current annual turn-over in the

whole Senate and determine whether the new position should initially be a one year or regular two year term.

- d. The Elections Committee shall monitor the service record and eligibility status of each unit's representatives and certify to each unit by March 1 when the term of an incumbent is ending (as of April 30) and an election needs to be held in March to seat the newly elected representative on May 1.
- e. In the event a unit's representative position becomes vacant, the Elections Committee shall certify same to the unit and call for the election of a replacement to complete the term of the former incumbent.
- f. The Elections Committee shall be responsible for the counting of the ballots and the certification of the election of the Faculty Senate President-elect during the special Faculty Assembly meeting in March.
- g. The Elections Committee shall be responsible for the counting of the ballots and the certification of the election of the Student Life Beautiful Awardees during the special Faculty Assembly meeting in May.
- h. The Elections Committee shall monitor the election of college representatives to the elected committees, namely, the Promotion and Tenure Committee and the Committee on Committees.

F. The COMMITTEE ON COMMITTEES is a Faculty Senate standing committee. [2002, 2003]

- 1. FORMATION: The Committee on Committees is made up of members elected by the several colleges comprising the University.
 - a. Following elections in the April meetings of the Colleges the two year term of service begins May 1. The incumbent Committee on Committees will notify the Dean of each College no later than March 1 in the year the term of the College's representative is expiring.
 - b. For continuity on the Committee on Committees the two year terms of the several College representatives shall be staggered so that approximately one half of the Colleges elect a representative each year.
 - c. In the event a College's position on the Committee on Committees becomes vacant, the College should elect a substitute to serve the remainder of the former incumbent's term.
- 2. ELIGIBILITY AND TENURE:
 - a. Tenure is not a qualification for service on the Committee on Committees.
 - b. College Deans are ineligible.
 - c. The College representative to the Promotion and Tenure Committee should be ineligible for election to serve simultaneously on the Committee on Committees.
 - d. After an individual has served a second consecutive term of two years he shall be ineligible for service on this committee for one year.

- e. In the event a College's representative is elected by the Faculty Assembly as President-elect he or she must vacate the position on the Committee.
- 3. ORGANIZATION:
The President-elect of the Faculty Senate shall serve as a member of the Committee on Committees and serve as the chairperson.
- 4. COMMISSION:
 - a. The "principal purpose" of the Committee on Committees will be to establish the appropriate criteria for the size, membership, organization, function(s), and duration of the following committees:
 - 1) All standing academic and/or faculty-welfare committees.
 - 2) All committees the Faculty Senate shall direct it to create.
 - b. The Committee on Committees shall annually recommend to the Faculty Senate persons to be appointed to all Faculty Senate committees and all persons to be appointed to fill faculty positions on University standing committees.
 - c. The Committee on Committees is not responsible for naming persons to be appointed to University ad hoc committees appointed by the Administration or the Board of Trustees.
 - d. The Committee on Committees shall take into account the service of faculty members on University Committees in order to avoid overloading individuals.
 - 6. The Committee on Committees shall have the option (pending Faculty Senate approval of committee assignments) to temporarily vacate various college, off-campus, or library-designated committee slots if an acute shortage of professional librarians, off-campus faculty, or faculty in particular colleges occurs.

G. Curriculum Committee [2002]

- 1. FORMATION: The curriculum committee is composed of a chair, the College Curriculum Committee chairs, plus one faculty member each from the University Library, and Graduate Council. All Deans serve as *ex officio* non-voting members of the Senate Curriculum Committee.
- 2. COMMISSION: Evaluate and make recommendations to Senate regarding any changes in the curriculum including individual courses or academic programs, at any level of the curriculum.
 - a. Establish and maintain appropriate forms, checklists and time tables to be used for all proposed changes to the curriculum in order to determine the true impact of proposed changes on other programs or units of the University, including the library resources, educational technology resources, physical plant, personnel (faculty, staff and administration) and the availability of resources to support and maintain new or revised courses or programs.
 - b. Review all proposals for additions, revisions, and deletions of courses or programs according to established checklists or

procedures to insure that any changes in the curriculum are in the best interests of the students and overall academic program of the University.

- c. Routing Procedures--Curricular proposals for addition, modification, or deletion of individual courses or academic programs are developed by the department and then progress from the Department to Dean of the College, College Curriculum Committee, Senate Curriculum Committee, Senate, and Provost.

Section 2 University Committees [2002, 2003]

- A. University committees may be created by any division of the administration of the institution. Voting representatives may come from any and all divisions of the University community, and depending on the nature of the committee's task will include official (Faculty Senate Executive Committee approved) faculty representatives.
- B. Faculty representatives on University committees are selected and approved by the Faculty Senate Executive Committee.
- C. A University committee is primarily responsible to that division of the institution which created it. However, the Faculty Senate may request a report from a University Committee. A University committee may request that items be placed on the Faculty Senate agenda.
- D. University standing committees shall specifically exclude consideration of academic and/or faculty-welfare issues which are reserved to Faculty Senate committees. However, matters of academic concern are not excluded from University *ad hoc* committees.
- E. University committees are of two types: standing and ad hoc. [2003]
 - 1. University standing committees continue from year to year. Faculty representatives on University standing committees will be nominated by the Committee on Committees and approved by the Faculty Senate Executive Committee.
 - 2. University *ad hoc* committees are created for the accomplishment of a defined purpose within a defined time-frame. Faculty representatives on University *ad hoc* committees must be recommended by the Chair of the Committee on Committees, i.e., the President-elect of the Faculty Senate, and then appointed by the President of the Faculty Senate.

Section 3 COLLEGE COMMITTEES are those created by and functioning for the primary benefit of the academic college or its equivalent (i.e. University Library, Graduate Studies). *Ex officio* membership may be drawn from other divisions of the university, and reports may be made, as appropriate, to other divisions of the University. All colleges must have a curriculum committee, and the chair of the College Curriculum Committee must serve on the Senate Curriculum Committee.

Section 4. DEPARTMENTAL COMMITTEES are those created by and functioning for the primary benefit of an academic or non-academic unit. *Ex officio* membership

may be drawn from other units, and reports may be made, as appropriate, to other units.

ARTICLE IV METHOD OF AMENDING BY-LAWS

These *PROCEDURAL BYLAWS* may be amended by a motion sustained by a two-thirds vote of the Senate provided that the amendment has been submitted in writing at a previous meeting.

ARTICLE V RATIFICATION

These *PROCEDURAL BYLAWS* shall be ratified by the approval of a two-thirds vote of Faculty Senate. The Procedural Bylaws must be published for all faculty at least two weeks prior to the Faculty Senate vote.