

Constitution and Bylaws of the Faculty

Missouri State University

Revised May 2023

Constitution and Bylaws of the Faculty

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1 Constitution of the Faculty

2 Missouri State University

3

4

5 **PREAMBLE**

6
7 In order to promote the general welfare of Missouri State University, to effect communication within the faculty
8 of the university as well as between the faculty and the administration, the staff, the students, the alumni, and the
9 Board of Governors; and in order to provide a means of collective action of the faculty in dealing with matters
10 of concern to the Faculty, including matters of curriculum, this *Constitution of the Faculty* governance is
11 affirmed.
12
13

14 **ART I CREATION OF THE FACULTY SENATE**

15
16 The faculty of Missouri State University acknowledge and accept the responsibility and authority for shared
17 governance delegated to it by the *Bylaws of the Board of Governors*. Faculty governance at Missouri State
18 University shall be defined to include the creation of the Faculty Senate.
19
20

21 **ART II PURPOSE OF THE FACULTY SENATE**

22
23 The purpose of the Faculty Senate shall be to provide a forum for discussing matters of concern to the Faculty
24 and to inform all segments of the academic community of the Faculty Senate's concerns, findings, and actions.
25
26

27 **ART III POWERS OF THE FACULTY SENATE**

28
29 The Faculty Senate shall have the power to establish policy in the areas of authority assigned to the faculty in
30 the *Bylaws of the Board of Governors* and for such other areas or problems as may be assigned to it by the
31 president of the university or the Board of Governors. Shared governance, as delegated by the Board in the
32 *Faculty Handbook*, recognizes the essential interdependence of governing boards, administration, faculty, staff,
33 and students. This shared governance is indispensable to the development of educated persons. The Faculty
34 Senate shall have the power to establish specific functional bodies to carry out powers granted to the Faculty
35 Senate. The Faculty Senate and its established bodies shall have the power to initiate action in such curricular
36 and non-curricular matters as it deems fit, or in such matters as are brought to its attention by one or more
37 members of the faculty. Faculty Senate Actions, as perfected and passed by the Faculty Senate, represent the
38 collective reasoning of the faculty through its governance process as to policies and procedures to be followed
39 by the University. Every Faculty Senate Action is subject to challenge by the faculty and subject to final
40 approval by the president and, when necessary, by the Board of Governors.
41
42

43 **ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL**

44
45 For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and
46 colleges with deans. Some academic entities and associated personnel (including directors and chairs) do not fit
47 this nomenclature. The Faculty Senate web page (<http://www.missouristate.edu/facultysenate/entities.htm>)
48 indicates how such entities are treated with respect to the curricular process and representation on the Senate and
49 its subcommittees.
50

51
52 **ART V MEMBERSHIP OF THE FACULTY SENATE**

53
54 There are two classes of membership in the Faculty Senate: voting members (designated as senators) and non-
55 voting members (designated as delegates). The voting membership of the Faculty Senate shall consist of the
56 following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty;
57 representatives of academic departments, one senator from each academic department; one representative from
58 instructors; one representative from senior instructors; one from clinical faculty; and representatives of the
59 ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or
60 distinguished professor. Eligible department representatives include all ranked faculty, as well as those
61 instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State
62 University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant
63 Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative
64 appointments at or above head level of academic department are not eligible to serve as senators. Exception to
65 this rule: if an academic department has three or fewer eligible representatives, then the head may serve as
66 senator.
67

68
69 **ART VI OFFICERS OF THE FACULTY SENATE**

70
71 The officers of the Faculty Senate shall include: Chair, Chair-Elect, and Secretary of the Faculty.
72

73
74 **ART VII SESSIONS OF THE FACULTY**

75
76 The university faculty shall meet at the call of the Board of Governors, of the President of the university, of the
77 Chair of the Faculty Senate, or upon the written petition to the President of the university of not less than ten
78 percent (10%) of the voting faculty. The President of the university, or the President's designee, shall conduct
79 sessions of the university faculty.
80

81
82

83 **ART VIII SESSIONS OF THE FACULTY SENATE**

84
85 SEC 1 The first session of the newly-elected Faculty Senate shall be convened within seven (7) school days
86 after the general election of Faculty Senate members.

87
88 SEC 2 During the regular academic year, the Faculty Senate shall be scheduled to meet once a month at a time
89 and place fixed by the Faculty Senate.

90
91
92 **ART IX PARLIAMENTARY AUTHORITY**

93
94 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern sessions of the
95 faculty, the Faculty Senate and established bodies of the Faculty Senate in all cases to which they are applicable
96 and in which they are consistent with the *Bylaws*.

97
98
99 **ART X AMENDMENT OF CONSTITUTION**

100
101 There are two classes of constitutional amendments: substantive and non-substantive. A non-substantive
102 amendment includes only editorial and/or terminological changes that do not affect the intent of this
103 Constitution. The rules governing non-substantive amendments to this Constitution are the same as those
104 governing amendments to the Bylaws of the Faculty Senate. Non-substantive amendments are therefore voted
105 upon only by the Faculty Senate. If there is any question as to whether a proposed amendment is substantive, it
106 must be treated as substantive.

107
108 A substantive amendment to this Constitution may be proposed by the Faculty Senate or upon petition to the
109 Faculty Senate by fifty (50) ranked faculty. A report, which must include the *exact* wording of the amendment
110 and a rationale, shall be placed on the agenda of the next Faculty Senate session, unless that would place it on
111 the May agenda, in which case it shall be placed on the September agenda. The report is for information and
112 debate only: the constitutional amendment may not itself be amended in any way on the floor of the Senate, nor
113 may it be withdrawn, nor is it voted upon by the Senate. The report shall be distributed electronically to the
114 Faculty on the same day the report is presented to the Senate. Substantive amendments are voted upon
115 electronically by the entire ranked faculty. The polls shall open on the first business day not less than thirty (30)
116 days following the report, and shall remain open for a total of five (5) business days. An affirmative vote equal
117 to a majority of the votes cast by the ranked faculty shall be necessary to make a proposed substantive
118 amendment part of this Constitution.

BYLAWS OF FACULTY SENATE

ART I FACULTY SENATE

SEC 1 Nomenclature for Academic Entities and Personnel

For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and colleges with deans. Some academic entities and associated personnel (such as directors and chairs) do not fit this nomenclature. The Faculty Senate web page <http://www.missouristate.edu/facultysenate/entities.htm> indicates how such entities are treated with respect to the curricular process and representation on the Senate and its subcommittees. When a new entity is formed, the Faculty Senate Executive Committee, after consultation with the relevant entity and the Provost's office, shall determine how that entity is to be represented, and bring forth its recommendation to the Senate as an Internal Senate Action. Any senator may bring forth an Internal Senate Action to change the classification of an entity. Because the academic entities web page is a formal extension of the Bylaws of the Senate, changes approved by the Faculty Senate must be submitted to the Committee on Rules for the development of formal language.

SEC 2 Membership of Faculty Senate

There are two classes of membership in the Faculty Senate: Voting members (designated as senators) and non-voting members (designated as delegates). The voting members of the Faculty Senate shall consist of the following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty; representatives of academic departments, one senator from each academic department; one representative from the instructors; one representative from senior instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor; and (c) full or distinguished professor. Non-voting members of the Faculty Senate shall consist of the following delegates: one delegate from the Student Government Association and one delegate from the Graduate Student Senate; and one delegate from the Staff Senate.

All academic departments physically located outside the State of Missouri can designate a current faculty member from the Springfield campus to represent them in all areas of concern. By definition, this right shall be, but is not limited to, representation on the Faculty Senate, the Faculty Concerns Committee, and College Council.

SEC 3 Election of Members to Faculty Senate

A Election of Academic Department Representatives

- (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic departments of the timeline for upcoming nominations and elections.

- 162 (2) No later than March 1 each academic department shall elect one (1) of its members to represent that
163 academic department on the Faculty Senate; such elections shall occur only during years that vacancies
164 exist. Eligible department representatives include all ranked faculty, as well as those instructors and
165 clinical faculty who have served no less than two consecutive academic years at Missouri State
166 University by the September session of their term. The head of each academic department shall
167 prepare a ballot of all eligible department representatives within the academic department and conduct
168 the election. Voting shall be by secret ballot and each eligible department representative may vote for
169 one representative within the academic department. The Chair-Elect of the Faculty Senate shall not be
170 eligible to be elected as an academic departmental representative. The head of each academic
171 department shall notify the Secretary of the Faculty of the outcome of the election no later than March
172 1.

173
174 B Election of Rank Representatives

- 175
176 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic
177 departments of the timeline for upcoming nominations and elections.
178
179 (2) Nomination of Rank Representative. No later than March 1 the members of each faculty rank within
180 each academic department, when appropriate, shall nominate one (1) person from within that academic
181 department to represent that rank in the subsequent annual election for position of rank representative of
182 the Faculty Senate. Voting shall be by secret ballot, and each ranked member may vote for a member of
183 her/his rank only. A person currently serving as either rank representative or academic departmental
184 representative of the Faculty Senate, and whose term will not expire with the current election, shall not
185 be eligible for nomination as a rank representative, nor shall the Chair-Elect of the Faculty Senate nor
186 nominees for Chair-Elect and Secretary of the Faculty Senate. The head of each academic department
187 shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
188
189 (3) Annual Primary Election of Members to Faculty Senate. After all nominations have been received, but
190 no later than March 22, the Secretary of the Faculty shall conduct the annual primary election of rank
191 representatives. All members of the ranked faculty of each rank may vote on previously nominated
192 members of that rank to fill positions of rank representatives on the Faculty Senate. Each voter may vote
193 for one (1) senator if there is a vacancy in the voter's rank representation.
194
195 (4) Annual General Election of Members to Faculty Senate. The annual general election shall be conducted
196 no later than April 15. In the general election the ranked faculty of each rank may vote for one (1) rank
197 representative if there is a vacancy in the voter's rank representation. In this election a ballot shall be
198 prepared for each rank by the Secretary of the Faculty. This ballot shall contain at least two (2) names
199 for the rank representative if there is a vacancy to be filled from that rank, and these shall be the names
200 of those receiving the highest number of votes in the primary election, but in case of tie votes for first or
201 second position, the ballot shall also contain the names of those tied for those positions. In the event that
202 the person elected as Secretary of the Faculty is serving a term as a senator, a temporary replacement
203 shall be chosen as specified in Bylaws, Article I, Section 3 H, after which the original senator shall
204 serve any remaining portion of her/his term.
205

206 C Election of Instructor and Senior Instructor Representatives

- 207
208 (1) During the first week of the spring semester, the Secretary of the Faculty shall notify academic
209 departments of the timeline for upcoming nominations and elections for instructor and senior

- 210 representatives.
211
- 212 (2) Nomination of Instructor Representatives. No later than March 1, instructors and senior instructors in
213 academic departments containing such faculty shall nominate one person to represent instructors and
214 one person to represent senior instructors in the Faculty Senate. The head of each academic department
215 shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
216
- 217 (3) Annual Primary Election of Instructor Representatives. No later than March 22, the Secretary of the
218 Faculty shall conduct the annual primary election of the instructor and senior instructor representatives.
219 All instructors shall vote for one (1) instructor representative, and all senior instructors shall vote for
220 one (1) senior instructor representative.
221
- 222 (4) Annual General Election of Instructor and Senior Instructor Representatives. No later than April 15, the
223 Secretary of the Faculty shall conduct the annual general election for a representative from among
224 instructors and a representative among senior instructors. In this election, a ballot shall be prepared
225 containing at least two (2) names for each position. Those receiving the highest number of votes,
226 respectively, shall be elected as the instructor representative and the senior instructor representative;
227 those receiving the second highest number of votes, respectively, shall be elected as the alternate
228 representatives.
229
- 230 D Election of Clinical Faculty (Instructor, Assistant, Associate, and Full) Representative
231
- 232 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic
233 departments of the timeline for upcoming nominations and elections for clinical faculty representatives.
234
- 235 (2) Nomination of Clinical Faculty Representative. No later than March 1 the members of the clinical
236 faculty in academic departments containing such faculty shall nominate one person to represent clinical
237 faculty in the Faculty Senate. The head of each academic department shall notify the Secretary of the
238 Faculty of the outcome of the election no later than March 1.
239
- 240 (3) Annual Primary Election of Clinical Faculty Representative. No later than March 22 the Secretary of the
241 Faculty shall conduct the annual primary election of the clinical faculty representative. All clinical
242 faculty shall vote for one (1) representative.
243
- 244 (4) Annual General Election of Clinical Faculty Representative. No later than April 15 the Secretary of the
245 Faculty shall conduct the annual general election for a representative from among clinical faculty. In
246 this election a ballot shall be prepared containing at least two (2) names for the position. The person
247 receiving the highest number of votes shall be elected as the clinical faculty representative; the person
248 receiving the second highest number of votes shall be elected as the alternate clinical faculty
249 representative.
250
- 251 E Election of Student and Staff Delegates
252
- 253 The delegates of the student government association, the graduate student senate, and the staff senate shall
254 be chosen in a manner deemed appropriate by each group.
255
- 256 F Voting in Annual Primary and Annual General Election
257

- 258 (1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the
259 Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6)
260 school days after the day on which the ballots are distributed in order to be counted.
261
- 262 (2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any
263 election.
264
- 265 (3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty
266 shall determine the winner by lot in the presence of the nominees affected.
267
- 268 (4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.
269

270 G Terms of Member Service on Faculty Senate 271

- 272 (1) (a) Each elected Senator of the Faculty Senate shall be elected for a two-year term. Each such person
273 shall be eligible to serve two consecutive terms of two years each, but following the second term
274 shall not be eligible to serve until after the lapse of an intervening year.
275
- 276 (b) Exception to this rule: A person elected Chair-Elect during the third or fourth consecutive year as
277 a Senator may serve the next two years as Chair-Elect and Chair of the Senate. A person elected
278 Secretary of the Faculty during the third or fourth consecutive year as a senator may serve the next
279 year as Secretary of the Faculty and is eligible for reelection as secretary for the next succeeding
280 term. Upon completion of such a term as an officer of the Senate that person will not be eligible to
281 serve on the Faculty Senate until the lapse of an intervening year. The past-chair, unless that
282 person becomes a full-time administrator or leaves the University, will serve one year as the Chair
283 of Judicial Review and is not eligible for any elected positions in the Senate. When the immediate
284 past-chair is unable or ineligible to serve, the next most immediate past-chair will serve.
285
- 286 (2) Senate members shall be available for sessions or other Senate work twelve months of the year. Should
287 any senator be temporarily unavailable to fulfill the responsibilities of a senator, he/she shall arrange for
288 a substitute to take his/her place in the Senate during the senator's absence and shall communicate the
289 identity of that substitute to the Faculty Senate office prior to becoming unavailable.
290
- 291 (3) Whenever a new Faculty Senate seat is necessitated, either by the creation of a new academic
292 department or for any other reason, the Executive Committee shall determine whether the initial term
293 for that seat shall be one year or two years in such a manner as to maintain a balance between the
294 number of senators whose terms expire each year.
295
- 296 (4) The Secretary of the Faculty shall serve a one-year term and shall be eligible to serve two consecutive
297 terms, but following the second term shall not be eligible to serve until after the lapse of an intervening
298 year.
299
- 300 (5) Student and staff delegates shall serve one-year terms but may serve two (2) consecutive terms.
301

302 H Filling Vacancies of Membership - Faculty Senate 303

- 304 (1) The constituency of the persons elected as Chair-Elect and Secretary of the Faculty shall elect new
305 representatives to the Faculty Senate as specified in this section of the *Bylaws*.

