

Constitution and Bylaws of the Faculty

Missouri State University

Revised April 2015

Constitution and Bylaws of the Faculty

Table of Contents

| | |
|---|----|
| PREAMBLE | 1 |
| ART I CREATION OF THE FACULTY SENATE | 1 |
| ART II PURPOSE OF THE FACULTY SENATE..... | 1 |
| ART III POWERS OF THE FACULTY SENATE..... | 1 |
| ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL | 1 |
| ART V MEMBERSHIP OF THE FACULTY SENATE..... | 2 |
| ART VI OFFICERS OF THE FACULTY SENATE..... | 2 |
| ART VII SESSIONS OF THE FACULTY | 2 |
| ART VIII SESSIONS OF THE FACULTY SENATE | 2 |
| ART IX PARLIAMENTARY AUTHORITY..... | 2 |
| ART X AMENDMENT OF CONSTITUTION | 3 |
| BYLAWS OF FACULTY SENATE | 4 |
| ART I FACULTY SENATE..... | 4 |
| SEC 1 Nomenclature for Academic Entities and Personnel..... | 4 |
| SEC 2 Membership of Faculty Senate | 4 |
| SEC 3 Election of Members to Faculty Senate | 4 |
| SEC 4 Election of Officers - Faculty Senate | 8 |
| SEC 5 Duties of the Officers - Faculty Senate | 9 |
| SEC 6 Sessions of the Faculty Senate | 11 |
| SEC 7 Faculty Senate Actions and Resolutions | 12 |
| SEC 8 Challenge and Veto of Faculty Senate Action | 14 |
| SEC 9 Committees of the Faculty Senate..... | 14 |
| ART II COLLEGE COUNCILS | 21 |
| SEC 1 Establishment of Councils | 21 |
| SEC 2 Purpose of Councils | 21 |
| SEC 3 Powers of Councils | 21 |
| SEC 4 Membership of Councils..... | 21 |
| SEC 5 Election of Members to Councils..... | 21 |
| SEC 6 Election of Council Chair | 22 |
| SEC 7 Duties of Council Chair | 23 |
| SEC 8 Sessions of Councils | 23 |
| SEC 9 Duties of Councils..... | 24 |
| SEC 10 Challenge and Veto of Council Actions..... | 24 |
| SEC 11 Appeal and Veto of Council and Committee Actions | 25 |
| SEC 12 College Council Rules | 25 |

| | |
|---|----|
| ART III EDUCATOR PREPARATION PROVIDER COUNCIL | 26 |
| SEC 1 Establishment of the Educator Preparation Provider Council | 26 |
| SEC 2 Purpose of the Educator Preparation Provider Council | 26 |
| SEC 3 Responsibilities of the Educator Preparation Provider Council | 26 |
| SEC 4 Membership of the Educator Preparation Provider Council | 26 |
| SEC 5 Election of Members to the Educator Preparation Provider Council | 27 |
| SEC 6 Election of Chair-Elect – Educator Preparation Provider Council | 28 |
| SEC 7 Duties of Officers – Educator Preparation Provider Council | 28 |
| SEC 8 Sessions of Educator Preparation Provider Council | 29 |
| SEC 9 Duties of the Educator Preparation Provider Council | 30 |
| SEC 10 Appeal and Veto of Educator Preparation Provider Council Actions | 30 |
| SEC 11 Committees of the Educator Preparation Provider Council | 30 |
| SEC 12 Amendments of <i>Bylaws</i> | 32 |
| ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS | 33 |
| SEC 1 Establishment of Committee on General Education and Intercollegiate Programs | 33 |
| SEC 2 Purpose of Committee on General Education and Intercollegiate Programs | 33 |
| SEC 3 Powers of Committee on General Education and Intercollegiate Programs | 33 |
| SEC 4 Responsibilities of Committee on General Education and Intercollegiate Programs | 33 |
| SEC 5 Membership of Committee on General Education and Intercollegiate Programs | 33 |
| SEC 6 Election of Members to Committee on General Education and Intercollegiate Programs | 34 |
| SEC 7 Election of Officers - Committee on General Education and Intercollegiate Programs | 34 |
| SEC 8 Duties of Officers - Committee on General Education and Intercollegiate Programs | 34 |
| SEC 9 Sessions of the Committee on General Education and Intercollegiate Programs | 34 |
| SEC 10 Duties of Committee on General Education and Intercollegiate Programs | 35 |
| SEC 11 Appeal and Veto of Committee on General Education and Intercollegiate Programs Actions | 35 |
| ART V GRADUATE COUNCIL | 35 |
| SEC 1 Establishment of the Graduate Council | 35 |
| SEC 2 Purpose of the Graduate Council | 36 |
| SEC 3 Powers of the Graduate Council | 36 |
| SEC 4 Membership of the Graduate Council | 36 |
| SEC 5 Chair of the Graduate Council | 36 |
| SEC 6 Sessions of the Graduate Council | 36 |
| SEC 7 Committees of the Graduate Council | 37 |
| SEC 8 Amendments of <i>Bylaws</i> | 38 |
| ART VI CURRICULAR PROCESS | 39 |
| SEC 1 Responsibility for Curricular Matters | 39 |
| SEC 2 Definitions and Structures in Curricular Process | 39 |
| SEC 3 Responsibility of Academic Departments | 39 |
| SEC 4 Responsibility of College Councils | 40 |
| SEC 5 Responsibility of Academic Deans | 40 |

SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Committee on General Education and Intercollegiate Programs..... 41

SEC 7 Responsibility of Secretary of the Faculty 41

SEC 8 Responsibility of Executive Committee of Faculty Senate 41

SEC 9 Responsibility of Faculty Senate..... 42

SEC 10 Responsibility of University Administration 42

SEC 11 Origination of Curricular Proposals 42

SEC 12 Approval Process for Individual Sections of Variable Content Courses and Special Topics Courses..... 43

SEC 13 Approval Process for Courses Taught During an Intersession or Other Compressed-Time Format..... 43

SEC 14 Accelerated Course Approval Procedure 44

ART VII AMENDMENT OF BYLAWS..... 45

 SEC 1 45

 SEC 2 45

 SEC 3 45

SPECIAL RULES OF ORDER 46

1. Length and Number of Speeches in Debate 46

2. Circumstances That Require Referral to a Standing Committee of the Senate 46

3. Lack of Representation for a Curricular Proposal 46

4. Faculty Handbook Amendments 46

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. Every Faculty Senate Action is subject to challenge by the faculty and subject to final
38 approval by the president and, when necessary, by the Board of Governors.
39
40

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

42

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

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

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

66 **ART VI OFFICERS OF THE FACULTY SENATE**
67

68 The officers of the Faculty Senate shall include: Chair, Chair-Elect, and Secretary of the Faculty.
69
70

71 **ART VII SESSIONS OF THE FACULTY**
72

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

79 **ART VIII SESSIONS OF THE FACULTY SENATE**
80

81 SEC 1 The first session of the newly-elected Faculty Senate shall be convened within seven (7) school days
82 after the general election of Faculty Senate members.
83

84 SEC 2 During the regular academic year, the Faculty Senate shall be scheduled to meet once a month at a time
85 and place fixed by the Faculty Senate.
86
87

88 **ART IX PARLIAMENTARY AUTHORITY**
89

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

94

95 **ART X AMENDMENT OF CONSTITUTION**

96

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

104

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

115

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 (including the Library, Greenwood Laboratory School, and the School of Agriculture) and associated personnel (including directors and chairs) do not fit this nomenclature. The Faculty Senate web page <http://www.missouristate.edu/facultysenate/nomenclature.html> 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.

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 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. The following chairs of Faculty Senate standing committees who have not been elected as voting members of the Senate shall be non-voting delegate members of the Senate: the Chair of the Graduate Council; the Chair of the Educator Preparation Provider Council; the Chair of the Committee on General Education and Intercollegiate Programs; the Chair of the Academic Relations Committee; the Chair of the Rules Committee; the Chair of the Faculty Concerns Committee; the Chair of the Budget and Priorities Committee. Other 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 Council; one delegate from the classified staff and one delegate from the professional staff.

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.
- (2) No later than March 1 each academic department shall elect one (1) of its members to represent that academic department on the Faculty Senate; such elections shall occur only during years that vacancies

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

172 173 174 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 2 H, after which the original senator shall
204 serve any remaining portion of her/his term.
205

206 C Election of Instructor Representative

- 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 representatives.
210
- 211 (2) Nomination of Instructor Representative. No later than March 1 instructors in academic departments

212 containing such faculty shall nominate one person to represent instructors in the Faculty Senate. The
213 head of each academic department shall notify the Secretary of the Faculty of the outcome of the
214 election no later than March 1.

215
216 (3) Annual Primary Election of Instructor Representative. No later than March 22 the Secretary of the
217 Faculty shall conduct the annual primary election of the instructor representative. All instructors shall
218 vote for one (1) representative.