- 306
307 (2) If an academic department ceases to exist, then it is no longer eligible for representation. If a new
308 department is formed, the Chair of the Faculty Senate shall immediately notify the head of the academic
309 department; and the academic department shall elect a replacement by the election process provided
310 above.
311
312 (3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the
313 nominee from the constituency where the vacancy occurs who received the next highest vote total in the
314 previous election shall serve the unexpired term or for the duration of the absence. If the vacancy
315 occurs from an academic department, the Chair of the Faculty Senate shall immediately notify the head
316 of the academic department without representation; and the academic department shall elect a
317 replacement.
318
319 (4) The person who fills the vacancy shall be considered as having served an elected term for purposes of
320 eligibility for reelection.
321

322 I Time for Taking Office
323

324 Newly-elected senators, new delegates, the Secretary of the Faculty, and the new chair shall take office at
325 the first session following the annual elections. The new chair will be responsible for setting the agenda for
326 that session.
327
328

329 **SEC 4 Election of Officers - Faculty Senate**
330

- 331 A Faculty are eligible for the position of Chair-Elect or Secretary of the Faculty if (1) by the time they assume
332 office they will have completed at least one year of service (may or may not be continuous) in the Faculty
333 Senate as a voting member during the previous six academic years, and (2) they are tenured before the
334 September session of their term. Heads of academic departments are not eligible candidates for the
335 positions of Chair-Elect and the Secretary of the Faculty.
336
337 B No later than February the Chair-Elect shall appoint and chair the Nominating Committee, which must
338 contain a total of at least three members, all of whom are ranked, tenured faculty eligible to be senators
339 (ignoring term limits). The current Senate Chair and Parliamentarian may not be appointed, nor may the
340 current Secretary of the Faculty if he or she intends to run for either office. The committee shall nominate
341 one eligible candidate for Chair-Elect and one eligible candidate for Secretary of the Faculty, both of whom
342 accept their nomination and agree to serve if elected. The committee may not nominate the same person
343 for both offices. No later than the March session, the Chair-Elect shall make a report to the Senate
344 identifying the members of the committee and presenting its nominees.
345
346 C Senators shall be free to nominate eligible candidates at the March session or by submitting nominations,
347 with an appropriate second, to the Secretary of the Faculty no later than April 1. Since the Senate benefits
348 from having a strong and diverse slate of candidates, it is desirable that at least one nomination for each
349 office come from the floor so that the candidates nominated by the Nominating Committee do not run
350 unopposed.
351
352 D Candidates for Chair-Elect and Secretary of the Faculty shall submit a statement of purpose not to exceed
353 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this

- 354 requirement shall result in the withdrawal of the candidate from the election.
355
- 356 E Candidates for Chair-Elect and Secretary of the Faculty shall participate in a Candidate Forum which will be
357 held during the April session after announcements and approval of the minutes of the March session.
358
- 359 F After the Candidate Forum is concluded, senators shall vote by secret ballot for offices with at least two
360 candidates. Unopposed candidates are automatically elected without vote.
361
- 362 G The winners must receive an absolute majority of the votes cast. In the event that no candidate receives a
363 majority vote the two candidates receiving the most votes will participate in a run-off. The run-off vote
364 will also occur at the April session.
365
- 366 H The newly elected Faculty Senate Officers' terms begin immediately after the conclusion of the April
367 session in which they are elected.
368
- 369 I The Chair-Elect shall become Chair after serving a one-year term.
370
- 371 J In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair. The Chair and/or
372 Chair-Elect and/or Secretary of the Faculty will immediately vacate their office upon accepting an oral or
373 written offer to become an administrator, at the level of academic department head or higher.
374
- 375 K In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall
376 elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of
377 the pending election shall be made as a part of the agenda for the session. The nominations and election
378 will be held immediately following the approval of the minutes and announcements. Nominees must meet
379 the criteria as established in Article I, Sec 4, Part A of these Bylaws. Any Senator may nominate a candidate
380 or self-nominate. Nominees must accept the nomination and be seconded by a Senator. Once all nominees
381 have been identified they will participate in a Candidate Forum to be held immediately following the
382 nominating process. Following the Candidate Forum a vote shall be conducted following the criteria
383 established in Article I, Sec 4, Parts F-G of these Bylaws. The newly elected officer shall immediately begin
384 service in the elected office.
385
- 386 If such a vacancy occurs after the agenda is set for the final spring-semester session of the Faculty Senate
387 and before the Monday preceding the first day of fall semester classes, the Chair of the Faculty Senate shall
388 ask the immediate Past Chair to serve in the capacity of the vacated office on an interim basis and only until
389 a new officer is elected during the first Senate session of the fall semester. If the immediate Past Chair is
390 unable or unwilling to serve, then the Chair will ask the Chair-Elect or Secretary of the Faculty Senate
391 (depending on the vacated office) to serve in the capacity of the vacated office on an interim basis and only
392 until a new officer is elected during the first Senate session of the fall semester. The Chair of the Faculty
393 Senate shall notify all Senators of the interim appointment.
394
- 395 L The removal of a Chair, Chair-Elect, or Secretary of the Faculty from office is initiated by submitting a
396 petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on
397 the agenda of the next regularly scheduled Senate session. The office will become vacant if a two-thirds
398 vote approves the motion to remove the officer and such votes account for at least a majority of the voting
399 Senate membership.
400

401 **SEC 5 Duties of the Officers and Past Chair of the Faculty Senate**

402
403 A The Chair of the Faculty Senate

- 404
405 (1) Shall preside at all sessions of the Faculty Senate.
406
407 (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
408
409 (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of
410 the Faculty Senate.
411
412 (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive
413 membership is provided for.
414
415 (5) Shall organize and appoint *ad hoc* committees as necessary.
416
417 (6) Shall represent the faculty to the administration and to the Board of Governors.
418
419 (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two
420 regularly scheduled sessions of the Board of Governors.
421
422 (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty
423 Senate by any member or group of the faculty.
424
425 (9) May attend the session of any college council or established body as an *ex officio* member.
426
427 (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the
428 following to the Faculty Senate within two meetings following a decision: 1) the initial charge
429 considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the
430 Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate
431 Chair should remind the Faculty Senators of their right to propose action relevant to the determination
432 reached by the JRC.
433
434 (11) Shall serve as chair of the Executive Committee of the Faculty Senate.
435
436 (12) Shall serve as a member of the Committee on Policy Review.
437
438 (13) Shall serve as an *ex officio* member of Graduate Council without vote.
439

440 B The Chair-Elect of the Faculty Senate

- 441
442 (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.
443
444 (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty
445 Senate or by the Chair of the Faculty Senate.
446
447 (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.
448

- 449 (4) Shall chair the Nominating Committee and appoint its members.
450
451 (5) Shall attend at least one session each month of the Student Government Association.
452
453 (6) Shall call the organizational session, and preside until the membership has elected a chair, for the
454 following standing committees and councils of the Faculty Senate:
455 (a) Committee on Faculty Concerns;
456 (b) Council on General Education and Intercollegiate Programs (CGEIP); and
457 (c) Committee on University Budget and Priorities.
458
459 (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
460 (a) Committee on Faculty Concerns;
461 (b) Council on General Education and Intercollegiate Programs (CGEIP);
462 (c) Committee on Citizenship and Service Learning;
463 (d) Committee on Academic Relations;
464 (e) Committee on University Budget and Priorities; and
465 (f) Committee on Faculty Benefits.
466
467 (8) Shall serve as a member of the Executive Committee of the Faculty Senate.
468
469 C The Secretary of the Faculty shall be responsible for these activities:
470
471 (1) Serve as Secretary of the Faculty Senate.
472
473 (2) Preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of the
474 Faculty Senate.
475
476 (3) Keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording of
477 motions and the votes thereon.
478
479 (4) Publish for the faculty the minutes of faculty sessions.
480
481 (5) Report decisions of the Faculty Senate and its established bodies to the administration.
482
483 (6) Publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to the
484 Provost.
485
486 (7) Prepare an annual summary of proceedings of the Faculty Senate and its established bodies.
487
488 (8) Supervise elections of faculty representatives in the governance process and publish election results on
489 the Faculty Senate web site.
490
491 (9) Participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.
492
493 (10) Attend, or may send a designee to attend, the following as an *ex officio* member without vote:
494 (a) Educator Preparation Provider Council (EPPC);
495 (b) Committee on Rules.
496

497 (11) Serve as a member of the Executive Committee of the Faculty Senate.

498
499 (12) Correct errors that do not change the intent of Faculty Senate documents if the errors are not corrected
500 during normal Senate Business.

501
502 D The Past-Chair of the Faculty Senate

503
504 (1) Shall serve as chair of the Committee on Judicial Review, unless disqualified as described in ART I SEC
505 3G.

506
507 (2) Shall attend meetings of the Committee on Honorary Degrees and the Study Away Advisory Committee
508 as an *ex officio* member without vote, unless disqualified from serving on the Faculty Senate Executive
509 Committee as described in ART I SEC 9B(1)(b).

510
511 **SEC 6 Sessions of the Faculty Senate**

512
513 A Schedule

514
515 In addition to the organizational session of the Faculty Senate as set forth above, the Faculty Senate shall be
516 scheduled to meet once a month at a time and place fixed by the Faculty Senate. A specific Faculty Senate
517 session may be omitted if agenda items do not justify a session. The Faculty Senate shall meet at other
518 times (including the summer session) upon the call of the Chair of the Faculty Senate or a Chair designee,
519 upon the written request to the chair of not fewer than ten (10) members of the Faculty Senate, or upon the
520 written request of the president of the university or the Board of Governors. The Chair of the Faculty
521 Senate shall schedule a requested session within five (5) school days after receipt of the request.

522
523 B Attendance

524
525 Sessions of the Faculty Senate and its established bodies shall be open to members of the Board of
526 Governors, the administration, the staff, the voting and non-voting faculty, the student body, and to others
527 by invitation of the chair of the group affected.

528
529 C Time

530
531 (1) The time, the date, and the place of all sessions of the Faculty Senate and its established bodies shall be
532 announced on the Faculty Senate web site a minimum of one week prior to the session.

533
534 (2) The announcements of all sessions of Faculty Senate bodies shall be made through the Faculty Senate
535 office. The chair of the affected body shall forward to the Faculty Senate office a request for
536 publication of the announcement at least five (5) school days before the date of publication.

537
538 D Agenda

539
540 (1) A Faculty Senate session agenda shall be sent to each member of the Faculty Senate, academic deans,
541 the Provost, and to each department head for posting at least three (3) school days before each session of
542 the Faculty Senate.

543
544 (2) All proposals for Faculty Senate Action shall be distributed to each senator in writing as a part of the

545 agenda.

546

547 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be
548 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate
549 membership.

550

551 (4) The agenda of all Faculty Senate bodies shall be submitted to the Chair of the Faculty Senate at the time
552 a request for publication of an announcement of the session is made. Agenda which involve curricular
553 proposals shall also be submitted to the deans of all colleges. These agenda shall be made available to
554 all interested parties.

555

556 E Voting

557

558 (1) Any member of the Faculty Senate may move for a roll call or ballot vote, and if that motion is
559 supported by twenty percent (20%) of the senators present, the vote by the designated method (roll call
560 or ballot) shall be so taken.

561

562 (2) Any person attending a session of the Faculty Senate or any established body of the Faculty Senate may
563 speak with the consent of the chair of the group involved. These persons shall have no vote.

564

565 (3) In case of the absence of a member of the Faculty Senate from a Faculty Senate session, a substitution
566 from the same constituency may be made.

567

568 F Minutes

569

570 (1) The Secretary of the Faculty shall send copies of the unapproved minutes of the Faculty Senate to the
571 faculty and administration within seven (7) school days after each session. This report must contain a
572 record of the Faculty Senate Actions (approved or not) as well as approved resolutions and committee
573 reports.

574

575 (2) The Secretary of the Faculty with the knowledge and consent of the Senate Chair, shall place
576 unapproved minutes on the Faculty Senate web site.

577

578 (3) A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site
579 within one week after they are approved.

580

581 (5) The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent
582 file in the Faculty Senate office within one week after the committee session. The minutes shall be
583 available to all interested parties.

584

585 G Special Meetings

586

587 Special circumstances may require the Faculty Senate to convene virtually or via some other format. The
588 Senate Executive Committee may enact special rules to temporarily convene the Faculty Senate to conduct
589 business. To the extent possible, these special rules for conducting meetings should follow the provisions for
590 conducting Faculty Senate Meetings described in Section 6 (A-F).

591

592

593 **SEC 7 Faculty Senate Actions and Resolutions**

594
595 A Faculty Senate Actions

596
597 Faculty Senate Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of
598 the faculty through its governance process as to policies and procedures to be followed by the University
599 and are communicated to the university administration for approval and implementation.

600
601 (1) The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within
602 ten (10) calendar days after the expiration of the challenge period, forward the Faculty Senate Action to
603 the president of the university with recommendation to approve or not approve.

604
605 (2) The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate
606 Action, report to the Faculty Senate Chair a decision to:

607
608 (a) Approve and implement at the appropriate time;

609
610 (b) Request an extension of sixty (60) calendar days to gather additional information prior to making
611 the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10)
612 calendar days after the sixty (60) day extension period expires;

613
614 (c) Reject, stating reasons and/or recommending changes.

615
616 (3) The Faculty Senate, upon receipt of a Faculty Senate Action rejected by the university president may:

617
618 (a) Direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for
619 the next Senate session for deliberation and disposition as herein stated;

620
621 (b) Approve by a simple majority a revision of the Faculty Senate Action and submit the revised
622 version of the Faculty Senate Action to the Provost who, in turn, shall forward it to the university
623 president with recommendation;

624
625 (c) Support the initial Faculty Senate Action by affirmative vote of two-thirds of the members present
626 and request that the Faculty Senate Chair present the Faculty Senate Action directly to the Board of
627 Governors for consideration and disposition;

628
629 (d) Direct the Chair of the Faculty Senate to discontinue consideration of the Faculty Senate Action.

630
631 B Resolutions

632
633 Resolutions passed by the Faculty Senate state the collective reasoning of the Faculty Senate on specific
634 issues and shall be forwarded for information to the appropriate administrators.

635
636 C Faculty Senate reports to the Board of Governors shall include:

637
638 (1) Reports on current Faculty Senate Actions and committee studies.

639
640 (2) Resolutions passed by the Faculty Senate.

641
642 (3) Faculty Senate Actions that have been rejected by the president but have subsequently passed by a two-
643 thirds Faculty Senate vote.

644
645 (4) Faculty Senate Actions not acted upon by the president.

646
647 D Items to be presented to the Board of Governors

648
649 Items shall be submitted by the Chair of the Faculty Senate to the Provost and the University President at
650 least seven (7) calendar days prior to the scheduled session of the Board of Governors.

651
652 E Internal Actions

653
654 (1) Internal Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the
655 Senate as to policies and procedures to be followed by the Senate in conducting Senate business.
656 Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not
657 subject to Administrative approval or disapproval.

658
659 (2) Internal Actions must be consistent with the *Constitution and Bylaws of the Faculty*.

660
661 **SEC 8 Challenge and Veto of Faculty Senate Action**

662
663 The faculty, which include ranked faculty as well as those instructors and clinical faculty who have served no
664 less than two consecutive academic years at Missouri State University, shall have the inherent right to challenge
665 any Faculty Senate Action, as described in Article VII Section 4 of these Bylaws.

666
667 **SEC 9 Committees of the Faculty Senate**

668
669 A Members of Committees

670
671 Candidates for appointive vacancies on Faculty Senate committees may be members of the Faculty Senate,
672 the faculty, the administration, the staff, the student body, the alumni body, and emeriti professors.

673
674 B Standing Committees

675
676 (1) Executive Committee of the Faculty Senate

677
678 (a) Purpose

679
680 (aa) Shall participate in the curricular process as described in Article VI, Section 9.

681
682 (bb) May advise the Chair of the Faculty Senate in preparing the agenda for sessions of the Faculty
683 Senate.

684 (cc) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by
685 the Faculty Senate or by the Chair of the Faculty Senate.

686
687 (dd) Shall prepare, revise and supervise the use of forms utilized in faculty governance processes.