219
220 (4) Annual General Election of Instructor Representative. No later than April 15 the Secretary of the
221 Faculty shall conduct the annual general election for a representative from among instructors. In this
222 election a ballot shall be prepared containing at least two (2) names for the position. The person
223 receiving the highest number of votes shall be elected as the instructor representative; the person
224 receiving the second highest number of votes shall be elected as the alternate instructor representative.
225

226 D Election of Clinical Faculty (Instructor, Assistant, Associate, and Full) Representative

227
228 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic
229 departments of the timeline for upcoming nominations and elections for clinical faculty representatives.
230

231 (2) Nomination of Clinical Faculty Representative. No later than March 1 the members of the clinical
232 faculty in academic departments containing such faculty shall nominate one person to represent clinical
233 faculty in the Faculty Senate. The head of each academic department shall notify the Secretary of the
234 Faculty of the outcome of the election no later than March 1.
235

236 (3) Annual Primary Election of Clinical Faculty Representative. No later than March 22 the Secretary of the
237 Faculty shall conduct the annual primary election of the clinical faculty representative. All clinical
238 faculty shall vote for one (1) representative.
239

240 (4) Annual General Election of Clinical Faculty Representative. No later than April 15 the Secretary of the
241 Faculty shall conduct the annual general election for a representative from among clinical faculty. In
242 this election a ballot shall be prepared containing at least two (2) names for the position. The person
243 receiving the highest number of votes shall be elected as the clinical faculty representative; the person
244 receiving the second highest number of votes shall be elected as the alternate clinical faculty
245 representative.
246

247 E Election of Student and Staff Delegates

248
249 The delegates of the student government association, the graduate student council, and the staff advisory
250 council shall be chosen in a manner deemed appropriate by each group.
251

252 F Voting in Annual Primary and Annual General Election

253
254 (1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the
255 Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6)
256 school days after the day on which the ballots are distributed in order to be counted.
257

258 (2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any
259 election.
260

261 (3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty
262 shall determine the winner by lot in the presence of the nominees affected.

263
264 (4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.
265

266 G Terms of Member Service on Faculty Senate

267
268 (1) (a) Each person elected to the Faculty Senate shall be elected for a two-year term except for situations
269 indicating otherwise in this section. Each such person shall be eligible to serve two consecutive
270 terms of two years each, but following the second term shall not be eligible to serve until after the
271 lapse of an intervening year.
272

273 (b) Exception to this rule: A person elected Chair-Elect during the third or fourth consecutive year as
274 a Senator may serve the next two years as Chair-Elect and Chair of the Senate. A person elected
275 Secretary of the Faculty during the third or fourth consecutive year as a senator may serve the next
276 year as Secretary of the Faculty and is eligible for reelection as secretary for the next succeeding
277 term. Upon completion of such a term as an officer of the Senate that person will not be eligible to
278 serve on the Faculty Senate until the lapse of an intervening year. The past-chair, unless that
279 person becomes a full-time administrator or leaves the University, will serve one year as the Chair
280 of Judicial Review and is not eligible for any elected positions in the Senate. When the immediate
281 past-chair is unable or ineligible to serve, the next most immediate past-chair will serve.
282

283 (2) Senate members shall be available for sessions or other Senate work twelve months of the year. Should
284 any senator be temporarily unavailable to fulfill the responsibilities of a senator, he/she shall arrange for
285 a substitute to take his/her place in the Senate during the senator's absence and shall communicate the
286 identity of that substitute to the Faculty Senate office prior to becoming unavailable.
287

288 (3) Whenever a new Faculty Senate seat is necessitated, either by the creation of a new academic
289 department or for any other reason, the Executive Committee shall determine whether the initial term
290 for that seat shall be one year or two years in such a manner as to maintain a balance between the
291 number of senators whose terms expire each year.
292

293 (4) The Secretary of the Faculty shall serve a one-year term and shall be eligible to serve two consecutive
294 terms, but following the second term shall not be eligible to serve until after the lapse of an intervening
295 year.
296

297 (5) The instructor representative, clinical faculty representative, student and staff delegates shall serve one-
298 year terms but may serve two (2) consecutive terms.
299

300 H Filling Vacancies of Membership - Faculty Senate

301
302 (1) The constituency of the persons elected as Chair-Elect and Secretary of the Faculty shall elect new
303 representatives to the Faculty Senate as specified in this section of the *Bylaws*.
304

305 (2) If an academic department ceases to exist, then it is no longer eligible for representation. If a new
306 department is formed, the Chair of the Faculty Senate shall immediately notify the head of the academic
307 department; and the academic department shall elect a replacement by the election process provided
308 above.
309

- 310 (3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the
311 nominee from the constituency where the vacancy occurs who received the next highest vote total in the
312 previous election shall serve the unexpired term or for the duration of the absence. If the vacancy
313 occurs from an academic department, the Chair of the Faculty Senate shall immediately notify the head
314 of the academic department without representation; and the academic department shall elect a
315 replacement.
- 316
- 317 (4) The person who fills the vacancy shall be considered as having served an elected term for purposes of
318 eligibility for reelection.

319 I Time for Taking Office

320
321 Newly-elected senators, new delegates, the Secretary of the Faculty, and the new chair shall take office at
322 the first session following the annual elections. The new chair will be responsible for setting the agenda for
323 that session.
324
325
326

327 **SEC 4 Election of Officers - Faculty Senate**

- 328
- 329 A Faculty are eligible for the position of Chair-Elect or Secretary of the Faculty if (1) by the time they assume
330 office they will have completed at least one year of service (may or may not be continuous) in the Faculty
331 Senate as a voting member during the previous six academic years, and (2) they are tenured before the
332 September session of their term. Heads of academic departments are not eligible candidates for the
333 positions of Chair-Elect and the Secretary of the Faculty.
334
- 335 B No later than February the Chair-Elect shall appoint and chair the Nominating Committee, which must
336 contain a total of at least three members, all of whom are ranked, tenured faculty eligible to be senators
337 (ignoring term limits). The current Senate Chair and Parliamentarian may not be appointed, nor may the
338 current Secretary of the Faculty if he or she intends to run for either office. The committee shall nominate
339 one eligible candidate for Chair-Elect and one eligible candidate for Secretary of the Faculty, both of whom
340 accept their nomination and agree to serve if elected. The committee may not nominate the same person
341 for both offices. No later than the March session, the Chair-Elect shall make a report to the Senate
342 identifying the members of the committee and presenting its nominees.
343
- 344 C Senators shall be free to nominate eligible candidates at the March session or by submitting nominations,
345 with an appropriate second, to the Secretary of the Faculty no later than April 1. Since the Senate benefits
346 from having a strong and diverse slate of candidates, it is desirable that at least one nomination for each
347 office come from the floor so that the candidates nominated by the Nominating Committee do not run
348 unopposed.
349
- 350
- 351 D Candidates for Chair-Elect and Secretary of the Faculty shall submit a statement of purpose not to exceed
352 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this
353 requirement shall result in the withdrawal of the candidate from the election.
354
- 355 E Candidates for Chair-Elect and Secretary of the Faculty shall participate in a Candidate Forum which will be
356 held during the April session after announcements and approval of the minutes of the March session.
357

- 358 F After the Candidate Forum is concluded, senators shall vote by secret ballot for offices with at least two
 359 candidates. Unopposed candidates are automatically elected without vote.
 360
- 361 G The winners must receive an absolute majority of the votes cast. In the event that no candidate receives a
 362 majority vote the two candidates receiving the most votes will participate in a run-off. The run-off vote
 363 will also occur at the April session.
 364
- 365 H The Chair-Elect shall become Chair after serving a one-year term.
 366
- 367 I In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair. The Chair and/or
 368 Chair-Elect and/or Secretary of the Faculty will immediately vacate their office upon accepting an oral or
 369 written offer to become an administrator, at the level of academic department head or higher.
 370
- 371 J In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall
 372 elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of
 373 the pending election shall be made as a part of the agenda for the session.
 374
- 375 K The removal of a Chair, Chair-Elect, or Secretary of the Faculty from office is initiated by submitting a
 376 petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on
 377 the agenda of the next regularly scheduled Senate session. The office will become vacant if a two-thirds
 378 vote approves the motion to remove the officer and such votes account for at least a majority of the voting
 379 Senate membership.
 380

381 **SEC 5 Duties of the Officers - Faculty Senate**

- 382
- 383 A The Chair of the Faculty Senate
- 384
- 385 (1) Shall preside at all sessions of the Faculty Senate.
 386
- 387 (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
 388
- 389 (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of
 390 the Faculty Senate.
 391
- 392 (4) Shall appoint members of the standing committees of the Faculty Senate, where appointive membership
 393 is provided for.
 394
- 395 (5) Shall organize and appoint *ad hoc* committees as necessary.
 396
- 397 (6) Shall represent the faculty to the administration and to the Board of Governors.
 398
- 399 (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two
 400 regularly scheduled sessions of the Board of Governors.
 401
- 402 (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty
 403 Senate by any member or group of the faculty.
 404
- 405 (9) May attend the session of any college council or established body as an *ex officio* member.

406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453

B The Chair-Elect of the Faculty Senate

- (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.
- (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty Senate or by the Chair of the Faculty Senate.
- (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.
- (4) Shall chair the Nominating Committee and appoint its members.
- (5) Shall attend at least one session each month of the Student Government Association.
- (6) Shall call the organizational session of the Committee on University Budget & Priorities and preside until the membership has elected a chair.
- (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
 - (a) Committee on Faculty Concerns (FCC);
 - (b) Committee on General Education and Intercollegiate Programs (CGEIP);
 - (c) Committee on Citizenship and Service Learning (CASL);
 - (d) Committee on Academic Relations (ARC); and
 - (e) Educator Preparation Provider Council (EPPC).

C The Secretary of the Faculty

- (1) Shall serve as Secretary of the Faculty Senate.
- (2) Shall preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of the Faculty Senate.
- (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording of motions and the votes thereon.
- (4) Shall publish for the faculty the minutes of faculty sessions.
- (5) Shall report decisions of the Faculty Senate and its established bodies to the administration.
- (6) Shall publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to the Provost.
- (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.
- (8) Shall supervise elections of faculty representatives in the governance process and publish election results on the Faculty Senate web site.

454 **SEC 6 Sessions of the Faculty Senate**

455
456 A Schedule

457
458 In addition to the organizational session of the Faculty Senate as set forth above, the Faculty Senate shall be
459 scheduled to meet once a month at a time and place fixed by the Faculty Senate. A specific Faculty Senate
460 session may be omitted if agenda items do not justify a session. The Faculty Senate shall meet at other
461 times (including the summer session) upon the call of the Chair of the Faculty Senate or a Chair designee,
462 upon the written request to the chair of not fewer than ten (10) members of the Faculty Senate, or upon the
463 written request of the president of the university or the Board of Governors. The Chair of the Faculty
464 Senate shall schedule a requested session within five (5) school days after receipt of the request.

465
466 B Attendance

467
468 Sessions of the Faculty Senate and its established bodies shall be open to members of the Board of
469 Governors, the administration, the staff, the voting and non-voting faculty, the student body, and to others
470 by invitation of the chair of the group affected.

471
472 C Time

- 473
474 (1) The time, the date, and the place of all sessions of the Faculty Senate and its established bodies shall be
475 announced on the Faculty Senate web site a minimum of one week prior to the session.
476
477 (2) The announcements of all sessions of Faculty Senate bodies shall be made through the Faculty Senate
478 office. The chair of the affected body shall forward to the Faculty Senate office a request for
479 publication of the announcement at least five (5) school days before the date of publication.

480
481 D Agenda

- 482
483 (1) A Faculty Senate session agenda shall be sent to each member of the Faculty Senate, academic deans,
484 the Provost, and to each department head for posting at least three (3) school days before each session of
485 the Faculty Senate.
486
487 (2) All proposals for Faculty Senate Action shall be distributed to each senator in writing as a part of the
488 agenda.
489
490 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be
491 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate
492 membership.
493
494 (4) The agenda of all Faculty Senate bodies shall be submitted to the Chair of the Faculty Senate at the time
495 a request for publication of an announcement of the session is made. Agenda which involve curricular
496 proposals shall also be submitted to the deans of all colleges. These agenda shall be made available to
497 all interested parties.

498
499 E Voting

- 500
501 (1) Any member of the Faculty Senate may move for a roll call or ballot vote, and if that motion is

502 supported by twenty percent (20%) of the senators present, the vote by the designated method (roll call
503 or ballot) shall be so taken.

504
505 (2) Any person attending a session of the Faculty Senate or any established body of the Faculty Senate may
506 speak with the consent of the chair of the group involved. These persons shall have no vote.

507
508 (3) In case of the absence of a member of the Faculty Senate from a Faculty Senate session, a substitution
509 from the same constituency may be made.

510
511 **F Minutes**

512
513 (1) The Secretary of the Faculty shall send copies of the unapproved minutes of the Faculty Senate to the
514 faculty and administration within seven (7) school days after each session. This report must contain a
515 record of the Faculty Senate Actions (approved or not) as well as approved resolutions and committee
516 reports.

517
518 (2) The Secretary of the Faculty with the knowledge and consent of the Senate Chair, shall place
519 unapproved minutes on the Faculty Senate web site.

520
521 (3) A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site
522 within one week after they are approved.

523
524 (4) The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent
525 file in the Faculty Senate office within one week after the committee session. The minutes shall be
526 available to all interested parties.

527
528 **G Other Rules**

529
530 (1) The nominations of persons of faculty rank for service on the Faculty-Student Judicial Commission
531 shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees
532 numbering at least twice the number of positions to be filled will be prepared by the Secretary of the
533 Faculty which will include at least two names of ranked faculty from each undergraduate college as
534 nominated by their college council. This list of nominees shall be presented as the election ballot for
535 faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as many
536 nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and
537 report the results.

538
539 **SEC 7 Faculty Senate Actions and Resolutions**

540
541 **A Faculty Senate Actions**

542
543 Faculty Senate Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of
544 the faculty through its governance process as to policies and procedures to be followed by the University
545 and are communicated to the university administration for approval and implementation.

546
547 (1) The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within
548 ten (10) calendar days after the expiration of the challenge and appeals period, forward the Faculty
549 Senate Action to the president of the university with recommendation to approve or not approve.

- 550
551 (2) The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate
552 Action, report to the Faculty Senate Chair a decision to:
553
554 (a) Approve and implement at the appropriate time;
555
556 (b) Request an extension of sixty (60) calendar days to gather additional information prior to making
557 the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10)
558 calendar days after the sixty (60) day extension period expires;
559
560 (c) Reject, stating reasons and/or recommending changes.
561
562 (3) The Faculty Senate, upon receipt of a Faculty Senate Action rejected by the university president may:
563
564 (a) Direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for
565 the next Senate session for deliberation and disposition as herein stated;
566
567 (b) Approve by a simple majority a revision of the Faculty Senate Action and submit the revised
568 version of the Faculty Senate Action to the Provost who, in turn, shall forward it to the university
569 president with recommendation;
570
571 (c) Support the initial Faculty Senate Action by affirmative vote of two-thirds of the members present
572 and request that the Faculty Senate Chair present the Faculty Senate Action directly to the Board of
573 Governors for consideration and disposition;
574
575 (d) Direct the Chair of the Faculty Senate to discontinue consideration of the Faculty Senate Action.
576
- 577 B Resolutions
578
579 Resolutions passed by the Faculty Senate state the collective reasoning of the Faculty Senate on specific
580 issues and shall be forwarded for information to the appropriate administrators.
581
- 582 C Faculty Senate reports to the Board of Governors shall include:
583
584 (1) Reports on current Faculty Senate Actions and committee studies.
585
586 (2) Resolutions passed by the Faculty Senate.
587
588 (3) Faculty Senate Actions that have been rejected by the president but have subsequently passed by a two-
589 thirds Faculty Senate vote.
590
591 (4) Faculty Senate Actions not acted upon by the president.
592
- 593 D Items to be presented to the Board of Governors
594
595 Items shall be submitted by the Chair of the Faculty Senate to the Provost and the University President at
596 least seven (7) calendar days prior to the scheduled session of the Board of Governors.
597
- 598 E Internal Actions

599
600 (1) Internal Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the
601 Senate as to policies and procedures to be followed by the Senate in conducting Senate business.
602 Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not
603 subject to Administrative approval or disapproval.

604
605 (2) Internal Actions must be consistent with the *Constitution and Bylaws of the Faculty*.
606

607 **SEC 8 Challenge and Veto of Faculty Senate Action**

608 609 A Right of Challenge

610
611 The faculty shall have the inherent right to challenge any Faculty Senate Action. Such faculty challenge
612 must be made within twenty (20) calendar days following distribution of the Faculty Senate Action to the
613 faculty. In extraordinary circumstances, but not on curricular matters, the challenge period may, by
614 unanimous vote of the Faculty Senate members present when a Faculty Senate Action is made, be reduced
615 from twenty days to a number stipulated by the Faculty Senate.
616

617 B Form of Challenge

618
619 A faculty challenge of a Faculty Senate Action may be made by no fewer than fifty (50) members of the
620 ranked faculty. Said challenge shall be made in writing and submitted to the Chair of the Faculty Senate,
621 and the challengers shall file a copy of the challenge with the Secretary of the Faculty.
622

623 C Disposition of Challenge

624
625 The Chair of the Faculty Senate shall send a copy of such a challenge to each member of the faculty, and no
626 sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have
627 been distributed to the faculty, the Chair of the Faculty Senate shall call a session of the ranked faculty for
628 discussion of the challenge. Members of the administration may attend. The president of the university or
629 the president's designee will preside at this session. The Secretary of the Faculty shall attend this session
630 and record arguments for and against the challenge. No later than five (5) school days after the session, the
631 Secretary of the Faculty shall distribute to all ranked faculty members ballots for voting on the challenge.
632 The Secretary of the Faculty's summaries of the arguments for and against the challenge shall be sent with
633 the ballots.
634

635 D Vote on Challenge

636
637 Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six
638 (6) school days after the day on which the ballots are distributed. An affirmative vote to support the
639 challenge, equal to a majority of the votes cast by the ranked faculty who are on active duty at the time of
640 the challenge, shall constitute a veto of the challenged Faculty Senate Action.
641

642 **SEC 9 Committees of the Faculty Senate**

643 644 A Members of Committees

645
646 Candidates for appointive vacancies on Faculty Senate committees may be members of the Faculty Senate,

647 the faculty, the administration, the staff, the student body, the alumni body, and emeriti professors.

648
649 B Standing Committees

650
651 (1) Executive Committee of the Faculty Senate

652 (a) Purpose

653 (aa) Shall participate in the curricular process as described in Article V, Section 7.

654 (bb) May advise the Chair of the Faculty Senate in preparing the agenda for sessions of the Faculty
655 Senate.

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

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

659 (ee) Shall assign or approve special charges to committees of the Faculty Senate.