688

- 689 (ee) Shall assign or approve special charges to committees of the Faculty Senate.
690
691 (ff) Shall ensure that each standing committee and council of the Faculty Senate understands and addresses
692 its charges by providing an *ex officio* member without vote.
693
- 694 (b) Membership
695
696 Shall consist of the Chair of the Faculty Senate, who shall be chair of the Executive Committee; the
697 Chair-Elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty
698 Senate. A past-chair who has been appointed to a full-time administrative position will not be
699 eligible to serve on the Executive Committee. When the immediate past-chair is unable or
700 ineligible to serve, the Executive Committee shall consist of the Chair of the Faculty Senate, the
701 Chair-Elect of the Faculty Senate, and the Secretary of the Faculty. The Chair may appoint a
702 parliamentarian to serve as an *ex officio* member of the Executive Committee if additional
703 parliamentarian expertise is desired.
704
- 705 (2) Committee on Faculty Concerns
706
- 707 (a) Purpose
708
- 709 (aa) Shall act as a board for continuous review of the broad area of faculty rights and
710 responsibilities. Any recommendations and/or resolutions of the Committee shall be directed
711 to the Faculty Senate for appropriate disposition.
712
- 713 (bb) Shall, as directed by the Faculty Senate, discuss with the university administration matters
714 pertaining to remuneration, professional advancement, faculty-administrator relationships, and
715 working conditions.
716
- 717 (cc) Shall serve as the vehicle through which the faculty, Faculty Senate, and administration may
718 initiate issues or matters of concern for discussion and consideration.
719
- 720 (dd) Shall invite the submission and receive items of concern from faculty members,
721 administrators, or groups of the same for discussion.
722
- 723 (ee) Shall gather data from appropriate individuals or groups to be used in making a determination
724 as to whether each item submitted warrants consideration by the Faculty Senate.
725
- 726 (ff) Shall use surveys and other appropriate instruments to provide information to supplement
727 informal communications about faculty concerns.
728
- 729 (gg) Shall conduct a survey of the morale of all full-time faculty during the fall semester of even-
730 numbered years. A report to include an analysis of survey results and any appropriate
731 recommendations arising from the survey shall be distributed to the Faculty Senate members
732 in time to be included on the agenda for the February session. To facilitate comparison with
733 earlier surveys, data for ranked faculty and unranked faculty shall be tabulated, analyzed, and
734 reported separately.
735
- 736 (hh) Shall conduct an Academic Administrators Assessment survey of all full-time faculty during
737 the fall semester of odd-numbered years. A report to include analysis of survey results and

738 any appropriate recommendations arising from the survey shall be distributed to the Faculty
739 Senate members in time to be included on the agenda for the February session. To facilitate
740 comparison with earlier surveys, data for department heads and deans shall be tabulated,
741 analyzed and reported separately.

742
743 (b) Election of Members to the Committee on Faculty Concerns
744

745 (aa) The Committee on Faculty Concerns shall consist of two representatives from each college, as
746 well as representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>.
747 The Chair-Elect of the Faculty Senate shall serve as an *ex officio* member without vote. The
748 Chair-Elect of the Faculty Senate shall call the first meeting each year and shall preside over
749 that meeting until the members elect a chair from within.

750
751 (bb) At the beginning of the spring semester, the eligible faculty in each academic department
752 within each undergraduate college shall elect, by and from the eligible faculty in that
753 academic department, one nominee for each vacancy for service on the Committee on Faculty
754 Concerns. Eligible faculty are ranked faculty, as well as those instructors and clinical faculty
755 who have served no less than two consecutive academic years at Missouri State University by
756 the September session of their term. The academic department head will prepare a ballot of all
757 eligible faculty within the academic department and conduct the election. Voting shall be by
758 secret ballot, and each voting Faculty member shall vote for one member for each vacancy
759 within the academic department. The academic department head shall, in writing, notify the
760 academic dean of the college, chair of the college council, and the Secretary of the Faculty of
761 the outcome of the election.

762
763 (cc) At the earliest possible session in the spring semester of each of the previously named college
764 councils, each college council shall elect one faculty nominee per vacancy to serve on the
765 Committee on Faculty Concerns. The chair of the college council will prepare a ballot of all
766 departmental nominees of that college. Voting shall be by secret ballot, and each voting
767 council member shall vote for one college faculty member per vacancy. The college faculty
768 member receiving the most votes shall serve as a member of the Committee on Faculty
769 Concerns. The remaining roster of departmental nominees shall serve as a replacement pool,
770 should a vacancy occur. The council chair shall, in writing, notify the Secretary of the
771 Faculty of the outcome of the election.

772
773 (dd) Members normally serve three-year terms, but the Faculty Senate Executive committee may
774 stagger terms as needed so that approximately one-third of the committee is replaced each
775 year. If for any reason a permanent vacancy (one semester or more) occurs among the college
776 representatives on the Committee on Faculty Concerns, the college council where the vacancy
777 occurred shall elect a replacement from the list of departmental nominees as specified above
778 (Section 2, (b), (cc)).
779

780 (3) Committee on Academic Relations
781

782 (a) Purpose
783

784 (aa) Shall review institutional quality of academic standards and instructional methodology.
785

- 786 (bb) Shall evaluate and promote faculty development programs and procedures.
787
- 788 (b) Membership
789
- 790 Members and the committee chair are appointed by the Chair of the Faculty Senate. The Senate Chair-
791 Elect shall be an *ex officio* member of the Academic Relations Committee without vote. In addition,
792 the Registrar or his/her designee shall serve as an *ex-officio* member of the Academic Relations
793 Committee without vote.
794
- 795 (4) Committee on University Budget & Priorities
796
- 797 (a) Purpose
798
- 799 (aa) Shall help ensure that the university's budget reflects its priority of high-quality academics.
800 Logically, this includes ensuring that the faculty are paid competitive salaries and that faculty
801 hiring keeps pace with enrollments.
802
- 803 (bb) Shall every year produce a report card to be presented to the Senate, posted on the Senate's
804 website, and sent to all faculty. The report card should summarize pertinent data including
805 faculty salaries compared to CUPA averages and medians. The report card should note
806 recent and long-run trends with respect to ranked and unranked faculty and staff salaries.
807 The report card should also summarize the number of equity adjustments given in the
808 previous year, by count and by total value, for faculty, staff and administrators, respectively.
809 The data for the report card should reflect data published by the administration in, for
810 example, budgets and budget requests, Human Resources' salary surveys, and the Key
811 Performance Indicators. The presentation to the Faculty Senate should occur in the fall,
812 preferably during the October meeting.
813
- 814 (cc) Shall every year oversee the update of the Institutional Research personnel database to
815 maintain consistency with the previous years' format. Annually, an abbreviated report of
816 personnel proportions will be presented to the Faculty Senate, preferably during the March
817 meeting. This abbreviated report will identify and describe the student-personnel ratios for the
818 most recent update to the Institutional Research personnel database.
819
- 820 Every fifth year, beginning in 2020-21, a comprehensive report of personnel hiring trends
821 across the Missouri State University system will be presented before the Faculty Senate
822 during the April meeting. This comprehensive report will follow the format of the 2017-18 ad
823 hoc Committee on Personnel Hiring Trends including data analysis which identifies and
824 describes the absolute and relative growth/decline in personnel categories, the current and
825 historic proportions of the personnel categories within the entire personnel of the university,
826 and the trends in student-personnel ratios for the personnel categories used in the database.
827
- 828 (dd) Should assist appropriate university bodies in identifying and articulating Faculty Senate
829 concerns about budgeting and planning priorities, and should help with monitoring and
830 reporting progress, or the lack of progress, towards goals reflecting these priorities.
831
- 832 (ee) Shall every year report on student credit hour (SCH) production and ranked and unranked
833 faculty utilization, as reflected in review the Faculty Descriptors and Productivity Comparison

834 Summary. The committee's report should summarize recent and long-run trends. The
835 university report is completed in late fall, thus, the presentation to the Faculty Senate should
836 occur in the early spring, preferably January.

837
838 (ff) Shall examine all proposals for intercollegiate programs, general education courses or other
839 major initiatives with possible budgetary implications before the Faculty Senate and report to
840 the Chair of the Faculty Senate the examination results prior to the proposals being voted on.

841
842 (b) Membership
843 The Committee on University Budget & Priorities of the Faculty Senate shall consist of
844 representatives from each college and additional representatives as defined in
845 <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be
846 elected by his or her respective college councils, based on a nomination from each academic
847 department within that college, at the earliest possible session of the college council in the
848 spring semester, and serve a three-year term. A committee member may be elected to more
849 than one three-year term. Membership shall be staggered. Any unforeseen vacancy on the
850 committee shall be filled by the same election process; such election shall occur at the earliest
851 possible session of the appropriate council following the vacancy. In addition to faculty
852 members, one institutional research staff member and the university chief financial officer
853 (CFO) will be *ex officio* members without vote of the committee to help provide technical
854 support and advice to help the committee produce the Hiring Trend report. The Chair-Elect of
855 the Faculty Senate shall call the organizational session of the committee within seven (7) school
856 days after the first Fall Faculty Senate session and preside until the membership has elected a
857 chair who shall serve a one-year term and may be reelected for succeeding terms.
858

859 (5) Committee on Rules

860
861 (a) Purpose
862
863 (aa) Shall review organization and operational procedures of the Faculty Senate as provided for by
864 the *Constitution and Bylaws of the Faculty*.
865
866 (bb) Shall prepare proposals for amendments to the *Constitution and Bylaws* to be voted on by the
867 Faculty Senate and/or faculty of the university.
868

869
870 (b) Membership
871
872 Members and the committee chair are appointed by the Chair of the Faculty Senate. The Secretary
873 of the Faculty and the Parliamentarian (if one was appointed) shall be *ex officio* members of the
874 Rules Committee without vote.
875

876 (6) Committee on Judicial Review

877
878 (a) Purpose
879
880 (aa) Shall adjudicate in questions of interpretation of the *Constitution and Bylaws of the Faculty*.
881

882 (bb) Shall consider questions originating from any faculty member when presented through the
883 Chair of the Faculty Senate.

884
885 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for
886 Faculty Senate membership.

887
888 (b) Membership
889
890 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not
891 hold full-time administrative positions. The most immediate past chair of the Faculty Senate who
892 is serving on this committee shall serve as chair of the committee.

893
894 (7) Committee on Citizenship and Service Learning

895 (a) Purpose
896
897 (aa) Shall advise departments regarding departments' proposed attachment of service learning
898 components to existing courses as part of the Citizenship and Service Learning program in
899 order to ensure compliance with the service learning course criteria established in Faculty
900 Senate Action 10-95/96, which created the Citizenship and Service Learning program.
901
902 (bb) Shall monitor the service learning courses and program to ensure compliance with established
903 service learning criteria.
904
905 (cc) Shall periodically review service learning courses, program, and assessment data and
906 recommend changes to the Faculty Senate.
907
908 (dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service
909 Learning program.
910
911 (ee) Shall report annually to the Faculty Senate.

912
913 (b) Membership
914
915 The Committee on Citizenship and Service Learning shall comprise the following: one faculty
916 member from each undergraduate college, appointed by the Chair of the Faculty Senate; one faculty
917 member from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>,
918 appointed by the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate, ex officio
919 without vote; and the director of the Citizenship and Service Learning program, ex officio without
920 vote. At least half the members shall be faculty with experience in service learning courses.
921 Members shall serve for a term of three (3) years and may be reappointed for one succeeding term.
922 Members shall serve staggered three-year terms, so that one-third of the membership shall be
923 replaced each year. The Chair of the Faculty Senate shall appoint the chair of the Committee.
924
925

926 (8) Committee on Honorary Degrees

927 (a) Purpose
928
929

930 Review nominations and select recipients for University Honorary Degrees according to the
931 following procedures:

- 932
- 933 (aa) Nominations are to be sought from the entire University Community. Nominations are to be made
934 confidentially and are to remain confidential throughout the selection process.
935
- 936 (bb) An honorary degree is a symbol of recognition and respect; it is not recognized as an earned degree.
937 The committee should feel no pressure to select an honoree in any given year if it does not receive any
938 nominations it deems worthy of this type of honor.
939
- 940 (cc) The honoree must be living at the time of selection and will receive the honor at the spring
941 commencement. If an honoree dies during the interim between selection and the spring
942 commencement awards ceremony, then the award will be presented posthumously.
943
- 944 (dd) The honorary doctorate degree recognizes the extraordinary achievements of distinguished citizens (SA
945 36-00/01).
946
- 947 (i) No more than two honorary doctorate degrees may be conferred annually.
948
- 949 (ii) Current members of the MSU staff, faculty, administration, and Board of Governors, as well as
950 elected officials while holding elected office, are not eligible. Any individual who has worked
951 for the MSU system as a full-time employee at any time during the past 20 years is not eligible.
952 If a nominee worked for the MSU system prior to 20 years ago, the nominee must warrant
953 recognition for achievements attained after leaving the MSU system.
954
- 955 (iii) Financial considerations should not be involved in the selection process. The honorary doctorate
956 should not be used to reward financial support for the University.
957
- 958 (iv) The individual honored should have a strong tie to this community, state, or region. Although
959 individuals with nationwide and worldwide recognition should not be excluded, preference
960 should be given to distinguished candidates who have not been widely recognized and honored.
961
- 962 (v) Nomination materials must clearly document contributions outside of the nominee's job
963 expectations.
964
- 965 (vi) Four types of honorary doctorate may be bestowed: the Doctor of Humane Letters (L.H.D.),
966 given to persons who have distinguished themselves in the humanities; the Doctor of Letters
967 (Litt.D.), given to scholars in particular disciplines; the Doctor of Public Affairs (A.P.D.), given
968 to persons distinguished in general service to the public, to learning and to humankind; and the
969 Doctor of Science (Sc.D.), given to persons who have made distinguished contributions to
970 sciences.
971
- 972 (ee) The honorary undergraduate degree is only awarded in rare and exceptional circumstances. No more
973 than one honorary undergraduate degree may be conferred annually.
974
- 975 (ff) The Committee on Honorary Degrees will review nominations and complete its deliberations by
976 November 15, when it will then present its recommendation, if any, to the Faculty Senate for its
977 December session. Upon approval of the Senate, the recommendation will be forwarded to the
978 President and to the Board of Governors.
979

980 (b) Membership

981
982 The Committee on Honorary Degrees shall comprise the following: one faculty member from each

983 academic college appointed by the Chair of the Faculty Senate; if warranted one faculty member
984 from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, appointed
985 by the Chair of the Faculty Senate; the Dean of the Graduate College or an appointed representative;
986 the Provost or an appointed representative; and one student selected from either the Honors College
987 or the Graduate College. The Chair of the Faculty Senate shall appoint one of the faculty
988 representatives to serve as chair of the committee. The Past-Chair of the Faculty Senate shall serve
989 on the Committee on Honorary Degrees as an *ex officio* member without vote.
990

991 (9) Committee on Faculty Benefits

992
993 (a) Purpose

994
995 (aa) Shall maintain communication with personnel in the Office of Human Resources concerning
996 current faculty benefits.
997

998 (bb) Shall inform the Faculty Senate of any substantive changes made to faculty benefits. Such a
999 report should be made within two regularly scheduled Senate meetings of the changes being
1000 made. The report should address both the reasons for, and the implications of, the change. If
1001 the Committee deems an alternative solution would have better served the faculty, the report
1002 should outline their reasoning and recommendations.
1003

1004 (cc) Shall prepare a biennial report on the status of faculty benefits, to be submitted to the Faculty
1005 Senate during the Spring semester and presented no later than the April Session of odd years,
1006 that includes:

1007 (i) A comparative review of benefits provided or available to faculty at MSU and benefits
1008 offered to faculty at other state and peer institutions.

1009 (ii) A review of data from the Faculty Concerns survey addressing satisfaction with faculty
1010 benefits.

1011 (iii) A summary of feedback solicited from the faculty about current and desired benefits.

1012 (iv) A list of Committee recommendations, if any.
1013

1014 (b) Membership

1015
1016 (aa) The Committee on Faculty Benefits shall include one representative from each undergraduate
1017 college and one representative from each entity so identified in
1018 <http://www.missouristate.edu/facultysenate/entities.htm>. Eligible college representatives
1019 include ranked faculty. College representatives shall be appointed by the Chair of the
1020 Faculty Senate. The Chair of the Faculty Senate shall choose members with interest in
1021 benefits. The Associate Director of Human Resources in charge of Benefits, or a designee of
1022 the Associate Director, and the Chair-Elect of the Faculty Senate shall be ~~an~~ *ex officio*
1023 members without vote.
1024

1025 (bb) College representatives shall serve for a term of three (3) years and may be reappointed
1026 indefinitely. Terms shall be staggered so that one-third of the membership is appointed each
1027 year.
1028

1029 (cc) The Chair of the Faculty Senate shall appoint one of the college representatives to serve as
1030 chair of the Committee on Faculty Benefits.