660
661
662 (b) Membership

663
664 Shall consist of the Chair of the Faculty Senate, who shall be chair of the Executive Committee; the
665 Chair-Elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty
666 Senate. A past-chair who has been appointed to a full-time administrative position will not be
667 eligible to serve on the Executive Committee. When the immediate past-chair is unable to
668 ineligibly to serve, the Executive Committee shall consist of the Chair of the Faculty Senate, the
669 Chair-Elect of the Faculty Senate, and the Secretary of the Faculty. The Chair may appoint a
670 parliamentarian to serve as an *ex officio* member of the Executive Committee if additional
671 parliamentarian expertise is desired.

672
673 (2) Committee on Faculty Concerns

674 (a) Purpose

675 (aa) Shall act as a board for continuous review of the broad area of faculty rights and
676 responsibilities. Any recommendations and/or resolutions of the Committee shall be directed
677 to the Faculty Senate for appropriate disposition.

678 (bb) Shall, as directed by the Faculty Senate, discuss with the university administration matters
679 pertaining to remuneration, professional advancement, faculty-administrator relationships, and
680 working conditions.

681 (cc) Shall serve as the vehicle through which the faculty, Faculty Senate, and administration may
682 initiate issues or matters of concern for discussion and consideration.

683 (dd) Shall invite the submission and receive items of concern from faculty members,
684 administrators, or groups of the same for discussion.

685 (ee) Shall gather data from appropriate individuals or groups to be used in making a determination

696 as to whether each item submitted warrants consideration by the Faculty Senate.

- 697
- 698 (ff) Shall use surveys and other appropriate instruments to provide information to supplement
- 699 informal communications about faculty concerns.
- 700
- 701 (gg) Shall conduct a survey of the morale of all full-time faculty during the fall semester of even-
- 702 numbered years. A report to include an analysis of survey results and any appropriate
- 703 recommendations arising from the survey shall be distributed to the Faculty Senate members
- 704 in time to be included on the agenda for the February session. To facilitate comparison with
- 705 earlier surveys, data for ranked faculty and unranked faculty shall be tabulated, analyzed, and
- 706 reported separately.
- 707
- 708 (hh) Shall conduct an Academic Administrators Assessment survey of all full-time faculty during
- 709 the fall semester of odd-numbered years. A report to include analysis of survey results and
- 710 any appropriate recommendations arising from the survey shall be distributed to the Faculty
- 711 Senate members in time to be included on the agenda for the February session. To facilitate
- 712 comparison with earlier surveys, data for department heads and deans shall be tabulated,
- 713 analyzed and reported separately.

714 (b) Election of Members to the Committee on Faculty Concerns

- 715
- 716
- 717 (aa) The Committee on Faculty Concerns shall consist of two representatives from each college, as
- 718 well as representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>.
- 719
- 720 (bb) At the beginning of the spring semester, the ranked faculty in each academic department
- 721 within each undergraduate college shall elect, by and from the ranked faculty in that academic
- 722 department, one nominee for each vacancy for service on the Committee on Faculty Concerns.
- 723 The academic department head will prepare a ballot of all eligible ranked faculty within the
- 724 academic department and conduct the election. Voting shall be by secret ballot, and each
- 725 voting Faculty member shall vote for one member for each vacancy within the academic
- 726 department. The academic department head shall, in writing, notify the academic dean of the
- 727 college, chair of the college council, and the Secretary of the Faculty of the outcome of the
- 728 election.
- 729
- 730 (cc) At the earliest possible session in the spring semester of each of the previously named college
- 731 councils, each college council shall elect one faculty nominee per vacancy to serve on the
- 732 Committee on Faculty Concerns. The chair of the college council will prepare a ballot of all
- 733 departmental nominees of that college. Voting shall be by secret ballot, and each voting
- 734 council member shall vote for one college faculty member per vacancy. The college faculty
- 735 member receiving the most votes shall serve as a member of the Committee on Faculty
- 736 Concerns. The remaining roster of departmental nominees shall serve as a replacement pool,
- 737 should a vacancy occur. The council chair shall, in writing, notify the Secretary of the
- 738 Faculty of the outcome of the election.
- 739
- 740 (dd) Members normally serve three-year terms, but the Faculty Senate Executive committee may
- 741 stagger terms as needed so that approximately one-third of the committee is replaced each
- 742 year. If for any reason a permanent vacancy (one semester or more) occurs among the college
- 743 representatives on the Committee on Faculty Concerns, the college council where the vacancy
- 744 occurred shall elect a replacement from the list of departmental nominees as specified above

745 (Section 2, (b), (cc)).

746
747 (3) Committee on Academic Relations

748
749 (a) Purpose

750
751 (aa) Shall review institutional quality of academic standards and instructional methodology.

752
753 (bb) Shall evaluate and promote faculty development programs and procedures.

754
755 (b) Membership

756
757 Appointed by Chair of the Faculty Senate. The Senate Chair-Elect shall be an *ex officio* member of
758 the Academic Relations Committee without vote. In addition, the Registrar or his/her designee shall
759 serve as an *ex-officio* member of the Academic Relations Committee without vote.

760
761 (4) Committee on University Budget & Priorities

762
763 (a) Purpose

764
765 (aa) Shall examine all proposals for intercollegiate programs, general education courses or other
766 major initiatives with possible budgetary implications before the Faculty Senate and report
767 to the Chair of the Faculty Senate the examination results prior to the proposals being voted
768 on.

769
770 (bb) Shall every year produce a report card to be presented before the Faculty Senate during the
771 April meeting. This report card must contain data concerning faculty salaries as compared
772 to CUPA averages, the relative sizes of the faculty and student body (graduate and
773 undergraduate), the relative sizes of the faculty and the administration, the relative sizes of
774 the faculty and staff, average class sizes at the undergraduate and graduate levels, and the
775 use of ranked and unranked faculty in instruction.

776
777 (cc) Shall every five years produce a report concerning staffing and budget trends across the
778 Missouri State University system. This report must include data analysis which identifies
779 and describes the absolute and relative growth/decline in University units in terms of both
780 FTEs and budgets over the period of the study, absolute and relative growth/decline in
781 University job families (administrative, professional, ranked faculty, unranked faculty,
782 technical, clerical, and maintenance employees) in terms of both FTEs and budgets over the
783 period of the study, and changes in the proportional distributions of units and job families
784 over the period of the study.

785
786 (dd) Shall assist appropriate university bodies in identifying and articulating Faculty Senate
787 concerns about budgeting and planning priorities.

788
789 (b) Membership

790
791 The Committee on University Budget & Priorities of the Faculty Senate shall consist of representatives
792 from each college and additional representatives as defined in

793 <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be elected by
794 his or her respective college councils, based on a nomination from each academic department within
795 that college, at the earliest possible session of the college council in the spring semester, and serve a
796 three-year term. A committee member may be elected to more than one three-year term. Membership
797 shall be staggered. Any unforeseen vacancy on the committee shall be filled by the same election
798 process; such election shall occur at the earliest possible session of the appropriate council following the
799 vacancy. The Chair-Elect of the Faculty Senate shall call the organizational session of the committee
800 within seven (7) school days after the first Fall Faculty Senate session and preside until the membership
801 has elected a chair who shall serve a one-year term and may be reelected for succeeding terms.
802

803 (5) Committee on Rules

804 (a) Purpose

805 (aa) Shall review organization and operational procedures of the Faculty Senate as provided for by
806 the *Constitution and Bylaws of the Faculty*.

807 (bb) Shall prepare proposals for amendments to the *Constitution and Bylaws* to be voted on by the
808 Faculty Senate and/or faculty of the university.
809

810 (b) Membership

811 Appointed by the Chair of the Faculty Senate. The Secretary of the Faculty and the
812 Parliamentarian (if one was appointed) shall be *ex officio* members of the Rules Committee without
813 vote.
814

815 (6) Committee on Judicial Review

816 (a) Purpose

817 (aa) Shall adjudicate in questions of interpretation of the *Constitution and Bylaws of the Faculty*.
818

819 (bb) Shall consider questions originating from any faculty member when presented through the
820 Chair of the Faculty Senate.
821

822 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for
823 Faculty Senate membership.
824

825 (b) Membership

826 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not
827 hold full-time administrative positions.
828

829 (7) Committee on Citizenship and Service Learning

830 (a) Purpose

831 (aa) Shall advise departments regarding departments' proposed attachment of service learning
832 components to existing courses as part of the Citizenship and Service Learning program in
833
834
835

842 order to ensure compliance with the service learning course criteria established in Faculty
843 Senate Action 10-95/96, which created the Citizenship and Service Learning program.

- 844
- 845 (bb) Shall monitor the service learning courses and program to ensure compliance with established
846 service learning criteria.
- 847
- 848 (cc) Shall periodically review service learning courses, program, and assessment data and
849 recommend changes to the Faculty Senate.
- 850
- 851 (dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service
852 Learning program.
- 853
- 854 (ee) Shall report annually to the Faculty Senate.
- 855

856 (b) Membership

857

858 The Committee on Citizenship and Service Learning shall comprise the following: one faculty
859 member from each undergraduate college, appointed by the Chair of the Faculty Senate; one faculty
860 member from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>,
861 appointed by the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate, ex officio
862 without vote; and the director of the Citizenship and Service Learning program, ex officio without
863 vote. At least half the members shall be faculty with experience in service learning courses.
864 Members shall serve for a term of three (3) years and may be reappointed for one succeeding term.
865 Members shall serve staggered three-year terms, so that one-third of the membership shall be
866 replaced each year. The Chair of the Faculty Senate shall appoint the chair of the Committee.

867

868 (8) Committee on Honorary Degrees

869 (a) Purpose

870 Review nominations and select recipients for University Honorary Degrees according to the
871 following procedures:

- 872
- 873
- 874
- 875 1 Nominations are to be sought from the entire University Community. Nominations are
876 to be made confidentially and are to remain confidential throughout the selection process.
- 877
- 878 2 No more than two honorary degrees may be conferred annually. The committee should
879 feel no pressure to select an honoree in any given year if it does not receive any
880 nominations it deems worthy of this type of honor.
- 881
- 882 3 The honoree must be living at the time of selection and will receive the honor at the
883 spring commencement. If an honoree dies during the interim between selection and the
884 spring commencement awards ceremony, then the award will be presented posthumously.
- 885
- 886 4 Current members of the MSU staff, faculty, administration, and Board of Governors, as
887 well as elected officials while holding elected office, are not eligible.
- 888
- 889 5 Financial considerations should not be involved in the selection process. Faculty Senate
890 Action 36-00/01 makes it clear that the purpose of this honor is to “recognize

891 extraordinary achievement of distinguished citizens,” not to reward financial support for
892 the University.

893
894 6 The individual honored should have a strong tie to this community, state, or region.
895 Although individuals with nationwide and worldwide recognition should not be excluded,
896 preference should be given to distinguished candidates who have not been widely
897 recognized and honored.

898
899 7 Four types of honorary doctorates may be bestowed: the Doctor of Humane Letters
900 (L.H.D.), given to persons who have distinguished themselves in the humanities; the
901 Doctor of Letters (Litt.D.), given to scholars in particular disciplines; the Doctor of Public
902 Affairs (A.P.D.), given to persons distinguished in general service to the public, to
903 learning and to humankind; and the Doctor of Science (Sc.D.), given to persons who have
904 made distinguished contributions to sciences.

905
906 8 The Committee on Honorary Degrees will review nominations and complete its
907 deliberations by November 15, when it will then present its recommendation, if any, to
908 the Faculty Senate for its December session. Upon approval of the Senate, the
909 recommendation will be forwarded to the President and to the Board of Governors.

910
911 (b) Membership

912
913 The Committee on Honorary Degrees shall comprise the following: one faculty member from
914 each academic college appointed by the Chair of the Faculty Senate; one faculty member
915 from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>,
916 appointed by the Chair of the Faculty Senate; the dean of the Graduate College or an
917 appointed representative; the Provost or an appointed representative; and one student selected
918 from either the Honors College or the Graduate College.

919
920 C Ad Hoc Committees

921
922 To carry on the work of the Faculty Senate, *ad hoc* committees may be organized from time to time on the
923 initiative of the Chair of the Faculty Senate or as directed by the Faculty Senate.

924
925 (1) Purpose

926
927 Upon activation of a specific committee, the Chair of the Faculty Senate shall prepare a specific charge
928 for the committee and include the form and timing of the response requested.

929
930 (2) Membership

931
932 Appointed by the Chair of the Faculty Senate.

933
934 D Committee Responsibilities

935
936 Committees of the Faculty Senate shall be responsive to the will of the Senate. Committees shall discharge
937 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges
938 designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may initiate
939 special charges or take action only with the approval of the Executive Committee of the Faculty Senate.

940
941 The chair of each Faculty Senate committee shall report directly to the Chair of the Faculty Senate, and
942 normally the chair of the Faculty Senate committee shall present a committee report when it is on the
943 agenda for a session of the Faculty Senate.
944

945 **ART II COLLEGE COUNCILS**

946 **SEC 1 Establishment of Councils**

947
948 As an integral part of Faculty Senate structure, each discipline-based undergraduate college faculty within the
949 university shall organize a college council.
950

951 **SEC 2 Purpose of Councils**

952
953 The primary purpose of each discipline-based undergraduate college council is to act upon curricular matters
954 that are referred to it by academic departments within the college.
955

956 **SEC 3 Powers of Councils**

957
958 Each discipline-based undergraduate college council is empowered to approve a departmental proposal, reject
959 and return a proposal to the originating academic department, or amend and approve the proposal.
960

961 **SEC 4 Membership of Councils**

962
963 A A discipline-based undergraduate college council shall consist of one member from each academic
964 department of the college, and one student representative, majoring in a discipline in that college.* Both the
965 academic dean of the college and the student representative shall be *ex officio* members of the council
966 without vote.
967

968
969 * For purposes of this section only, any student working toward a Bachelor of Science in Education degree
970 may be considered a major in Education.
971

972
973 B Each college council member shall serve for a term of two years and may be reelected for one immediately
974 succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.
975 Department heads are not eligible for election except in the case where a department head is the only
976 member of an academic department.
977

978 **SEC 5 Election of Members to Councils**

979
980 A On the same date as the election of departmental representatives to the Faculty Senate, the ranked faculty in
981 each academic department within each discipline-based undergraduate college shall elect, by and from the
982 ranked faculty in that academic department, a college council representative. The academic department head
983 will prepare a ballot of all eligible ranked faculty within the academic department and conduct the election.
984 Voting shall be by secret ballot and each voting faculty member shall vote for one member within the
985 academic department. The academic department head shall, in writing, notify the academic dean of the
986 college and the Secretary of the Faculty of the outcome of the election.

- 987
988 B An undergraduate student representative shall be selected by the faculty of each college to be a member of
989 each discipline-based undergraduate college council for a one-year term. A graduate student
990 representative shall be selected by the graduate student council to be a member of the graduate council for a
991 one-year term.
992
- 993 C At the beginning of the spring semester, the faculty in each academic department within each undergraduate
994 college shall elect, from the undergraduate majors within each academic department, two nominees for the
995 student representative of each College Council. Nominees must have completed a minimum of 75 credit
996 hours and be in good academic standing. The academic department head will prepare a ballot of all eligible
997 students within each academic department and conduct the election. Voting shall be by secret ballot, and
998 each voting faculty member shall vote for up to two students. The academic department head shall contact
999 the selected students to determine their willingness to serve. Should a student refuse, then the student
1000 receiving the next highest number of votes will be contacted. This process shall continue until two students
1001 accept the nomination. The academic department head shall, in writing, notify the academic dean of the
1002 college and the chair of the college council of the outcome of the election.
1003
- 1004 D At the first organizational meeting of each year's new college council, the voting members shall elect one
1005 student from the nominees submitted by the departments to serve on the college council. The outgoing chair
1006 of each college council will prepare a ballot of all nominees as elected by the departments. Voting shall be
1007 by secret ballot, and each voting council member shall vote for one student representative. The student
1008 receiving the most votes shall be elected to serve as a member of the college council for a one-year term.
1009 The new chair of the college council will then notify the student of their election. Should the student refuse,
1010 then the student receiving the next highest number of votes will be contacted. This process shall continue
1011 until a student has accepted the position. Upon acceptance, the college council chair shall, in writing, notify
1012 the Secretary of the Faculty and the chair of the SGA of the outcome of the election.
1013
- 1014 E Vacancy
1015
- 1016 (1) If the duly-elected departmental unit representative on a council is subsequently elected as Chair or
1017 Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs
1018 shall elect a new member to the affected council for a one-year term.
1019
- 1020 (2) If for any reason a permanent vacancy (one semester or more) occurs on a council, its chair shall
1021 immediately notify the appropriate administrator for the academic department without representation
1022 which shall elect a replacement by the election process provided above. If the vacancy is a student
1023 position, the replacement will be selected as provided above.
1024
- 1025 (3) A council member who serves during a leave or an unexpired term shall be considered as having served
1026 an elected term for the purpose of eligibility for reelection.
1027
- 1028 F Newly-elected council members shall take office at the first session following their elections.
1029

1030 **SEC 6 Election of Council Chair**

1031

- 1032 A Within seven (7) school days after the annual election of council members, each college council shall meet
1033 to elect a chair. The appropriate academic dean shall call the session and preside until the voting members
1034 have elected a chair from among the ranked faculty of each respective council, who shall serve a one-year

1035 term, and may be reelected for one immediately succeeding term but shall not then be eligible for reelection
1036 until after the lapse of an intervening year.

1037
1038 B In case a vacancy occurs in the office of chair of a council, the appropriate dean shall call for the election of
1039 a new chair at the next council session.

1040

1041 **SEC 7 Duties of Council Chair**

1042
1043 A The chair of a council shall preside at all sessions of the council and shall supervise the functioning of the
1044 council.

1045
1046 B The minutes of each council session shall be recorded and distributed by the secretary in the office of the
1047 appropriate dean.

1048
1049 C At the first council meeting of the academic year, the chair shall provide a copy of the council's current
1050 rules to each council member.

1051
1052 D After the council's last meeting of an academic year, but before the end of the spring semester, the chair
1053 shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the Faculty.

1054

1055 **SEC 8 Sessions of Councils**

1056
1057 A In addition to the organizational session, each council shall meet during the first or second month of the fall
1058 semester and as necessary shall thereafter meet at the call of its chair at a time and place determined by the
1059 chair.