- 1031
1032 (10) Study Away Advisory Committee
1033
1034 (a) Purpose
1035
1036 (aa) Shall meet on a regular basis (as determined necessary by committee members and the Study
1037 Away Office) to award exploratory travel away funds to faculty who have completed all
1038 application requirements for such, and to determine the winners of the annual Award for
1039 Excellence in Study Away Programming.
1040
1041 (bb) Shall serve as an advisory committee to the director of the Study Away Office.
1042
1043 (cc) Shall serve as an advisory resource for faculty, department heads, and deans who wish to
1044 consult the committee regarding their own Study Away programs.
1045
1046 (b) Membership
1047
1048 (aa) The Study Away Advisory Committee shall include seven (7) full-time faculty members
1049 from at least four different colleges of the University, appointed by the Chair of the Faculty
1050 Senate (or their designee) after consultation with the Director of the Study Away Office.
1051 The Chair of the Faculty Senate shall strive to appoint a majority of committee members
1052 with experience leading a Study Away trip. The Director of the Study Away Office **and the**
1053 **Past-Chair of the Faculty Senate** shall serve as *ex officio* members without vote.
1054
1055 (bb) Members shall serve for a term of three (3) years and may be reappointed for one succeeding
1056 term. Terms shall be staggered so that approximately one-third of the members are replaced
1057 or reappointed each year. (cc) The Chair of the Faculty Senate shall appoint the
1058 chairperson of the committee.
1059
1060 (11) Committee on Policy Review
1061
1062 (a) Purpose
1063
1064 (aa) Shall meet up to twice monthly to discuss pending policies under consideration by university
1065 leadership and to review current content in the university Policy Library.
1066
1067 (bb) Shall identify current and emerging content in the university Policy Library (excluding the
1068 Faculty Handbook) that should be reviewed by the Faculty Handbook Revision Committee or
1069 warrants further review by the faculty.
1070
1071 (cc) Shall prepare and present periodic reports with recommendations to the Faculty Senate
1072 regarding policies being referred to the Faculty Handbook Revision Committee, pending
1073 operating policies (OP) under consideration by university leadership, and other Policy Library
1074 content that should be further reviewed by the faculty.
1075
1076 (b) Membership
1077
1078 (aa) The Chair of the Faculty Senate, the Chair-Elect of the Faculty Senate, and the Chair of the

1079 Faculty Handbook Revision Committee shall be members of the Policy Review Committee.

1080

1081 (bb) A minimum of three additional faculty members will be appointed by the Chair of the Faculty
1082 Senate, so as to provide representation from various academic colleges. These additional
1083 faculty members will serve a two year term and may be reappointed for up to two consecutive
1084 terms. One of these faculty members will be appointed by the Chair of the Faculty Senate to
1085 serve as committee chair.

1086

1087 (cc) The Student Government Association shall provide a representative to the committee who
1088 will be *ex officio* without vote.

1089

1090 (dd) The Director of Human Resources, the Provost, a representative from the Registrar's office,
1091 and Chief General Counsel will be *ex officio* members without vote.

1092

1093 (12) Committee of Past Senate Chairs

1094

1095 (a) Purpose

1096

1097 (aa) Advises current Senate Chairs by providing institutional memory and historic perspectives
1098 pertinent to Senate initiatives.

1099

1100 (bb) Provides oversight relevant to Senate initiatives and priorities that span across terms of Senate
1101 Executive Committees.

1102

1103 (cc) Drafts recommendations for Senate action that address issues pertinent to the Faculty Senate and
1104 MSU faculty.

1105

1106 (b) Membership

1107 (aa) The Faculty Senate Chair, Faculty Senate Chair Elect, and Prior Senate Chairs who are full-time or
1108 emeritus faculty are eligible to serve on the Committee of Past Senate Chairs, unless they hold
1109 current administrative appointments at or above head level of an academic department.

1110

1111 (bb) A Committee Chair is elected each year by the committee in the first fall meeting.

1112

1113 C Ad Hoc Committees

1114

1115 To carry on the work of the Faculty Senate, *ad hoc* committees may be organized from time to time on the
1116 initiative of the Chair of the Faculty Senate or as directed by the Faculty Senate.

1117

1118 (1) Purpose

1119

1120 Upon activation of a specific committee, the Chair of the Faculty Senate shall prepare a specific charge
1121 for the committee and include the form and timing of the response requested.

1122

1123 (2) Membership

1124

1125 Appointed by the Chair of the Faculty Senate.

1126

1127 D Committee Responsibilities

1128
1129 Committees of the Faculty Senate shall be responsive to the will of the Senate. Committees shall discharge
1130 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges
1131 designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may initiate
1132 special charges or take action only with the approval of the Executive Committee of the Faculty Senate.
1133

1134 The chair of each Faculty Senate committee shall report directly to the Chair of the Faculty Senate, and
1135 normally the chair of the Faculty Senate committee shall present a committee report when it is on the
1136 agenda for a session of the Faculty Senate.
1137

1138 **SEC 10 Councils of the Faculty Senate**

1139
1140 A Definition and Duties of Councils
1141

1142 Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are
1143 empowered by the Senate to review curricular proposals and either reject them or recommend their approval
1144 to the Senate. Some Councils have secondary functions outside of the curricular process. The Councils of
1145 the Faculty Senate include the College Councils (one for each discipline-based undergraduate college),
1146 Graduate Council, the Council on General Education and Intercollegiate Programs (CGEIP), and the
1147 Educator Preparation Provider Council (EPPC). The establishment, operation, and specific duties of these
1148 Councils are described in Articles II-V of the Bylaws.
1149

1150 B Council Responsibilities
1151

1152 Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils shall discharge
1153 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges
1154 designated by the Faculty Senate or its Executive Committee. Faculty Senate Councils may initiate
1155 special charges only with the approval of the Executive Committee of the Faculty Senate.
1156

1157 C Council Actions
1158

1159 Council Actions include all formal recommendations or decisions made by a Council in response to its
1160 charges. Council Actions include rejections of curricular proposals, recommendations to approve curricular
1161 proposals, and all formal recommendations and decisions made while engaged in non-curricular duties.
1162

1163 D Challenges and Appeals of Council Actions
1164

1165 The ranked faculty of the University shall have the inherent right to challenge and appeal Council Actions as
1166 described in ART VII SEC 2 and ART VII SEC 3 of these Bylaws.
1167

1168 **SEC 11 Non-Senate Bodies in which Senate Plays a Role**

1169
1170 A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-
1171 Student Judicial Commission. The nominations of faculty for service on the Commission shall be made
1172 at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at
1173 least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will
1174 include at least two names of full-time faculty, who have served no less than two consecutive academic

1175 years at Missouri State University, from each undergraduate college as nominated by their college council.
1176 This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-
1177 Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be
1178 filled. The Secretary of the Faculty will count the votes and report the results.

1179
1180 B University Hearing Committee. The Faculty Senate elects the members of the University Hearing
1181 Committee as described in section 12.4.1.1. of the Faculty Handbook.

1184 **ART II COLLEGE COUNCILS**

1185 1186 **SEC 1 Establishment of College Councils**

1187
1188 As an integral part of Faculty Senate structure, each discipline-based undergraduate college faculty within the
1189 university shall organize a college council.

1190 1191 **SEC 2 Purpose of College Councils**

1192
1193 The primary purpose of each discipline-based undergraduate college council is to act upon curricular matters
1194 that are referred to it by academic departments within the college.

1195 1196 **SEC 3 Powers of College Councils**

1197
1198 Each discipline-based undergraduate college council is empowered to recommend the approval of a
1199 departmental curricular proposal or reject and return a proposal to the originator.

1200 1201 **SEC 4 Membership of College Councils**

1202
1203 A A discipline-based undergraduate college council shall consist of one member from each academic
1204 department of the college, and one student representative, majoring in a discipline in that college.* Both the
1205 academic dean of the college and the student representative shall be *ex officio* members of the college
1206 council without vote. The Chair of the Faculty Senate may attend the session of any college council as an *ex*
1207 *officio* member without vote.

1208
1209 * For purposes of this section only, any student working toward a Bachelor of Science in Education degree
1210 may be considered a major in Education.

1211
1212 B Each college council member shall serve for a term of two years and may be reelected for one immediately
1213 succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.
1214 Department heads are not eligible for election except in the case where a department head is the only
1215 member of an academic department.

1216 1217 **SEC 5 Election of Members to College Councils**

1218
1219 A On the same date as the election of departmental representatives to the Faculty Senate, the eligible faculty in
1220 each academic department within each discipline-based undergraduate college shall elect, by and from the
1221 eligible faculty in that academic department, a college council representative. Eligible faculty are ranked

- 1222 faculty, as well as those instructors and clinical faculty who have served no less than two consecutive
1223 academic years at Missouri State University by the September session of their term. The academic
1224 department head will prepare a ballot of all eligible faculty within the academic department and conduct the
1225 election. Voting shall be by secret ballot and each voting faculty member shall vote for one member within
1226 the academic department. The academic department head shall, in writing, notify the academic dean of the
1227 college and the Secretary of the Faculty of the outcome of the election.
1228
- 1229 B An undergraduate student representative shall be selected by the faculty of each college to be a member of
1230 each discipline-based undergraduate college council for a one-year term.
1231
- 1232 C At the beginning of the spring semester, the faculty in each academic department within each undergraduate
1233 college shall elect, from the undergraduate majors within each academic department, two nominees for the
1234 student representative of each College Council. Nominees must have completed a minimum of 75 credit
1235 hours and be in good academic standing. The academic department head will prepare a ballot of all eligible
1236 students within each academic department and conduct the election. Voting shall be by secret ballot, and
1237 each voting faculty member shall vote for up to two students. The academic department head shall contact
1238 the selected students to determine their willingness to serve. Should a student refuse, then the student
1239 receiving the next highest number of votes will be contacted. This process shall continue until two students
1240 accept the nomination. The academic department head shall, in writing, notify the academic dean of the
1241 college and the chair of the college council of the outcome of the election.
1242
- 1243 D At the first organizational meeting of each year's new college council, the voting members shall elect one
1244 student from the nominees submitted by the departments to serve on the college council. The outgoing chair
1245 of each college council will prepare a ballot of all nominees as elected by the departments. Voting shall be
1246 by secret ballot, and each voting council member shall vote for one student representative. The student
1247 receiving the most votes shall be elected to serve as a member of the college council for a one-year term.
1248 The new chair of the college council will then notify the student of their election. Should the student refuse,
1249 then the student receiving the next highest number of votes will be contacted. This process shall continue
1250 until a student has accepted the position. Upon acceptance, the college council chair shall, in writing, notify
1251 the Secretary of the Faculty and the chair of the SGA of the outcome of the election.
1252
- 1253 E Vacancy
1254
- 1255 (1) If the duly-elected departmental unit representative on a college council is subsequently elected as Chair
1256 or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs
1257 shall elect a new member to the affected college council for a one-year term.
1258
- 1259 (2) If for any reason a permanent vacancy (one semester or more) occurs on a college council, its chair shall
1260 immediately notify the appropriate administrator for the academic department without representation
1261 which shall elect a replacement by the election process provided above. If the vacancy is a student
1262 position, the replacement will be selected as provided above.
1263
- 1264 (3) A college council member who serves during a leave or an unexpired term shall be considered as having
1265 served an elected term for the purpose of eligibility for reelection.
1266
- 1267 F Newly-elected college council members shall take office at the first session following their elections.
1268

1269 **SEC 6 Election of College Council Chair**

- 1270
- 1271 A Within seven (7) school days after the annual election of college council members, each college council
- 1272 shall meet to elect a chair. The appropriate academic dean shall call the session and preside until the voting
- 1273 members have elected a chair from among the ranked faculty of each respective college council, who shall
- 1274 serve a one-year term, and may be reelected for one immediately succeeding term but shall not then be
- 1275 eligible for reelection until after the lapse of an intervening year.
- 1276
- 1277 B In case a vacancy occurs in the office of chair of a college council, the appropriate dean shall call for the
- 1278 election of a new chair at the next college council session.
- 1279

1280 **SEC 7 Duties of College Council Chair**

- 1281
- 1282 A The chair of a college council shall preside at all sessions of the council and shall supervise the functioning
- 1283 of the council.
- 1284
- 1285 B The minutes of each college council session shall be recorded and distributed by the secretary in the office
- 1286 of the appropriate dean.
- 1287
- 1288 C At the first college council meeting of the academic year, the chair shall provide a copy of the council's
- 1289 current rules to each council member.
- 1290
- 1291 D After the college council's last meeting of an academic year, but before the end of the spring semester, the
- 1292 chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the
- 1293 Faculty.
- 1294

1295 **SEC 8 Sessions of College Councils**

- 1296
- 1297 A In addition to the organizational session, each college council shall meet during the first or second month of
- 1298 the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined
- 1299 by the chair.
- 1300
- 1301 B The time, the date, and the place of all sessions of each college council shall be announced on the Faculty
- 1302 Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made
- 1303 through the Faculty Senate office. The chairs of the college councils shall forward to the Faculty Senate
- 1304 office a request for publication of the announcements.
- 1305
- 1306 C The chair of each college council shall direct the distribution of the agenda together with all proposals for
- 1307 council consideration in writing to each college council member, to all department heads of the university,
- 1308 and to all academic deans of the university and will ensure that they are received at least five (5) school days
- 1309 before each college council session. Proposals for college council consideration which have not been
- 1310 previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds
- 1311 of the entire college council membership.
- 1312
- 1313 D The chair of each college council shall submit the agenda of all college council sessions to the chair of the
- 1314 Faculty Senate at least five (5) school days before the college council session.
- 1315
- 1316 E The chair of each college council shall place a copy of the minutes of each session of that council in a

1317 permanent file in the Faculty Senate office within one week after the college council session. The minutes
1318 of each college council session shall be available to all interested parties.

1319
1320 F Any member of a college council may receive a roll call or ballot vote on any matter by so requesting.

1321
1322 G Any non-member attending a session of a college council may speak with the consent of the chair of the
1323 group involved. These persons shall have no vote.

1324
1325 H In case of the necessary absence of an elected representative from a college council session, the absent
1326 member may choose a member of the respective academic department to serve. Substitutions shall be
1327 cleared with the chair of the college council prior to the applicable session. Each substitute shall have a
1328 vote.

1329

1330 **SEC 9 Duties of College Councils**

1331
1332 A college council shall receive, review, and act upon curricular proposals as described in ART VI SEC 4.

1333

1334 **SEC 10 Challenges and Appeals of College Council Actions**

1335

1336 A The ranked faculty members of each academic college have an inherent right to challenge any Action of
1337 their College Council, as set forth in ART VII SEC 2 of these Bylaws.

1338
1339 B The ranked faculty members of the University have an inherent right to appeal any Action of any College
1340 Council, as set forth in ART VII SEC 3 of these Bylaws.

1341

1342 **SEC 11 College Council Rules**

1343

1344 Every College Council shall adopt, by a majority vote of the ranked faculty in its college, rules governing its
1345 deliberations and activities in connection with the carrying out of its responsibilities related to curricular matters
1346 and the curricular process as set forth in the Constitution and Bylaws of the Faculty. These rules must be
1347 consistent with the Constitution and Bylaws of the Faculty, and must include (1) a provision requiring that new
1348 courses be approved prior to, and independently from, new program proposals of which they are a part, and (2)
1349 the procedures by which the council's rules may be amended.