1060
1061 B The time, the date, and the place of all sessions of each council shall be announced on the Faculty Senate
1062 web site a minimum of one week prior to the session. Announcements of all sessions shall be made
1063 through the Faculty Senate office. The chairs of the councils shall forward to the Faculty Senate office a
1064 request for publication of the announcements.

1065
1066 C The chair of each council shall direct the distribution of the agenda together with all proposals for council
1067 consideration in writing to each council member, to all department heads of the university, and to all
1068 academic deans of the university and will ensure that they are received at least five (5) school days before
1069 each council session. Proposals for council consideration which have not been previously distributed as
1070 agenda may be considered at council sessions with an approving vote of two-thirds of the entire council
1071 membership.

1072
1073 D The chair of each council shall submit the agenda of all council sessions to the chair of the Faculty Senate at
1074 least five (5) school days before the council session.

1075
1076 E The chair of each council shall place a copy of the minutes of each session of that council in a permanent
1077 file in the Faculty Senate office within one week after the council session. The minutes of each college
1078 council session shall be available to all interested parties.

1079

1080 F Any member of a council may receive a roll call or ballot vote on any matter by so requesting.

1081

1082 G Any non-member attending a session of a council may speak with the consent of the chair of the group

1083 involved. These persons shall have no vote.

1084

1085 H In case of the necessary absence of an elected representative from a council session, the absent member may
1086 choose a member of the respective academic department to serve. In case of the necessary absence of a
1087 student representative from a graduate council session, the President of the Graduate Student Council may
1088 appoint a substitute from the graduate student council. Both faculty and student substitutions shall be
1089 cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a
1090 vote.

1091

1092 **SEC 9 Duties of Councils**

1093

1094 A A Council shall approve a curricular proposal, reject and return a proposal to the department that submitted
1095 it, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion
1096 or vote by the originating unit(s) upon specific request to the council chair before final disposition by the
1097 council.

1098

1099 B Proposed general education courses with the GEP prefix shall be sent to the Committee on General
1100 Education and Intercollegiate Programs.

1101

1102 C Proposed graduate courses (600-level and above) or programs shall be sent to the graduate council.

1103

1104 D All matters approved by a council, amended or not amended, shall be forwarded to the Secretary of the
1105 Faculty for information and for disposition as hereinafter stipulated.

1106

1107 **SEC 10 Challenge and Veto of Council Actions**

1108

1109 **A Right of Challenge**

1110

1111 Each college faculty shall have the inherent right to challenge any College Council Action from its own
1112 college. The graduate faculty shall have the inherent right to challenge any Graduate Council Action.
1113 Such faculty challenge must be made within ten (10) calendar days following distribution of the Council
1114 Action to the faculty.

1115

1116 **B Form of Challenge**

1117

1118 A college faculty challenge of its own Council Action or a graduate faculty challenge of a Graduate Council
1119 Action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the
1120 Graduate College. Said challenge shall be made in writing and copies submitted to the chair of their
1121 college or graduate council, chair of the Faculty Senate and the Secretary of the Faculty.

1122

1123 The chair of the college or graduate council shall send a copy of such challenge to each ranked member of
1124 the college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days
1125 after copies of the challenge have been distributed to the faculty, the chair of the council shall call a session
1126 of the faculty for the discussion of the challenge. The dean of the college or his or her designee shall
1127 preside at this session. The secretary to the dean shall attend this session and record arguments for and
1128 against the challenge. No later than five (5) school days after the session, the secretary shall distribute to
1129 all ranked faculty members ballots for voting on the challenge. A summary of arguments for and against
1130 the challenge shall be prepared by the council chair and shall be sent with the ballots.

1131
1132 C Disposition of Challenge
1133

1134 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of
1135 the college or by the graduate faculty, shall constitute a veto of the challenged Council Action.
1136

1137 **SEC 11 Appeal and Veto of Council and Committee Actions**
1138

1139 A Right of Appeal
1140

1141 The university ranked faculty shall have the inherent right to appeal Actions of a college council, Graduate
1142 Council, Educator Preparation Provider Council and Committee on General Education and Intercollegiate
1143 Programs. Appeals to the college councils and graduate councils must be made no sooner than the
1144 expiration of the challenge period, but no later than ten (10) calendar days during the regular academic year
1145 when classes are in session, excluding terminal week, following the expiration date. Appeals to the
1146 Educator Preparation Provider Council and Committee on General Education and Intercollegiate Programs
1147 must be made no later than ten (10) calendar days during the regular academic year when classes are in
1148 session, excluding terminal week, following distribution of the Action to the faculty. Since upholding an
1149 appeal would constitute a Faculty Senate Action, an upheld appeal is subject to the right of challenge as set
1150 forth in the *Bylaws*: Article I, Section 7, A, B, C, D.
1151

1152
1153 B Form of Appeal
1154

1155 An appeal of a Council Action or Committee Action may be made by an academic department through the
1156 department head director, by a council through the council chair or by petition of no fewer than thirty (30)
1157 members of the ranked faculty. Said appeal shall be made in writing to the Executive Committee of the
1158 Faculty Senate. If an appeal is made, the Executive Committee of the Faculty Senate shall place the issue
1159 on the agenda for the next Faculty Senate session.
1160

1161 C Disposition of Appeal
1162

1163 An affirmative vote to support the appeal, equal to a majority of the votes cast by the senators present and
1164 voting, shall constitute a veto of the Council or Committee Action. Since upholding an appeal would
1165 constitute a Faculty Senate Action, an upheld appeal is subject to the right of challenge as set forth in the
1166 *Bylaws*: Article I, Section 7, A, B, C, D.
1167

1168 **SEC 12 College Council Rules**
1169

1170 Every College Council shall adopt, by a majority vote of the ranked faculty in its college, rules governing its
1171 deliberations and activities in connection with the carrying out of its responsibilities related to curricular
1172 matters and the curricular process as set forth in the Constitution and Bylaws of the Faculty. These rules
1173 must be consistent with the Constitution and Bylaws of the Faculty, and must include (1) a provision
1174 requiring that new courses be approved prior to, and independently from, new program proposals of which
1175 they are a part, and (2) the procedures by which the council's rules may be amended.
1176
1177

1178 **ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

1179

1180 **SEC 1 Establishment of the Educator Preparation Provider Council**

1181

1182 As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be
1183 established.

1184

1185 **SEC 2 Purpose of the Educator Preparation Provider Council**

1186

1187 The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures
1188 that ensure educator preparation programs at Missouri State University (MSU) meet state and national
1189 guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation
1190 Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such
1191 that educator preparation programs are offered in each of the six academic colleges. The EPP was established
1192 to encompass all educator preparation certification programs across the various colleges.

1193

1194 **SEC 3 Responsibilities of the Educator Preparation Provider Council**

1195

1196 A Develops policy and makes recommendations concerning educator preparation programs.

1197

1198 B Conducts on-going reviews of all educator preparation programs and participates in the preparation of
1199 accreditation reports.

1200

1201 C Monitors changing regulations and accreditation standards and makes recommendations for program
1202 revisions to accommodate new requirements.

1203

1204 D Reviews, to approve or reject, proposals for substantive changes to educator preparation programs and
1205 courses as described in Article VI of the *Bylaws*.

1206

1207 E Promotes collaboration among and ensures professional development opportunities for members of the EPP
1208 and between EPP and the public schools to enhance the quality of educator preparation.

1209

1210 F Ensures curricular coherence in educator preparation.

1211

1212 G Develops quality control procedures for educator preparation programs.

1213

1214 H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or
1215 requirement and makes recommendations.

1216

1217 I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are
1218 consistent with national, regional, state, and university standards and requirements.

1219

1220 **SEC 4 Membership of the Educator Preparation Provider Council**

1221

1222 A An EPPC member who represents the faculty must be a member of the EPP. Faculty/staff who teach one or
1223 more EPP courses, advise or supervise educator preparation students, or administer educator preparation
1224 academic departments/units* or colleges must be members of the EPP.

1225
1226 (*The term “unit” here refers to any group of faculty members who collectively controls the curriculum of
1227 one or more academic programs and resides outside of the administrative structure of any single academic
1228 department. The only educator preparation entity that fits this description is the MSED-Secondary
1229 Oversight Committee. If additional educator preparation units are formed which fit this description, they
1230 shall receive voting membership on the EPPC automatically without additional amendment to the Bylaws.
1231 The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-
1232 Secondary programs is controlled by its respective department.)
1233

1234 All faculty serving on EPPC must meet all Council for the Accreditation of Educator Preparation (CAEP)
1235 and Department of Elementary and Secondary Education (DESE) accreditation standards regarding
1236 members of the. These standards include being actively involved in teacher education and having a five-
1237 year plan on file in the respective academic department and the EPP. This five-year plan must detail the
1238 faculty member’s direct and periodic involvement with the public schools.
1239

1240 B 1 The EPPC shall include at least one EPP faculty member from each academic department, and from
1241 each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more
1242 education programs. All departments are required to have at least one representative. Departments with
1243 more than 250 combined graduate and undergraduate teacher education majors have the option of
1244 electing one representative per 250 majors in teacher education. If an academic department or entity so
1245 identified in <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty
1246 members, then its head may serve as an *ex officio* EPPC member without voting privileges.
1247

1248 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two
1249 consecutive terms but following the second term shall not be eligible to serve until after the lapse of an
1250 intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive
1251 year as a EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon
1252 completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse
1253 of an intervening year. A second exception shall be those academic departments in which only one or
1254 two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
1255

1256 C Three school teachers (elementary, secondary, K12) from the community and one full-time school
1257 administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve
1258 two consecutive terms of two years each, but following the second term shall not be eligible to serve until
1259 after the lapse of an intervening year. These members shall be full voting members except they shall be
1260 excluded from discussions and decisions regarding confidential personnel matters.
1261

1262 D Membership shall also include two Missouri State University undergraduate students and two Missouri State
1263 University graduate students. Student members shall serve a term of two years as full voting members.
1264 They shall be excluded from discussions and decisions regarding confidential personnel matters.
1265

1266 E The Head of the EPP and the Chair-Elect of the Faculty Senate shall be *ex officio* members to the EPPC
1267 without voting privileges. The administrator responsible for DESE and CAEP accreditation process shall
1268 also serve as *ex officio* member to the EPPC without voting privileges.
1269

1270 **SEC 5 Election of Members to the Educator Preparation Provider Council**

1271
1272 A Each academic department/unit that offers a educator preparation program shall elect one representative

- 1273 who is a member of the EPP as the departmental representative and forward the name to the Chair of the
 1274 EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more
 1275 undergraduate education programs shall elect two additional members and forward the names to the chair of
 1276 the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined
 1277 graduate and undergraduate teacher education majors have the option of electing additional representatives
 1278 as described above.
- 1279
- 1280 B The President of the Student Government Association shall select one full-time undergraduate student who
 1281 has been admitted into a educator preparation program at Missouri State University to serve a two-year
 1282 term.
- 1283
- 1284 C The President of the Graduate Student Council shall select one full-time graduate student who has been
 1285 admitted into a educator preparation program at Missouri State University to serve a two-year term.
- 1286
- 1287 D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the
 1288 community and one full-time school administrator from the community to the EPPC by May 1. The
 1289 representative shall be elected to a two-year term by the EPPC at the organizational session in May.
- 1290
- 1291 E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will
 1292 immediately request the election of a replacement according to the election process indicated in this section.
- 1293

1294 **SEC 6 Election of Chair-Elect – Educator Preparation Provider Council**

1295

- 1296 A Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards,
 1297 state certification requirements, and university governance. The nominees will be presented to the EPPC
 1298 no later than the March session.
- 1299
- 1300 B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March
 1301 session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than
 1302 April 1.
- 1303
- 1304 C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-Elect of the
 1305 EPPC.
- 1306
- 1307 D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.
- 1308
- 1309 E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected
 1310 EPPC and the newly elected Chair-Elect shall assume duties as Chair-Elect.
- 1311
- 1312 F In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.
- 1313
- 1314 G In case a vacancy occurs in the office of Chair-Elect, the EPPC shall elect a new Chair-Elect at its next
 1315 session. Notification of the pending election shall be made as part of the agenda for the session.
- 1316

1317 **SEC 7 Duties of Officers – Educator Preparation Provider Council**

1318

- 1319 A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC
 1320 and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint

1321 members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a
1322 delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum
1323 Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative
1324 meetings without voting privilege. (These meetings are for informational sharing, oversight and when
1325 needed policy making of educator preparation items across colleges). The chair of the EPPC also shall
1326 consider and in some manner address any suggestions, or other matters directed to the EPPC by any member
1327 or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters
1328 are dealt with in an appropriate manner.
1329

1330 B The Chair-Elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in
1331 supervision of the working of the EPPC in such manner as directed by the EPPC or the Chair; shall serve on
1332 the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc*
1333 committees of the EPPC without voting privileges.
1334

1335 C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair
1336 shall review current bylaws and the EPP membership process to ensure continuity and updating.
1337

1338 D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the
1339 Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national
1340 accreditation requirements; maintain all documents needed for CAEP/DESE visitations; and prepare the
1341 yearly reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for
1342 the Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and
1343 distribution of the minutes for all sessions of the EPPC.
1344

1345 E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC
1346 Executive Committee. The Director of Secondary Education facilitates the effective operation of the
1347 Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED)
1348 Oversight Committees or other governance committee structures focusing on K-12 and secondary programs.
1349 The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non-
1350 voting *ex officio* member.
1351

1352 **SEC 8 Sessions of Educator Preparation Provider Council**
1353

1354 A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the
1355 Faculty Senate office.
1356

1357 B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the
1358 session shall be announced on the EPPC web page a minimum of five working days prior to the session.
1359

1360 C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for
1361 EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy
1362 of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the
1363 exception of personnel matters, be made available to any interested party. Proposals for EPPC
1364 consideration which have not been previously distributed as agenda items may be considered at EPPC
1365 sessions with an approving vote of two-thirds of the committee membership present.
1366

1367 D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working
1368 days before the EPPC session. The agendas shall be made available to all interested parties.

- 1369
1370 E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office.
1371 The minutes of each EPPC session shall be available to all interested parties.
1372

1373 **SEC 9 Duties of the Educator Preparation Provider Council**

1374

- 1375 A The EPPC shall approve a curricular proposal, reject and return a curricular proposal to the originating
1376 body, or amend and approve the curricular proposal. A curricular proposal shall be withdrawn from
1377 consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC
1378 representative of the originating body without motion or vote. All matters approved by the EPPC, amended
1379 or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI
1380 of the *Bylaws*. All graduate matters approved by the EPPC, amended or not amended, shall be forwarded
1381 to the Graduate Council.
1382
- 1383 B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP
1384 students, and EPP programs for purposes of maintaining compliance with state and national accreditation
1385 guidelines.
1386

1387 **SEC 10 Appeal and Veto of Educator Preparation Provider Council Actions**

1388

1389 Each EPP member shall have the right at all times to appeal any EPPC Action. Such procedure is identical to
1390 that set forth for the appeal of any Council or Committee Action in the *Constitution and Bylaws of the Faculty*:
1391 Article II, Section 11, A, B, C.
1392

1393 **SEC 11 Committees of the Educator Preparation Provider Council**

1394

- 1395 A Faculty appointed to EPPC committees shall be members of the EPP.
1396
- 1397 B The following standing committees will be established and the duties of each are as follows:
1398
- 1399 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and
1400 accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a
1401 slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-
1402 Elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the
1403 Director of Secondary Education and the administrator responsible for DESE and the CAEP
1404 accreditation process are non-voting *ex officio* members.
1405
 - 1406 2 The Committee on Program Review shall establish and carry out a periodic review with a written report
1407 for each accredited program in order to affirm that the programs are in compliance with current
1408 Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation
1409 standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation
1410 process will serve as *ex officio* member of this committee.
1411
 - 1412 3 The Committee on Membership and Professional Development shall review all applications and five-
1413 year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The
1414 Committee will also review the needs of the staff and faculty and make recommendations for
1415 professional development opportunities. The Committee will assist in coordination of professional
1416 development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.

- 1417
1418
1419
1420
1421
1422
1423
1424
1425
1426
1427
1428
1429
1430
1431
1432
1433
1434
1435
1436
1437
1438
1439
1440
1441
1442
1443
1444
1445
1446
1447
1448
1449
1450
1451
1452
1453
1454
1455
1456
1457
1458
1459
1460
1461
1462
1463
1464
1465
- 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of EPP education programs' diversity components with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the EPP education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.
 - 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal submitted by a student concerning any Educator preparation program requirement except course substitutions. The Appeals and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the EPPC. The Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one representative from each college. The Committee on Appeals and Compliance shall include the chair of the Committee on Membership and Professional Development; a minimum of one representative from each college with an undergraduate teacher education program; two faculty representatives from the College of Education; one faculty representative from the School of Agriculture; and one *ex officio* non-voting representative from each of the following: Educator Preparation Provider and Secondary Education Office and the Professional Education Advisement Center.
 - 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating academic department or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the EPPC regarding disposition for each proposal.
 - 7 The Conceptual Framework Committee shall monitor the EPP Conceptual Framework and EPP Assessment Plan, the Strategic Plan, and make recommendations to insure the EPP is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Conceptual Framework and other regulations. The committee shall conduct a periodic review of all EPPC /EPP sanctioned websites and publications and present to the EPP on an annual basis. The committee shall facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Conceptual Framework Committee that academic year.
 - 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April

1466 session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee
1467 and a new chair-elect from the current committee membership shall be elected and assume duties as
1468 chair-elect. The chair of the committee shall be a voting delegate to EPPC.
1469

1470 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the
1471 MSED-Secondary Education program. The committee shall have responsibility for initiating program
1472 changes within the common elements of the program and reporting those recommended changes to the
1473 EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall
1474 select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have
1475 the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and
1476 Technology Department shall select two representatives from their EPP graduate faculty. The Director
1477 of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair-
1478 elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-
1479 elect from the current committee membership shall be elected and assume duties as chair-elect. The
1480 chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a
1481 voting member of EPPC representing an academic department, then the membership of the MSED-
1482 Secondary Oversight Committee shall select another member of that committee to be their voting
1483 representative on EPPC.
1484

1485 C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article
1486 B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these
1487 standing committees shall consist of at least one COE faculty EPP member and at least one EPP member
1488 from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of a EPPC
1489 standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC
1490 without voting privileges. Each college not represented by the chair or chair-elect have the option of
1491 appointing an EPP member from that College upon consultation with two EPPC members and the Executive
1492 Committee. All voting members must be members of the EPP. None may hold administrative
1493 appointments.
1494

1495 D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and
1496 submit them to the EPPC office, where they shall be archived on the EPP website. Committees making
1497 recommendations that directly affect any EPP program shall consult with EPP members in that program
1498 before bringing the recommendation to the EPPC for approval.
1499

1500 E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be
1501 organized from time to time on the initiative of the chair or as directed by the EPPC.
1502

1503 **SEC 12 Amendments of *Bylaws***

1504

1505 Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the
1506 EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being
1507 voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed
1508 amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws*
1509 not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and
1510 voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting
1511 shall be by secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate
1512 Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.
1513

1514
1515
1516
1517
1518
1519
1520
1521
1522
1523
1524
1525
1526
1527
1528
1529
1530
1531
1532
1533
1534
1535
1536
1537
1538
1539
1540
1541
1542
1543
1544
1545
1546
1547
1548
1549
1550
1551
1552
1553
1554
1555
1556
1557
1558
1559
1560

ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 1 Establishment of Committee on General Education and Intercollegiate Programs

As an integral part of the Faculty Senate structure, a Committee on General Education and Intercollegiate Programs shall be established.