1350

1351

1352 **ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

1353

1354 **SEC 1 Establishment of the Educator Preparation Provider Council**

1355

1356 As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be
1357 established.

1358

1359 **SEC 2 Purpose of the Educator Preparation Provider Council**

1360

1361 The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures
1362 that ensure educator preparation programs at Missouri State University (MSU) meet state and national
1363 guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation

1364 Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such
1365 that educator preparation programs are offered in each of the six academic colleges. One of the central purposes
1366 of the EPPC is to review curricular proposals for programs leading to certification for teachers and school
1367 administrators. Programs that are relevant to educational preparation but do not require certification will flow
1368 through EPPC for review, but not approval.
1369

1370 **SEC 3 Responsibilities of the Educator Preparation Provider Council**

- 1371
- 1372 A Develops policy and makes recommendations concerning educator preparation programs.
1373
 - 1374 B Conducts on-going reviews of all educator preparation programs and participates in the preparation of
1375 accreditation reports.
1376
 - 1377 C Monitors changing regulations and accreditation standards and makes recommendations for program
1378 revisions to accommodate new requirements.
1379
 - 1380 D The EPPC reviews proposals for curricular changes to educator preparation programs and courses as
1381 described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate
1382 for approval.
1383
 - 1384 E Promotes collaboration among and ensures professional development opportunities for members of the EPP
1385 and between EPP and the public schools to enhance the quality of educator preparation.
1386
 - 1387 F Ensures curricular coherence in educator preparation.
1388
 - 1389 G Develops quality control procedures for educator preparation programs.
1390
 - 1391 H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or
1392 requirement and makes recommendations.
1393
 - 1394 I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are
1395 consistent with national, regional, state, and university standards and requirements.
1396

1397 **SEC 4 Membership of the Educator Preparation Provider Council**

- 1398
- 1399 A An EPPC member who represents the faculty must be a member of the EPP.
1400
 - 1401 B 1 The EPPC shall include at least one EPP faculty member from each academic department, or special
1402 academic program, and from each entity so identified in
1403 <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All
1404 departments, or special academic programs, are required to have at least one representative.
1405 Departments, or special academic programs, with more than 250 combined graduate and undergraduate
1406 teacher education majors have the option of electing one representative per 250 majors in teacher
1407 education. If an academic department, special academic program, or entity so identified in
1408 <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then
1409 its head may serve as an ex officio EPPC member without voting privileges. The BSED-Secondary
1410 Oversight Committee is not considered to be a special academic program and does not have separate
1411 representation on EPPC.

- 1412
1413 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two
1414 consecutive terms but following the second term shall not be eligible to serve until after the lapse of an
1415 intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive
1416 year as an EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon
1417 completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse
1418 of an intervening year. A second exception shall be those academic departments in which only one or
1419 two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
1420
- 1421 C Three school teachers (elementary, secondary, K12) from the community and one full-time school
1422 administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve
1423 two consecutive terms of two years each, but following the second term shall not be eligible to serve until
1424 after the lapse of an intervening year. These members shall be full voting members except they shall be
1425 excluded from discussions and decisions regarding confidential personnel matters.
1426
- 1427 D Membership shall also include two Missouri State University undergraduate students and two Missouri State
1428 University graduate students. Student members shall serve a term of two years as full voting members.
1429 They shall be excluded from discussions and decisions regarding confidential personnel matters.
1430
- 1431 E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without
1432 voting privileges. The administrator responsible for the DESE accreditation process shall also serve as *ex*
1433 *officio* member to the EPPC without voting privileges.
1434

1435 **SEC 5 Election of Members to the Educator Preparation Provider Council**

1436

- 1437 A Each academic department/unit that offers an educator preparation program shall elect one representative
1438 who is a member of the EPP as the departmental representative and forward the name to the Chair of the
1439 EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more
1440 undergraduate education programs shall elect two additional members and forward the names to the chair of
1441 the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined
1442 graduate and undergraduate teacher education majors have the option of electing additional representatives
1443 as described above.
1444
- 1445 B The President of the Student Government Association shall select one full-time undergraduate student who
1446 has been admitted into an educator preparation program at Missouri State University to serve a two-year
1447 term.
1448
- 1449 C The President of the Graduate Student Senate shall select one full-time graduate student who has been
1450 admitted into an educator preparation program at Missouri State University to serve a two-year term.
1451
- 1452 D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the
1453 community and one full-time school administrator from the community to the EPPC by May 1. The
1454 representative shall be elected to a two-year term by the EPPC at the organizational session in May.
1455
- 1456 E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will
1457 immediately request the election of a replacement according to the election process indicated in this section.
1458
1459

1460 **SEC 6 Election of Chair-elect – Educator Preparation Provider Council**

- 1461
- 1462 A Nominees for the position of Chair-elect must be tenured and familiar with national accreditation standards,
1463 state certification requirements, and university governance. Chair-elect nominees must be a member of the
1464 EPP. The nominees will be presented to the EPPC no later than the March session.
1465
- 1466 B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March
1467 session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than
1468 April 1.
1469
- 1470 C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-elect of the
1471 EPPC.
1472
- 1473 D At the end of the April session, the Chair-elect from the previous year shall assume duties as the Chair of the
1474 newly elected EPPC and the newly elected Chair-elect shall assume duties as Chair-elect.
1475
- 1476 E In case a vacancy occurs in the office of Chair, the Chair-elect shall become Chair.
1477
- 1478 F In case a vacancy occurs in the office of Chair-elect, the EPPC shall elect a new Chair-elect at its next
1479 session. Notification of the pending election shall be made as part of the agenda for the session.
1480

1481 **SEC 7 Duties of Officers – Educator Preparation Provider Council**

- 1482
- 1483 A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC
1484 and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint
1485 members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a
1486 delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum
1487 Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative
1488 meetings without voting privilege. (These meetings are for informational sharing, oversight and when
1489 needed policy making of educator preparation items across colleges). The chair of the EPPC also shall
1490 consider and in some manner address any suggestions, or other matters directed to the EPPC by any member
1491 or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters
1492 are dealt with in an appropriate manner.
1493
- 1494 B The Chair-elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in
1495 supervision as directed by the EPPC or the Chair; shall serve on the Executive Committee; and shall serve
1496 as an *ex officio* member of all other standing and *ad hoc* committees of the EPPC without voting privileges.
1497
- 1498 C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair
1499 shall review current bylaws and the EPP membership process to ensure continuity and updating.
1500
- 1501 D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the
1502 Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national
1503 accreditation requirements; maintain all documents needed for DESE visitations; and prepare the yearly
1504 reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for the
1505 Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and distribution
1506 of the minutes for all sessions of the EPPC.
1507

- 1508 E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC
1509 Executive Committee. The Director of Secondary Education facilitates the effective operation of the
1510 Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED)
1511 Oversight Committees or other governance committee structures focusing on K-12 and secondary programs.
1512 The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non-
1513 voting *ex officio* member.
1514

1515 **SEC 8 Sessions of Educator Preparation Provider Council**

- 1516
- 1517 A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the
1518 Faculty Senate office.
1519
- 1520 B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the
1521 session shall be announced on the EPPC web page a minimum of five working days prior to the session.
1522
- 1523 C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for
1524 EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy
1525 of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the
1526 exception of personnel matters, be made available to any interested party. Proposals for EPPC
1527 consideration which have not been previously distributed as agenda items may be considered at EPPC
1528 sessions with an approving vote of two-thirds of the council membership present.
1529
- 1530 D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working
1531 days before the EPPC session. The agendas shall be made available to all interested parties.
1532
- 1533 E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office.
1534 The minutes of each EPPC session shall be available to all interested parties.
1535

1536 **SEC 9 Duties of the Educator Preparation Provider Council**

- 1537
- 1538 A The EPPC shall recommend approval of a curricular proposal or reject and return a curricular proposal to
1539 the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the
1540 EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without
1541 motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to
1542 the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular
1543 proposals recommended by the EPPC shall be forwarded to the Graduate Council.
1544
- 1545 B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP
1546 students, and EPP programs for purposes of maintaining compliance with state and national accreditation
1547 guidelines.
1548

1549 **SEC 10 Appeals of Educator Preparation Provider Council Actions**

- 1550
- 1551 The ranked faculty members of the University have an inherent right to appeal any EPPC Action, as set forth in
1552 ART VII SEC 3 of these Bylaws.
1553

1554 **SEC 11 Committees of the Educator Preparation Provider Council**

1555

- 1556 A Faculty appointed to EPPC committees shall be members of the EPP.
1557
- 1558 B The following standing committees will be established and the duties of each are as follows:
1559
- 1560 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and
1561 accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a
1562 slate of candidates for the office of Chair-elect, review all applications and five-year plans for the EPP
1563 membership, and recommend qualified applicants to the EPPC for admittance. The committee will
1564 serve as the point of origin for proposed changes responding to the Department of Education policy
1565 changes and non-curricular catalog changes in the undergraduate catalog, which then move directly to
1566 EPPC for approval. The membership shall consist of the Chair, the Chair-elect, and the Immediate Past
1567 Chair. The Head of the EPP, the Dean of the College of Education, the Director of Education
1568 Professional Services, the Director of Secondary Education and the administrator responsible for the
1569 DESE accreditation process are non-voting *ex officio* members.
1570
 - 1571 2 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the
1572 committee shall evaluate and report on the alignment of EPP education programs' diversity components
1573 with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President
1574 for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural
1575 Student Services Office, one representative from each of the EPP education programs (colleges with
1576 more than one program shall appoint at least one representative), representatives from student
1577 organizations of historically underrepresented groups, and community members.
1578
 - 1579 3 The Committee on Appeals and Compliance shall review and make recommendations on any appeal
1580 submitted by a student concerning any Educator preparation program requirement except course
1581 substitutions. The Appeals and Compliance Committee shall monitor student compliance with
1582 alternative routes for admission to teacher education and make recommendations to the EPPC. The
1583 Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements
1584 and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one
1585 representative from each college. The Committee on Appeals and Compliance shall include the chair
1586 of the Committee on Membership and Professional Development; a minimum of one representative
1587 from each college with an undergraduate teacher education program; two faculty representatives from
1588 the College of Education; one faculty representative from the College of Agriculture; and one *ex officio*
1589 non-voting representative from each of the following: Educator Preparation Provider and Secondary
1590 Education Office and the Professional Education Advisement Center.
1591
 - 1592 4 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall
1593 recommend rejection or approval by the deadlines published in the Faculty Senate session
1594 schedule/planning calendar. The committee shall suggest corrections or changes to the originating
1595 academic department or faculty oversight committee in order to expedite the curriculum review process
1596 and shall make a recommendation to the EPPC regarding disposition for each proposal.
1597
 - 1598 5 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the
1599 BSED-Secondary Education program. The committee shall have responsibility for initiating program
1600 changes within common elements of the program and reporting those recommended changes to the
1601 EPPC. The committee will serve as the point of origin for proposed changes responding to the
1602 Department of Education policy changes and non-curricular catalog changes to the secondary education-
1603

1604 specific teacher education certification requirements in the undergraduate catalog, which then move
1605 directly to EPPC for approval. Every academic department having a BSED-Secondary Education
1606 program shall select a representative from their full-time EPP faculty. The Reading, Foundations and
1607 Technology department shall select two representatives from their full-time EPP faculty who have
1608 responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary
1609 Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative
1610 from the Education Field Experience office shall serve as non-voting, *ex officio* members of this
1611 committee. At the April session, the chair-elect from the previous year shall assume duties as the chair
1612 of the BSED committee and a new chair-elect from the current committee membership shall be elected
1613 and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.
1614
1615

1616 C With the exception of the Executive Committee and the BSED Oversight Committee (as described in Article
1617 B5), the membership of each of these standing committees shall consist of at least one COE faculty EPP
1618 member and at least one EPP member from outside the COE. The chair and chair-elect must be members
1619 of the EPP. If the chair of an EPPC standing committee is not a current EPPC member, he or she will
1620 become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair
1621 or chair-elect have the option of appointing an EPP member from that College upon consultation with two
1622 EPPC members and the Executive Committee. All voting members must be members of the EPP. None
1623 may hold administrative appointments.
1624

1625 D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and
1626 submit them to the EPPC office, where they shall be archived on the EPP website. Committees making
1627 recommendations that directly affect any EPP program shall consult with EPP members in that program
1628 before bringing the recommendation to the EPPC for approval.
1629

1630 E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be
1631 organized from time to time on the initiative of the chair or as directed by the EPPC.
1632

1633 **SEC 12 Amendments of *Bylaws***

1634

1635 Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the
1636 EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being
1637 voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed
1638 amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws*
1639 not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and
1640 voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting
1641 shall be by secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate
1642 Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.
1643
1644

1645 **ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE** 1646 **PROGRAMS**

1647 **SEC 1 Establishment of Council on General Education and Intercollegiate Programs**

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1649 As an integral part of the Faculty Senate structure, a Council on General Education and Intercollegiate Programs
1650 shall be established.
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SEC 2 Purpose of Council on General Education and Intercollegiate Programs

This Council shall act upon all curricular proposals affecting the General Education Program, undergraduate courses and programs offered collaboratively by academic departments in two or more colleges, undergraduate degrees offered by two or more colleges, and the general requirements for undergraduate certificates. This Council shall also act on applications for admission to the Bachelor of General Studies degree program.

SEC 3 Powers of Council on General Education and Intercollegiate Programs

This council is empowered to recommend the approval of curricular proposals or reject and return proposals to the originator, and to approve or deny applications for admission to the Bachelor of General Studies degree program.

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs

- A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. A recommendation for the approval of a course proposal will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.
- B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. A recommendation to approve changes will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.
- C Periodically reviews the general education program and assessment data and recommends changes in the general education program to the Faculty Senate.
- D Oversees the relationships of the general education program with other parts of the curriculum and other curricular structures on campus.
- E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals from the Honors College.
- F Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.
- G Reviews and acts on proposals related to individualized majors and minors, serving in the role of College Council for such proposals.
- H Reviews and acts upon proposals from academic departments and special academic programs affecting the general requirements for undergraduate certificates.
- I If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates a curricular proposal at its discretion.
- J Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree

1700 program.

1701

1702 **SEC 5 Membership of Council on General Education and Intercollegiate Programs**

1703

1704 The Council shall comprise the following: two persons from each undergraduate college; one person from each
1705 entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>; and the Chair-Elect of the
1706 Faculty Senate, *ex officio* without vote. Members shall serve for a term of three (3) years and may be reelected.
1707 At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-
1708 third of the council has each term length. Thereafter, members shall serve staggered three (3) year terms, so
1709 that one-third of the membership shall be replaced each year. The Provost and/or designees of the Provost shall
1710 be *ex officio* members without vote.

1711

1712 **SEC 6 Election of Members to Council on General Education and Intercollegiate** 1713 **Programs**

1714

1715 A At the beginning of the spring semester, the Faculty Senate Executive Committee shall send out
1716 notifications and instructions for selection of new Council on General Education and Intercollegiate
1717 Programs Members.

1718

1719 B The eligible faculty in each academic department within each undergraduate college shall elect, by and from
1720 the eligible faculty in that academic department, one nominee for each vacancy for service on the Council
1721 on General Education and Intercollegiate Programs. Eligible faculty are ranked faculty, as well as those
1722 instructors and clinical faculty who have served no less than two consecutive academic years at Missouri
1723 State University by the September session of their term. The academic department head will prepare a ballot
1724 of all eligible faculty within the academic department and conduct the election. Voting shall be by secret
1725 ballot, and each voting Faculty member shall vote for one member for each vacancy within the academic
1726 department. The academic department head shall, in writing, notify the academic dean of the college, chair
1727 of the college council, and the Secretary of the Faculty of the outcome of the election.

1728

1729 C At the earliest possible session in the spring semester of each of the previously named college councils, each
1730 college council shall elect one faculty nominee per vacancy to serve on the Council on General Education
1731 and Intercollegiate Programs. The chair of the college council will prepare a ballot of all departmental
1732 nominees of that college. Voting shall be by secret ballot, and each voting council member shall vote for
1733 one college faculty member per vacancy. The college faculty member receiving the most votes shall serve
1734 as a member of the Council on General Education and Intercollegiate Programs. The remaining roster of
1735 departmental nominees shall serve as a replacement pool, should a vacancy occur. The council chair shall,
1736 in writing, notify the Secretary of the Faculty of the outcome of the election.

1737

1738 D If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on
1739 the Council on General Education and Intercollegiate Programs, the college council where the vacancy
1740 occurred shall elect a replacement from the list of departmental nominees as specified above (Section 6B).

1741

1742 **SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs**

1743

1744 A The Chair-elect of CGEIP shall transition to the Chair of CGEIP after the conclusion of the April meeting.

1745

1746 B Officers will include a Chair, a Chair-elect, and a secretary. The Chair and Chair-elect may hold that
1747 position only once during any three-year period. The secretary may be reelected without limit.

- 1748
1749 C At the May meeting the council will elect a Chair-elect and a secretary.
1750
1751 D If the Chair of CGEIP leaves the position before their term expires, then the CGEIP Chair-elect will assume
1752 the position of Chair, and the council shall elect a new Chair-elect at the first meeting for which the new
1753 Chair presides.
1754

SEC 8 Duties of Officers - Council on General Education and Intercollegiate Programs

1755
1756
1757 The chair of the Council on General Education and Intercollegiate Programs shall preside at all sessions of the
1758 council and shall supervise the functioning of the council. The chair-elect of the council will assist the chair.
1759 The minutes of each council session will be recorded and distributed by the secretary of the council.
1760

SEC 9 Sessions of the Council on General Education and Intercollegiate Programs

- 1761
1762
1763 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the
1764 chair at a time and place determined by the chair.
1765
1766 B The time, the date, and the place of all sessions of the Council on General Education and Intercollegiate
1767 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.
1768 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Council
1769 on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for
1770 publication of the announcements.
1771
1772 C The chair of the Council on General Education and Intercollegiate Programs shall direct the distribution of
1773 the agenda together with all proposals for council consideration in writing to each council member, to all
1774 department heads of the university, special academic program heads, and to all academic deans of the
1775 university and will ensure that they are received at least five (5) school days before each council session.
1776 Proposals for council consideration which have not been previously distributed as agenda may be
1777 considered at council sessions with an approving vote of two-thirds of the entire council membership.
1778
1779 D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5)
1780 school days before the council session. These agenda shall be made available to all interested parties.
1781
1782 E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the
1783 minutes of each session of that council in a permanent file in the Faculty Senate office within one week after
1784 approval of the minutes by the Council on General Education and Intercollegiate Programs. The minutes of
1785 each council session shall be available to all interested parties.
1786
1787 F Any member of this council may receive a roll call or ballot vote on any matter by so requesting.
1788
1789 G Any non-member attending a session of the Council on General Education and Intercollegiate Programs
1790 may speak with the consent of the chair.
1791

SEC 10 Duties of Council on General Education and Intercollegiate Programs

1792
1793
1794 The council shall recommend the approval of a curricular proposal or reject and return a proposal to the
1795 originator. A proposal may be withdrawn from consideration without motion or vote by the originating units

1796 before final disposition by the council upon specific request to the council chair. All curricular proposals
1797 recommended for approval by the council shall be forwarded to the Secretary of the Faculty for disposition as
1798 described in ART VI. The Council shall also approve or deny applications for admission to the Bachelor of
1799 General Studies degree program.
1800

1801 **SEC 11 Committees of the Council on General Education and Intercollegiate**
1802 **Programs**

1803
1804 A The Bachelor of General Studies (BGS) Admissions Committee.

1805
1806 (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General
1807 Studies degree program and shall approve or deny such applications.
1808

1809 (2) The voting members of the BGS Admissions Committee shall be appointed by the chair of CGEIP.
1810 The voting membership shall consist of a minimum of four faculty with the same eligibility as for
1811 Council on General Education and Intercollegiate Programs Membership (See 6A). The voting
1812 membership must come from at least four different colleges/entities, one of whom must come from an
1813 education preparation program in one of the six academic colleges. Voting members will serve two-
1814 year terms that are staggered such that not all terms expire in the same year. Members may be
1815 reappointed for multiple terms. If no members of the committee are serving on CGEIP, then the
1816 CGEIP chair or the chair's designee will sit on the committee as *ex officio* without vote. The Associate
1817 Provost for Student Success and the Bachelor of General Studies Advisor(s) from the Academic
1818 Advisement Center shall be *ex officio* members without vote.
1819

1820 (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in
1821 which at least one completed application has been submitted no less than two weeks prior to the
1822 scheduled meeting time.
1823

1824 (4) Approval of an application will require a 75% majority of the voting members.
1825

1826 (5) The Associate Provost for Student Success will keep a written record of each application that is
1827 reviewed, including whether the application was approved or denied and, if denied, the reason(s) for the
1828 denial. The decision will be conveyed to the student and to the Assistant Director of Interdisciplinary
1829 Programs in the Academic Advisement Center.
1830

1831 (6) The BGS Admissions Committee will submit a written annual report to the chair of CGEIP who will
1832 forward the report to the Chair of the Faculty Senate.
1833

1834
1835 **SEC 12 Appeals of Council on General Education and Intercollegiate Programs Actions**
1836

1837 The ranked faculty members of the University have an inherent right to appeal any Action of the Council on
1838 General Education and Intercollegiate Programs, as set forth in ART VII SEC 3 of these Bylaws.
1839

1840
1841 **ART V GRADUATE COUNCIL**
1842

1843 **SEC 1 Establishment of the Graduate Council**

1844
1845 As an integral part of the Faculty Senate structure, a Graduate Council shall be established.
1846

1847 **SEC 2 Purpose of the Graduate Council**

1848
1849 The primary purpose of the Graduate council is to act upon graduate level curricular matters that are referred to
1850 it by academic departments.
1851

1852 **SEC 3 Powers of the Graduate Council**

1853
1854 The Graduate Council is empowered, for courses numbered 600 or higher, for graduate degree programs, for
1855 graduate degrees, and for the general requirements for graduate certificates, to recommend approval of a
1856 curricular proposal from an academic department or special academic program or to reject and return a proposal
1857 to the originator. If so charged by the Senate Chair, the Graduate Council is also empowered to initiate
1858 curricular proposals to add graduate degrees, delete graduate degrees, modify the requirements for existing
1859 graduate degrees, and modify the general requirements for graduate certificates, or to investigate the merits of
1860 such a proposed change and initiate a curricular proposal at its discretion. It must approve all members of the
1861 graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the
1862 Graduate College.
1863

1864 **SEC 4 Membership of the Graduate Council**

1865
1866 The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student
1867 Senate; one member of the graduate faculty from each entity so identified in
1868 <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate programs; and one
1869 member of the graduate faculty from each academic department offering one or more graduate programs, or in
1870 the case of an interdisciplinary program, a representative from the sponsoring entity. The term of office for
1871 members of the Graduate Council is one year for the student representative and two years for each faculty
1872 representative. A faculty representative to Graduate Council may be elected for two consecutive terms, but
1873 following the second term shall not be eligible to serve until after the lapse of an intervening year. A person
1874 elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as
1875 chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council
1876 until after the lapse of an intervening year. Department heads are not eligible for election except in the case
1877 where an academic department head is the only graduate faculty member in an academic department. The
1878 following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the
1879 Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the
1880 Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.
1881

1882 **SEC 5 Chair of the Graduate Council**

1883
1884 The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time
1885 of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an
1886 organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College
1887 (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate
1888 Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After
1889 serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a
1890 lapse of an intervening year.

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SEC 6 Sessions of the Graduate Council

- A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office, usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee shall preside.
- B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any member of the Graduate Council for the transaction of only such business as stated in the call for the session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of one day prior to the special session.
- C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council. Sessions of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive Committee and guests invited by the Chair of the Graduate Council.
- D An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the preparation of the agenda has conformed to the provisions outlined in this section.
- E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college deans, associate and assistant deans, and all academic department heads.
- F In case of the necessary absence of an elected faculty representative from a Graduate Council session, the absent member may choose a member of the represented entity to serve. In case of the necessary absence of a student representative from a Graduate Council session, the President of the Graduate Student Senate may appoint a substitute from the Graduate Student Senate. Both faculty and student substitutions shall be cleared with the chair of the Graduate Council prior to the applicable session. Each substitute shall have a vote.

SEC 7 Committees of the Graduate Council

- A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and duties of each are as follows:
 - (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is responsible for : (a) reviewing all applications for graduate faculty status and making recommendations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to

- 1939 graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for
 1940 graduate faculty status; (d) communicating to appropriate programs all relevant policies of the
 1941 Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a
 1942 recommendation to the Graduate Council concerning the criteria for graduate faculty status and the
 1943 appropriateness of the faculty when the Council is considering a new graduate program.
 1944
- (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for
 1945 (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean a
 1946 nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate
 1947 student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer, and
 1948 expand scholarship and award opportunities of all kinds for graduate students.
 1949
- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is
 1950 responsible for screening and reviewing all curricular proposals for graduate level courses (600 and
 1951 above), graduate programs, graduate degrees, and graduate certificates, and making recommendations
 1952 regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee
 1953 shall require that all programs affected by a particular graduate level curricular proposal be
 1954 appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate
 1955 Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records
 1956 and Registration, and the Educator Preparation Provider Council.
 1957
- (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible
 1958 for reviewing any grievance other than for a curricular matter brought to the council by (a) a graduate
 1959 student, (b) the Executive Committee of the Graduate Council, (c) the Graduate Council itself, (d) any
 1960 member of the graduate faculty, or (e) the office of the Graduate Dean. The Grievance Committee
 1961 makes a recommendation for disposition by the Graduate Council or the Graduate Dean. This
 1962 includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for
 1963 completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts
 1964 upon all appeals to decisions made by the Graduate Council Membership Committee and informs all
 1965 involved parties of its decision. A membership decision of the Graduate Council Grievance
 1966 Committee regarding an appeal is binding on the Council.
 1967
- (5) Graduate Recruiting Committee. The Graduate Recruiting Committee is responsible for (a)
 1968 monitoring growth of the graduate programs at the university; (b) working with departments
 1969 throughout the university to streamline the graduate recruitment process; and (c) identifying effective
 1970 recruitment practices, both on campus and elsewhere to suggest changes to the graduate recruitment
 1971 process as university policies and practices change.
 1972
- B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the
 1973 Chairs from each of the standing committees of the Graduate Council, and one other member of the
 1974 Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of
 1975 the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate
 1976 Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council
 1977 shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive
 1978 Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the
 1979 Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by
 1980 the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program
 1981 planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to
 1982
 1983
 1984
 1985
 1986

1987 graduate education at Missouri State University not delegated to the standing committees of the Graduate
1988 Council; and (5) recommend specific proposals to be debated by the Graduate Council.

- 1989
1990 C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of special
1991 problems. These committees will serve until the completion of the work for which they were appointed.
1992
1993
1994 D All committees are to make reports to the Graduate Council and act only on the Graduate Council's
1995 instruction.
1996

1997 **SEC 8 Challenges and Appeals of Graduate Council Actions**
1998

- 1999 A The ranked members of the Graduate Faculty have an inherent right to challenge any Action of the Graduate
2000 Council, as set forth in ART VII SEC 2 of these Bylaws.
2001
2002 B The ranked faculty of the University have an inherent right to appeal any Action of the Graduate Council, as
2003 set forth in ART VII SEC 3 of these Bylaws.
2004

2005 **SEC 9 Amendments of *Bylaws***
2006

2007 These *Bylaws* may be amended by a two-thirds vote of the Graduate Council after the amendment has been
2008 considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments
2009 shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.
2010

2011 **ART VI CURRICULAR PROCESS**
2012

2013 **SEC 1 Responsibility for Curricular Matters**
2014

2015 The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board of
2016 Governors. Curricular proposals approved by the Faculty Senate become Faculty Senate Actions that are
2017 subject to approval and implementation by the president of the university and, where necessary, to approval by
2018 the Board of Governors.
2019

2020 **SEC 2 Definitions and Structures in Curricular Process**
2021

- 2022 A For the purpose of this document, curricular proposals include proposals for:

- 2023
2024 (1) New degree or certificate programs
2025 (2) New options within an existing degree or certificate program
2026 (3) New courses
2027 (4) Changes in any of the above
2028 (5) Changes to degree or certificate policies and requirements
2029 (6) Changes to General Education program requirements
2030

- 2031 B Curricular matters shall be acted upon by the following bodies including such internal structures of each
2032 named body as may be established for dealing with their specific curricular matters:
2033

- 2034 (1) Academic departments or special academic programs
- 2035 (2) College councils
- 2036 (3) Academic deans
- 2037 (4) Graduate council
- 2038 (5) Educator Preparation Provider Council
- 2039 (6) Council on General Education and Intercollegiate Programs
- 2040 (7) Secretary of the Faculty
- 2041 (8) Executive Committee of the Faculty Senate
- 2042 (9) Faculty Senate
- 2043 (10) University administration

2044

2045

2046 **SEC 3 Responsibility of Academic Departments**

- 2047
- 2048 A Each academic department or special academic program shall have autonomy in originating and perfecting;
- 2049 or in considering, altering, adopting, or deleting courses and programs of study as part of the curriculum in
- 2050 its discipline when such courses or programs are referred to the academic department.
- 2051
- 2052 B After being perfected by the academic department or special academic program, the academic department
- 2053 head or the chair of the special academic program shall forward proposals in this manner:
- 2054
- 2055 (1) After review/comment by the college dean as described in SEC 5 below, course and program
 - 2056 proposals for MS in Education and Educational Specialist Degrees shall be forwarded to the chair,
 - 2057 Educator Preparation Provider Council.
 - 2058
 - 2059 (2) After review/comment by the college dean as described in SEC 5 below, program proposals for
 - 2060 general education, course and program proposals for special academic programs, proposals for other
 - 2061 multi-college courses and programs, proposals affecting undergraduate degrees offered by two or
 - 2062 more colleges, and proposals affecting the general requirements for undergraduate certificates shall be
 - 2063 forwarded to the chair, Council on General Education and Intercollegiate Programs.
 - 2064
 - 2065 (3) After review/comment by the college dean as described in SEC 5 below, proposals affecting graduate
 - 2066 courses (600 level and above), graduate programs, graduate degrees, and graduate certificates shall be
 - 2067 forwarded to the chair, Graduate Council.
 - 2068
 - 2069 (4) All other course and program proposals, including one-time-only, experimental, and intersession
 - 2070 proposals, shall be forwarded to the chair of the college council of the college in which the academic
 - 2071 department serves.

2072

2073 **SEC 4 Responsibility of College Councils**

- 2074
- 2075 A A College Council shall receive, deliberate on, and expedite curricular proposals from the academic
- 2076 departments within a college.
- 2077
- 2078 B Proposed general education courses shall be evaluated for alignment with general education learning
- 2079 objectives in addition to other criteria that may be applied to courses offered by the college.
- 2080
- 2081 C A College Council shall reject or recommend approval of a departmental curricular proposal.

- 2082
2083 D All Department Heads/Directors and Faculty Senators from within the College shall be notified of the
2084 disposition of each curricular proposal and shall be given access to either a digital or paper copy of the
2085 proposal. This notification shall constitute dissemination to the College faculty and shall initiate the
2086 challenge period within the College.
2087
2088 E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge,
2089 the originator, the Department Head/Director, and the Faculty Senator representing the academic department
2090 or special academic program from which the proposal originated shall be notified. This notification shall
2091 initiate the appeals period for the College Council Action.
2092
2093 F Curricular proposals recommended for approval by a College Council shall be forwarded to the College
2094 Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may
2095 be concurrent with the challenge period.
2096
2097 G After review and comment by the College Dean, or after the expiration of the review/comment period, and
2098 after expiration of the challenge period or adjudication of a challenge, a proposal recommended for approval
2099 shall be forwarded by the College Council Chair as follows:
2100
2101 (1) Program proposals for Bachelor of Science in Education and Bachelor of Music Education degrees, and
2102 proposals for Professional Education courses, to the Chair of the Education Preparation Provider
2103 Council. Criteria for designation as a Professional Education course and a list of current Professional
2104 Education courses can be found on the EPP web site.
2105
2106 (2) All proposals affecting general education to the Chair of the Council on General Education and
2107 Intercollegiate Programs.
2108
2109 (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.
2110
2111

2112 **SEC 5 Responsibility of Academic Deans**

2113

- 2114 A All curricular proposals passed by College Councils shall be forwarded to the Dean of the College, who
2115 may review and make comment. Such review/comment shall be completed within 10 days of receipt of
2116 the matters, after which time the proposals shall be returned to the College Council Chair for disposition
2117 as stipulated above. The dean may not withdraw any matter from consideration, though any curricular
2118 proposal may be withdrawn from consideration before final comment of the dean, upon specific request to
2119 the dean by the originating academic department. If the dean does not review/comment on a given
2120 matter, the matters shall be forwarded by the College Council Chair to the Secretary of the Faculty after
2121 expiration of the review/comment period.
2122
2123 B Proposals for graduate level (600-level and above) courses and programs prepared by academic
2124 departments shall be submitted to the Dean of the College for review/comment. Such review/comment
2125 shall be completed within 10 days of receipt of the matters, after which time the proposals shall be
2126 returned to the originating academic department for disposition as stipulated below. The dean may not
2127 withdraw any matter from consideration, though any curricular proposal may be withdrawn from
2128 consideration before final comment of the dean, upon specific request to the dean by the originating
2129 academic department. If the dean does not review/comment on a given matter, the matters shall be

2130 forwarded by the academic department to the Graduate Council after expiration of the review/comment
2131 period.
2132

2133 C Proposals for general education courses and for interdisciplinary courses and programs prepared by
2134 academic departments shall be submitted to the Dean of each college in which a course for that program is
2135 housed for review/comment. Such review/comment shall be completed within 10 days of receipt of the
2136 matters, after which time the proposals shall be forwarded to CGEIP for disposition as stipulated below.
2137 No dean may withdraw any matter from consideration, though any curricular proposal may be withdrawn
2138 from consideration before final comment of the dean, upon specific request by the originating academic
2139 department. If the dean does not review/comment on a given matter, the matters shall be forwarded by
2140 the academic department to CGEIP after expiration of the review/comment period.
2141

2142 **SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and**
2143 **Council on General Education and Intercollegiate Programs**
2144

2145 A Shall receive, deliberate on, and expedite curricular proposals from academic departments or special
2146 academic programs in the university.
2147

2148 B Shall reject or recommend the approval of a curricular proposal. A curricular proposal shall be withdrawn
2149 from consideration before final disposition by the council, upon specific request to the council chair by the
2150 originator, without motion or vote.
2151

2152 C Council on General Education and Intercollegiate Programs
2153

2154 (1) If a proposal is rejected, the CGEIP Chair shall notify the originator, the Department Head/Director,
2155 and the Faculty Senator representing the academic department or special academic program from
2156 which the proposal originated. This notification shall initiate the appeals period for the CGEIP
2157 Action.
2158

2159 (2) The CGEIP Chair shall forward to the Secretary of the Faculty all proposals recommended for
2160 approval.
2161

2162 D Educator Preparation Provider Council
2163

2164 (1) If a proposal is rejected, the EPPC Chair shall notify the originator, the Department Head/Director, and the
2165 Faculty Senator representing the academic department or special academic program from which the proposal
2166 originated. This notification shall initiate the appeals period for the EPPC Action.
2167

2168 (2) Recommended proposals affecting graduate programs or courses shall be forwarded to the Chair of
2169 Graduate Council.
2170

2171 (3) Recommended proposals affecting undergraduate programs or courses shall be forwarded to the
2172 Secretary of the Faculty.
2173

2174 E Graduate Council
2175

2176 (1) After a curricular proposal has been reviewed, all members of Graduate Council and all Faculty
2177 Senators shall be notified of the disposition of the proposal and shall be given access to either a digital

2178 or paper copy of the proposal. This notification shall constitute dissemination to the Graduate
2179 Faculty and shall initiate the challenge period within the Graduate College.

2180
2181 (2) If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a
2182 challenge, the originator, the Department Head/Director, and the Faculty Senator representing the
2183 academic department or special academic program from which the proposal originated shall be
2184 notified. This notification shall initiate the appeals period for the Graduate Council Action.

2185
2186 (3) If a curricular proposal is recommended for approval at the end of the challenge period or after
2187 adjudication of a challenge, the Graduate Council Chair shall forward the recommended proposal to
2188 the Secretary of the Faculty.

2189

2190 **SEC 7 Rights to Challenge and Appeal Council Actions**

2191

2192 A Members of the ranked faculty of each academic college have a right to challenge the rejection or
2193 recommended approval of any curricular proposal by their College Council, as set forth in ART VII SEC 2
2194 of these Bylaws.

2195

2196 B Ranked members of the graduate faculty have a right to challenge the rejection or recommended approval of
2197 any curricular proposal by Graduate Council, as set forth in ART VII SEC 2 of these Bylaws.

2198

2199 C The ranked faculty members of the University have an inherent right to appeal the rejection or
2200 recommended approval of any curricular proposal by any Council of the Faculty Senate, as set forth in ART
2201 VII SEC 3 of these Bylaws.

2202

2203 **SEC 8 Responsibility of Secretary of the Faculty**

2204

2205 A Shall receive curricular proposals that have been recommended for approval by college councils, graduate
2206 council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate
2207 Programs.

2208

2209 B Shall examine all recommended curricular proposals for procedural and typographical errors.

2210

2211 C Shall make typographical amendments to curricular proposals after consultation with the proposal originator
2212 and ensure the intent of the curricular proposal has not been altered. Curricular proposals containing
2213 procedural errors shall be declined, a description of the errors shall be provided to the originator, and
2214 corrected proposals must be resubmitted to the full curricular review process.

2215

2216 D All Department Heads/Directors of academic programs, all Faculty Senators, and the Faculty Senate
2217 Executive Committee shall be notified of recommended curricular proposals that are error-free and shall be
2218 given access to digital copies. This notification shall constitute dissemination to the ranked faculty and
2219 shall initiate the appeals period for Council Actions.

2220

2221 E After lapse of the appeals period for Council Actions, recommended curricular proposals that are error-free
2222 shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC
2223 9.

2224

2225 F Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be

2226 distributed to all college deans, department heads, and faculty senators by the Secretary of the Faculty.
2227 This initiates the challenge period for Senate Actions.

2228
2229 G Approved curricular proposals shall be forwarded to the Provost after the challenge period for Senate
2230 Actions has lapsed without a challenge being submitted, or after a challenge to the Senate Action has been
2231 denied.

2232

2233 **SEC 9 Responsibility of Executive Committee of Faculty Senate**

2234

2235 A On behalf of the full Senate, the Executive Committee of the Faculty Senate issues final faculty approval on
2236 all curricular changes. For curricular proposals that must be considered by the full Senate as described in
2237 ART VI SEC 10, the Executive Committee issues final approval only after the proposal has been approved
2238 by a vote of the full Senate. For curricular proposals that are not required to be considered by the full
2239 Senate, the Executive Committee is authorized to issue final faculty approval without vote of the full Senate.
2240 This normally is a pro forma process; however, if within an appeals period any member of the committee
2241 determines that a curricular change warrants further review by the faculty then the committee has the right
2242 to bring the proposal to the floor of the Faculty Senate, in which case approval or rejection of the proposal is
2243 determined by a vote of the full Senate.

2244

2245 B Approved curricular proposals shall be forwarded to the Secretary of the Faculty for dissemination as
2246 described in ART VI SEC 8E and 8F.

2247

2248 C The Executive Committee must reject any curricular proposal that has been rejected by a vote of the full
2249 Senate. However, the Executive Committee is not empowered to reject a curricular proposal that has been
2250 recommended by all councils that reviewed it and has not been rejected by a vote of the full Senate, unless
2251 the proposal contains procedural or typographical errors that were not detected by the Secretary of the
2252 Faculty. If a proposal is rejected due to procedural or typographical errors, the corrected proposal must be
2253 resubmitted to the full curricular review process.

2254

2255 D The Executive Committee shall have authority to recommend to departments or special academic programs,
2256 to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on
2257 General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs
2258 or alterations (including deletion or addition) to existing courses or programs.

2259

2260 **SEC 10 Responsibility of Faculty Senate**

2261

2262 The Faculty Senate shall consider and take action:

2263

2264 A On all curricular matters forwarded to it by the Executive Committee of Faculty Senate.

2265 B On all appeals of curricular proposals forwarded to the Executive Committee of Faculty Senate by the
2266 college councils, Graduate Council, Educator Preparation Provider Council, and Council on General
2267 Education and Intercollegiate Programs. Senate actions on such appeals are separate from senate
2268 actions on the curricular proposals and must be resolved before the curricular process may advance. If
2269 the appeal of a recommendation to approve a proposal is upheld by Faculty Senate, then the curricular
2270 proposal is rejected and the curricular process ends. If the appeal of a proposal denial is upheld by
2271 Faculty Senate, then the curricular proposal moves forward as otherwise described. If the appeal of a
2272 proposal denial is denied by Faculty Senate, then the curricular proposal is rejected and the curricular
2273 process ends. If the appeal of a recommendation to approve a proposal is denied by Faculty Senate, then

- 2274 the curricular proposal moves forward as otherwise described.
 2275
 2276 C On all proposals to add or delete academic programs.
 2277
 2278 D On all proposals to change degree policies and requirements.
 2279
 2280 E On all proposals affecting the structure of General Education. This includes but is not limited to:
 2281 (1) Changes to the aims and goals of General Education
 2282 (2) Changes to the learning outcomes of General Education
 2283 (3) Changes to the focus areas of General Education
 2284 (4) Changes to the credit hour requirements within General Education
 2285 (5) Course additions to and deletions from General Education
 2286
 2287 F On all challenges to approved curricular proposals.
 2288

2289 **SEC 11 Right to Challenge Senate Actions**
 2290

2291 The faculty members of the University, which include ranked faculty as well as those instructors and clinical
 2292 faculty who have served no less than two consecutive academic years at Missouri State University, have an
 2293 inherent right to challenge any Faculty Senate Action, as set forth in ART VII SEC 4 of these Bylaws. Within
 2294 the curricular process, Senate Actions include the approval of a curricular proposal and the upholding of an
 2295 appeal of a Council Action.
 2296

2297 **SEC 12 Responsibility of University Administration**
 2298

2299 All curricular proposals approved by the Faculty Senate become Faculty Senate Actions and shall be forwarded
 2300 to the Provost by the Secretary of the Faculty after the lapse of the challenge period for Senate Actions.
 2301

2302 **SEC 13 Origination of Curricular Proposals**
 2303

2304 The primary responsibility for developing and revising curriculum resides with the faculty, and the initial formal
 2305 stages of any such process should be accomplished at the lowest levels of organization within the faculty.
 2306 Therefore, the curricular development and review process shall be reaffirmed and amplified as follows:
 2307

2308 Any new academic degree program, major, minor, option, or certificate must originate with the formal
 2309 sponsorship of one or more academic departments. Any new interdisciplinary or cross-disciplinary academic
 2310 degree program, major, minor, option, or certificate which is to be administered from outside the structure of a
 2311 single academic department must originate with the formal sponsorship of two or more academic departments/
 2312 schools, including every academic department whose courses will constitute either nine or more credit hours or
 2313 30% or more of the total credit hours listed as requirements and/or options. All such required sponsorship at
 2314 the academic department level must be obtained before the proposed new academic degree program, major,
 2315 minor, option, or certificate can be formally considered by any higher level of the faculty governance structure
 2316 (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate). (As a courtesy, each academic
 2317 department that will have one or more courses included in a proposed new degree program, major, minor,
 2318 option, or certificate should be consulted to determine that they intend to continue offering the course(s) in
 2319 question and that they will be able to accommodate the anticipated increase in demand. However, in the case of
 2320 an interdisciplinary or cross-disciplinary program, formal sponsorship is not required unless the number of

2321 courses reaches the nine-hour or 30% threshold, and in the case of a non-interdisciplinary program (i.e., a
2322 program to be administered from within the structure of a single academic department), formal sponsorship by
2323 outside academic departments is not required regardless of the number of their courses included.)
2324

2325 Any change to an existing academic degree program, major, minor, option, or certificate must originate with the
2326 formal sponsorship of the academic unit responsible for overseeing that program, major, minor, option, or
2327 certificate. In the case of a degree program, major, minor, option, or certificate offered through an individual
2328 academic department, the relevant academic unit would be that department. In the case of each “Special
2329 Academic Program,” any interdisciplinary or cross-disciplinary degree program, major, minor, option, or
2330 certificate offered outside the structure of a single academic department, the relevant academic unit would be the
2331 faculty committee charged with overseeing the program, major, minor, option, or certificate in question;
2332 references to “academic department” within these Bylaws related to the curricular process shall be understood to
2333 apply to the faculty committee. Such formal sponsorship by the relevant academic unit must be obtained before
2334 the proposed change can be formally considered by any higher level of the faculty governance structure (College
2335 Council, Graduate Council, CGEIP, EPPC, Faculty Senate).
2336

2337 Under no circumstance should a proposal for a new academic degree program, major, minor, option, or
2338 certificate, or a proposal for a change to an existing academic degree program, major, minor, option, or
2339 certificate formally originate from one of the academic college councils, the Graduate Council, CGEIP, the
2340 EPPC, or any other higher-level body within the faculty governance structure. Likewise, under no
2341 circumstances should a proposal for a new academic degree program, major, minor, option, or certificate, or a
2342 proposal for a change to an existing academic degree program, major, minor, option, or certificate formally
2343 originate from the administration of one of the academic colleges, the Graduate College, or any other unit of the
2344 administration. Ideas for new curriculum or changes to existing curriculum are always welcome, regardless of
2345 where they originate, but such ideas should be communicated to the relevant groups of faculty members as
2346 efficiently as possible so that the process of developing or revising the curriculum in question can formally
2347 begin at the lowest level of the faculty governance structure.
2348

2349 **SEC 14 Approval Process for Individual Sections of Variable Content Courses and** 2350 **Special Topics Courses**

- 2351
- 2352 A New sections of existing variable content courses and special topics courses, whether taught during a regular
2353 semester or during an intersession, may be offered the first time with the approval of the department head
2354 and the college dean and may be offered a second time without additional approval.
2355
 - 2356 B Before a specific section (topic) of an existing variable content course or special topics course may be
2357 offered for the third time, it must be proposed and approved by means of the procedures outlined in Sections
2358 3 through 13 of Article VI, as a “regular” section of that course just as if it were a new stand-alone course.
2359
 - 2360 C The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction
2361 or supervision of individual students (practicum, internship, research, independent study, etc.).
2362

2363 **SEC 15 Approval Process for Courses Taught During an Intersession or Other** 2364 **Compressed-Time Format**

- 2365
- 2366 A For each application to offer a section of an existing course during an intersession or in another compressed-
2367 time format (fewer than eight weeks during a regular semester or fewer than four weeks during the
2368 summer), the department head and dean must supply evidence to the appropriate administrative office
2369 (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:
2370

- 2371 (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of
 2372 actual classroom exposure).
 2373
- 2374 (2) A course taken for graduate credit holds substantially higher expectations of students than the same
 2375 course for undergraduate credit.
 2376
- 2377 (3) Faculty credentials are equal or superior to those required for appointment as instructor in the
 2378 originating department.
 2379
- 2380 B Each proposal for a new course or a new “regular” section of an existing variable content or special topics
 2381 course designed to be offered exclusively during an intersession or in another compressed time format must
 2382 be approved through the normal curricular approval process outlined in Sections 3 through 13 of Article VI.
 2383 For each such offering, each relevant curricular review body must consider, in addition to the normal issues
 2384 related to content, quality, and rigor, the three criteria listed in Part A of this Section.
 2385

2386 **SEC 16 Accelerated Course Approval Procedure**
 2387

- 2388 A This section applies *only* to new courses that cannot fit under existing variable content or special topics
 2389 course designations. Before any course approved through this accelerated process may be offered for a
 2390 third time, it must go through the regular curricular approval process outlined in Sections 3 through 13 of
 2391 Article VI.
 2392
- 2393 B Each proposal for a new course must originate in an academic department or equivalent department-level
 2394 entity, e.g., special academic program. Any department may require approval by its curriculum committee
 2395 or by a majority of its faculty. Each proposal must receive the signatures of the department head and dean.
 2396
- 2397 C Any college council may promulgate more stringent requirements than these; all councils should, however,
 2398 observe at least the following minimum requirements:
 2399
- 2400 (1) Originating department requests that council chair grant consideration of accelerated approval.
 2401
- 2402 (2) Council chair decides whether request merits this special consideration.
 2403
- 2404 (3) If special consideration is granted, the chair distributes materials to council members and arranges
 2405 Internet posting. Each council member must respond to the Council Chair within five calendar days.
 2406
- 2407 (4) The chair collects individual council members’ votes and disseminates the decision to council
 2408 members, to the originating department, and to all other involved parties.
 2409
- 2410 D The rights of challenge and appeal of Council Actions in the accelerated process shall be the same as set
 2411 forth in ART VII, SEC 2 and SEC 3, except that the challenge and appeal periods shall each consist of five
 2412 calendar days.
 2413
- 2414 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the
 2415 incoming council chair determines that the proposal cannot wait until the fall semester. In such a case, the
 2416 Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or
 2417 their designees), shall serve as the course approval committee. The other provisions of the accelerated
 2418 procedure apply to proposals initiated in the summer.
 2419
- 2420 F This request for acceleration shall NOT be considered by the college council if an originating department

2421 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that
2422 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has
2423 not had time to initiate the course proposal through the usual means, (2) student demand that was not made
2424 known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished
2425 individual at the last minute.
2426

2427 **SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and** 2428 **Certificate Requirements**

- 2429
- 2430 A The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to
2431 investigate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the
2432 requirements for an existing undergraduate degree, or modify the general requirements for undergraduate
2433 certificates.
2434
- 2435 B The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate
2436 degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the
2437 general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to
2438 investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.
2439
- 2440 C An academic department or special academic program may submit a proposal to add a degree, delete a
2441 degree, modify the requirements for an existing degree, or modify the general requirements for
2442 undergraduate or graduate certificates.
2443
- 2444 (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the
2445 college council of that college for review and evaluation.
2446
- 2447 (2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the
2448 general requirements for undergraduate certificates, must be submitted to the Council on General
2449 Education and Intercollegiate Programs for review and evaluation.
2450
- 2451 (3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate
2452 certificates, must be submitted to Graduate Council for review and evaluation.
2453
- 2454 D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal
2455 initiated by CGEIP or Graduate Council, will be reviewed and acted on by the full Senate during the course
2456 of two successive Senate sessions, beginning no later than the March session of an academic year. The
2457 proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next
2458 regularly scheduled session of the Senate.
2459

2460 **SEC 18 Approval Process for Proposals Affecting Honors Courses and the Honors** 2461 **Program**

- 2462
- 2463 A The Director of the Honors College shall fulfill the responsibilities of the Academic Dean as described in
2464 ART VI SEC 5.
2465
- 2466 B Proposals approved by the Honors College Council shall be forwarded to the Council on General
2467 Education and Intercollegiate Programs.
2468
- 2469 C In all other regards the review of such proposals shall be governed by the entirety of ART VI.

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ART VII CHALLENGES AND APPEALS OF COUNCIL AND SENATE ACTIONS

SEC 1 Overview of Challenges and Appeals

- A The ranked faculty have an inherent right to contest any Council Action (as defined in ART I SEC 10C) and any Faculty Senate Action (as defined in ART I SEC 7A).
- B Summary of the process for challenges and appeals:
 - (1) The ranked faculty of an undergraduate college may challenge any Action of their College Council within 10 days of its dissemination to the college faculty, as described in SEC 2 below.
 - (2) Ranked members of the Graduate Faculty may challenge any Action of the Graduate Council within 10 days of its dissemination to the Graduate Faculty, as described in SEC 2 below.
 - (3) The ranked faculty of the University may appeal any Action of any Council of the Faculty Senate within 10 days of dissemination of the Action to the University faculty, as described in SEC 3 below.
 - (4) The ranked faculty of the University may challenge any Senate Action within 20 days of its dissemination to the faculty, as described in SEC 4 below.
 - (5) Challenges of Council Actions and Senate Actions may be initiated only by petition from the ranked faculty. Appeals of Council Actions may be initiated by petition from the ranked faculty, by a Department Head, or by a Council Chair.

SEC 2 Challenge and Veto of College Council and Graduate Council Actions

A Right of Challenge

The ranked faculty of each undergraduate college shall have the inherent right to challenge any College Council Action from its own college. The ranked members of the Graduate Faculty shall have the inherent right to challenge any Graduate Council Action. Such faculty challenges must be made within ten (10) calendar days following distribution of the Council Action to the college faculty.

B Form of Challenge

A college faculty challenge of its own Council Action or a graduate faculty challenge of a Graduate Council Action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the Graduate College. Said challenge shall be made in writing and copies submitted to the chair of their college or graduate council, chair of the Faculty Senate and the Secretary of the Faculty.

The chair of the college or graduate council shall send a copy of such challenge to each ranked member of the college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have been distributed to the faculty, the chair of the council shall call a session of the faculty for the discussion of the challenge. The dean of the college or his or her designee shall preside at this session. The secretary to the dean shall attend this session and record arguments for and against the challenge. No later than five (5) school days after the session, the secretary shall distribute to all ranked faculty members

2520 ballots for voting on the challenge. A summary of arguments for and against the challenge shall be prepared by
2521 the council chair and shall be sent with the ballots.

2522
2523 C Disposition of Challenge

2524
2525 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of the
2526 college or by the graduate faculty, shall constitute a veto of the challenged Council Action.

2527
2528 **SEC 3 Appeal and Veto of Council Actions**

2529
2530 A Right of Appeal

2531
2532 The ranked faculty of the University shall have the inherent right to appeal Actions of a College Council,
2533 Graduate Council, Educator Preparation Provider Council, and Council on General Education and
2534 Intercollegiate Programs. Appeals must be made no later than ten (10) calendar days during the regular
2535 academic year when classes are in session, excluding terminal week, following distribution of the Council
2536 Action to the University faculty.

2537
2538 B Form of Appeal

2539
2540 An appeal of a Council Action may be made by an academic department through the Department Head or
2541 Director, by a council through the Council Chair or by petition of no fewer than thirty (30) members of the
2542 ranked faculty. Said appeal shall be made in writing to the Executive Committee of the Faculty Senate. If an
2543 appeal is made, the Executive Committee of the Faculty Senate shall place the issue on the agenda for the next
2544 Faculty Senate session.

2545
2546 C Disposition of Appeal

2547
2548 An affirmative vote to support the appeal, equal to a majority of the votes cast by the senators present and
2549 voting, shall constitute a veto of the Council Action. Since upholding an appeal would constitute a Faculty
2550 Senate Action, an upheld appeal is subject to the right of challenge as set forth in Article VII Section 4 below.

2551
2552 **SEC 4 Challenge and Veto of Faculty Senate Action**

2553
2554 A Right of Challenge

2555
2556 The faculty of the University, which include ranked faculty as well as those instructors and clinical faculty who
2557 have served no less than two consecutive academic years at Missouri State University, shall have the inherent
2558 right to challenge any Faculty Senate Action. The Chair of the Faculty Senate must be notified of the intent to
2559 challenge within five (5) calendar days following distribution of the Faculty Senate Action to the faculty. The
2560 full challenge must then be submitted within twenty (20) calendar days following distribution of the Faculty
2561 Senate Action to the faculty. In extraordinary circumstances, but not on curricular matters, the challenge period
2562 may, by unanimous vote of the Faculty Senate members present when a Faculty Senate Action is made, be
2563 reduced from twenty days to a number stipulated by the Faculty Senate.

2564
2565 B Form of Challenge

2566
2567 A faculty challenge of a Faculty Senate Action may be made by no fewer than fifty (50) members of the faculty,
2568 which include ranked faculty as well as those instructors and clinical faculty who have served no less than two
2569 consecutive academic years at Missouri State University. Said challenge shall be made in writing and

2570 submitted to the Chair of the Faculty Senate, and the challengers shall file a copy of the challenge with the
2571 Secretary of the Faculty.

2572
2573 C Disposition of Challenge

2574
2575 The Chair of the Faculty Senate shall send a copy of such a challenge to each member of the faculty, and no
2576 sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have been
2577 distributed to the faculty, the Chair of the Faculty Senate shall call a session of the ranked faculty for discussion
2578 of the challenge. Members of the administration may attend. The president of the university or the president's
2579 designee will preside at this session. The Secretary of the Faculty shall attend this session and record
2580 arguments for and against the challenge. No later than five (5) school days after the session, the Secretary of
2581 the Faculty shall distribute to all ranked faculty members ballots for voting on the challenge. The Secretary of
2582 the Faculty's summaries of the arguments for and against the challenge shall be sent with the ballots.

2583
2584 D Vote on Challenge

2585
2586 Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six (6)
2587 school days after the day on which the ballots are distributed. An affirmative vote to support the challenge,
2588 equal to a majority of the votes cast by the faculty, which include ranked faculty as well as those instructors and
2589 clinical faculty who have served no less than two consecutive academic years at Missouri State University, who
2590 are on active duty at the time of the challenge, shall constitute a veto of the challenged Faculty Senate Action.

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2592 **ART VIII AMENDMENT OF BYLAWS**

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SEC 1 Amendments of these *Bylaws* may be proposed by the Committee on Rules of the Faculty Senate; and shall be proposed by the Committee on Rules of the Faculty Senate when made necessary by amendments to the *Constitution*. *Bylaws* and amendments to the *Bylaws* of college councils, graduate council, or any other body of the Faculty Senate, shall be proposed by the Committee on Rules of the Faculty Senate.

SEC 2 Amendments of these *Bylaws* may be proposed upon petition to the Faculty Senate of twenty-five percent (25%) of the senators. Amendments proposed by petition shall be referred to the Faculty Senate Rules Committee for their recommendation before being submitted to the Faculty Senate.

SEC 3 Proposed amendments may only be fully considered during the course of two Senate sessions. Proposed amendments, submitted in writing, must first appear on the agenda and be discussed at one session of the Senate with the vote on the proposed amendment(s) occurring at the next regularly scheduled session of the Senate. No proposed amendments shall be accepted later than the March session of each academic year. Voting on proposed amendments shall be by secret ballot and without discussion in the session when the vote is taken. Ballots shall be prepared and distributed by the Secretary of the Faculty. An affirmative vote equal to a two-thirds majority of the senators present and voting shall be necessary to make a proposed amendment part of these *Bylaws*.

SEC 4 Any amendment to these *Bylaws* that has been approved by the Faculty Senate becomes a Faculty Senate Action and is subject to administrative approval, as set forth in the *Bylaws of the Board of Governors*.

SPECIAL RULES OF ORDER

These special rules of order supersede the parliamentary authority but yield to the Constitution and Bylaws. A special rule of order may be suspended by a motion to *Suspend the Rules*. See the parliamentary authority for procedures by which these special rules of order may be amended.

1. Length and Number of Speeches in Debate

In the absence of an explicit limit, speeches in debate may be at most three minutes long, and there is no limit on the number of speeches. Prior to taking up an item of business on the agenda, the Chair may order a limit on the length and/or number of speeches as if by a motion to *Limit Debate*; the order must be accompanied by a brief verbal rationale. A senator may *Appeal* the order before substantive debate begins, interrupting the current speaker if necessary. Once debate has begun, the chair may not further restrict it, but may ask for a motion to *Limit Debate* or for the *Previous Question*.

2. Circumstances That Require Referral to a Standing Committee or Council of the Senate

If the Senate wishes to take action that, according to the Bylaws, requires consideration first by a standing committee or council of the Senate, the only available option may be to *Refer* the matter to that committee or council. (An example is a change to the general education curriculum, for which CGEIP has the right of first consideration.) In such a case the motion to *Refer* can be a main motion as well as a subsidiary one, and debate on the motion may extend beyond the merits of referral to the merits of the matter being referred.

3. Lack of Representation for a Curricular Proposal

It is preferred but not mandatory that representatives of the academic unit(s) sponsoring a curricular proposal be present for its consideration by the Senate. Therefore any speech or motion against a curricular proposal (including a motion to *Postpone*) is out of order if it is made *only* because no representative is present. However, if there are substantive questions or concerns about a proposal that none present can address satisfactorily, then the Senate may act as it sees fit, including postponing or voting down the proposal.

4. Faculty Handbook Amendments

Proposed amendments to the Faculty Handbook come to the Senate in a report from the Faculty Handbook Revision Committee (FHRC). The report may contain a *full revision*, based on a complete review of the entire Handbook as required periodically, or a *partial revision*, which is concerned only with certain parts of the Handbook. The Senate must make a recommendation on the report, but its recommendation does not supersede the FHRC report; both the FHRC report and the Senate's recommendation are forwarded to the administration and Board of Governors.

A) Procedure for Consideration of the FHRC Report

Following the presentation of the report, the Chair shall ask for a motion to *Adopt* the report. If there is no motion to *Adopt*, or the motion dies for lack of a second, then the Senate's recommendation is that no changes be made to the Handbook. If there is a motion to *Adopt*, the Senate may amend its version of the report as explained below. If the motion to *Adopt* passes, then the Senate's recommendation is to amend the Handbook as specified in its report; if both reports are the same, then the recommendation is to endorse the FHRC report. If the motion to *Adopt* fails, then the Senate's recommendation is that no changes be made to the Handbook.

B) Scope of Revision

The FHRC has the right of first consideration for new amendments to the Handbook, so Senate

2666 amendments that arise out of the motion to *Adopt* the FHRC report may not exceed the scope of the
2667 FHRC report. For a full revision, the scope includes the entire Handbook without limitation; for a
2668 partial revision, the scope includes only those portions of the Handbook specifically addressed in the
2669 report. Inclusion of Handbook text in the FHRC report does not necessarily open that text to
2670 amendment, since it may have been included to put the report in context. Conversely, amendments
2671 within the scope of the report may logically require amendments to parts of the Handbook not included
2672 in the report.

2673
2674 C) Presence of FHRC Members
2675 The Handbook is a complex document, and changes to one part may affect many other parts, possibly in
2676 different chapters. Thus it is *strongly* recommended that at least two members of the FHRC be present
2677 during consideration of its report.

2678
2679 D) Proposed Handbook Amendments Outside the Scope of an FHRC Report
2680 Any faculty member may propose amendments directly to the FHRC as explained in the Faculty
2681 Handbook. However, a senator may prefer that the proposed amendments carry the full weight of the
2682 Senate. Thus a senator may offer, as a main motion, a resolution proposing one or more amendments
2683 to the Handbook for consideration by the FHRC. Such a resolution is out of order during consideration
2684 of an FHRC report, but may be made immediately afterwards, before the next item of business. It is
2685 out of order to offer a resolution conflicting with a recommendation of the Senate if a motion to
2686 *Reconsider, Rescind, or Amend Something Previously Adopted* is applicable and would achieve the
2687 same effect. If the resolution passes, the Faculty Senate Executive Committee will forward the
2688 resolution to the FHRC for its consideration and ask it to present a report to the Senate.

2689
2690 **5. Time Limit on Reconsideration**
2691 Because the division of a monthly session into meetings is unpredictable, the time limit on a motion to
2692 Reconsider is extended to the same monthly session in which the vote on the motion to be reconsidered was
2693 taken. All other requirements for the motion to Reconsider remain as stipulated in the parliamentary
2694 authority. For example, if a motion was voted on during a meeting of the February session, then that motion
2695 may be Reconsidered (assuming all other requirements are met) at that meeting or any subsequent meeting
2696 of the February session.

2697
2698 **6. Proposed actions and resolutions contained within reports from councils
2699 and committees**
2700 Proposed actions and resolutions contained within reports from councils and committees of the Faculty
2701 Senate will automatically move to the floor after the report has been presented to the Senate by a member of
2702 the council or committee. Such motions do not require a second.

2703