SEC 2 Purpose of Committee on General Education and Intercollegiate Programs

This Committee shall act upon all curricular proposals affecting the General Education Program as well as courses and programs offered collaboratively by academic departments in two or more colleges (i.e., intercollegiate programs not routed to Educator Preparation Provider Council or graduate council).

SEC 3 Powers of Committee on General Education and Intercollegiate Programs

This committee is empowered to approve proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and approve the proposals.

SEC 4 Responsibilities of Committee on General Education and Intercollegiate Programs

- A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. Approval of a course proposal indicates its acceptance into the general education curriculum.
- B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. Approved changes will be forwarded to the Faculty Senate for review and disposition.
- 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 the intercollegiate proposals.

SEC 5 Membership of Committee on General Education and Intercollegiate Programs

The Committee shall comprise the following: two persons from each undergraduate college; one person from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>; and the Chair-Elect of the Faculty Senate, *ex officio* without vote. Members shall serve for a term of three (3) years and may not be reelected for a succeeding term until after the lapse of an intervening year. At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-third of the committee has each term length. Thereafter, members shall serve staggered three (3) year terms, so that one-third of the membership shall be replaced each year. The Provost or a designee of the Provost shall be an *ex officio* member without

1561 vote. The Director of the Center for Assessment and Instructional Support shall be an *ex-officio* member without
1562 vote.

1563

1564 **SEC 6 Election of Members to Committee on General Education and Intercollegiate**
1565 **Programs**

1566

1567 A At the beginning of the spring semester, the ranked faculty in each academic department within each
1568 undergraduate college shall elect, by and from the ranked faculty in that academic department, one nominee
1569 for each vacancy for service on the Committee on General Education and Intercollegiate Programs. The
1570 academic department head will prepare a ballot of all eligible ranked faculty within the academic
1571 department and conduct the election. Voting shall be by secret ballot, and each voting Faculty member
1572 shall vote for one member for each vacancy within the academic department. The academic department
1573 head shall, in writing, notify the academic dean of the college, chair of the college council, and the Secretary
1574 of the Faculty of the outcome of the election.

1575

1576 B At the earliest possible session in the spring semester of each of the previously named college councils, each
1577 college council shall elect one faculty nominee per vacancy to serve on the Committee on General
1578 Education and Intercollegiate Programs. The chair of the college council will prepare a ballot of all
1579 departmental nominees of that college. Voting shall be by secret ballot, and each voting council member
1580 shall vote for one college faculty member per vacancy. The college faculty member receiving the most
1581 votes shall serve as a member of the Committee on General Education and Intercollegiate Programs. The
1582 remaining roster of departmental nominees shall serve as a replacement pool, should a vacancy occur. The
1583 council chair shall, in writing, notify the Secretary of the Faculty of the outcome of the election.

1584

1585 C If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on
1586 the Committee on General Education and Intercollegiate Programs, the college council where the vacancy
1587 occurred shall elect a replacement from the list of departmental nominees as specified above (Section 6B).

1588

1589 **SEC 7 Election of Officers - Committee on General Education and Intercollegiate**
1590 **Programs**

1591

1592 The Chair-Elect of the Faculty Senate shall call the organizational session of the committee within seven
1593 (7) school days after the Faculty Senate organizational session and preside until the membership has elected a
1594 chair and a secretary who both shall serve one-year terms and may be reelected for one immediately succeeding
1595 term but shall not then be eligible for reelection until after the lapse of an intervening year.

1596

1597 **SEC 8 Duties of Officers - Committee on General Education and Intercollegiate**
1598 **Programs**

1599

1600 The chair of the Committee on General Education and Intercollegiate Programs shall preside at all sessions of
1601 the committee and shall supervise the functioning of the committee. The minutes of each committee session
1602 will be recorded and distributed by the secretary of the committee.

1603

1604 **SEC 9 Sessions of the Committee on General Education and Intercollegiate Programs**

1605

1606 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the
1607 chair at a time and place determined by the chair.

- 1608
1609 B The time, the date, and the place of all sessions of the Committee on General Education and Intercollegiate
1610 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.
1611 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the
1612 Committee on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a
1613 request for publication of the announcements.
1614
1615 C The chair of the Committee on General Education and Intercollegiate Programs shall direct the distribution
1616 of the agenda together with all proposals for committee consideration in writing to each committee member,
1617 to all department heads of the university, special academic program heads, and to all academic deans of the
1618 university and will ensure that they are received at least five (5) school days before each committee session.
1619 Proposals for committee consideration which have not been previously distributed as agenda may be
1620 considered at committee sessions with an approving vote of two-thirds of the entire committee membership.
1621
1622 D The agenda of all committee sessions shall be submitted to the Chair of the Faculty Senate at least five (5)
1623 school days before the committee session. These agenda shall be made available to all interested parties.
1624
1625 E The chair of the Committee on General Education and Intercollegiate Programs shall place a copy of the
1626 minutes of each session of that committee in a permanent file in the Faculty Senate office within one week
1627 after the committee session. The minutes of each committee session shall be available to all interested
1628 parties.
1629
1630 F Any member of this committee may receive a roll call or ballot vote on any matter by so requesting.
1631
1632 G Any non-member attending a session of the Committee on General Education and Intercollegiate Programs
1633 may speak with the consent of the chair.
1634

1635 **SEC 10 Duties of Committee on General Education and Intercollegiate Programs**

1636
1637 The committee shall approve a curricular proposal, reject and return a proposal to the college council(s) that
1638 submitted it/them, or amend and approve the proposal. A proposal may be withdrawn from consideration
1639 without motion or vote by the originating units before final disposition by the committee upon specific request
1640 to the committee chair. All matters approved by the committee, amended or not amended, shall be forwarded
1641 to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.
1642

1643 **SEC 11 Appeal and Veto of Committee on General Education and Intercollegiate** 1644 **Programs Actions**

1645
1646 Each undergraduate college faculty shall have the inherent right to appeal any CGEIP Action. Such procedure
1647 is identical to that set forth for appeal of any Council or Committee Action in *Bylaws*: Article II, Section 11, A,
1648 B, C. Since upholding an appeal would constitute a Faculty Senate Action, an upheld appeal is subject to the
1649 right of challenge as set forth in the *Bylaws*: Article I, Section 7, A, B, C, D.
1650
1651

1652 **ART V GRADUATE COUNCIL**

1653 **SEC 1 Establishment of the Graduate Council**

1656 As an integral part of the Faculty Senate structure, a Graduate Council shall be established.

1657

1658 **SEC 2 Purpose of the Graduate Council**

1659

1660 The primary purpose of the Graduate council is to act upon graduate level curricular matters that are referred to
1661 it by academic departments.

1662

1663 **SEC 3 Powers of the Graduate Council**

1664

1665 The Graduate Council is empowered, for courses numbered 600 or higher, to approve an academic department
1666 proposal, reject and return a proposal to the originating academic department, or amend and approve the
1667 proposal. It must approve all members of the graduate faculty. Other responsibilities include program
1668 planning, curricular control, and policy-making for the Graduate College.

1669

1670 **SEC 4 Membership of the Graduate Council**

1671

1672 The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student
1673 Council; one member of the graduate faculty from each entity so identified in
1674 <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate degree programs; and
1675 one member of the graduate faculty from each academic department offering one or more graduate degree
1676 programs, or in the case of an interdisciplinary program, a representative from the sponsoring entity. The term
1677 of office for members of the Graduate Council is two years. A Graduate Council member may be elected for
1678 two consecutive terms, but following the second term shall not be eligible to serve until after the lapse of an
1679 intervening year. A person elected Chair of the Graduate Council during his or her second term as member
1680 may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible to
1681 serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for
1682 election except in the case where an academic department head is the only graduate faculty member in an
1683 academic department. The following individuals shall be *ex officio* members of the Graduate Council without
1684 vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate
1685 Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from
1686 Records and Registration.

1687

1688 **SEC 5 Chair of the Graduate Council**

1689

1690 The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time
1691 of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an
1692 organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College
1693 (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate
1694 Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After
1695 serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a
1696 lapse of an intervening year. Once the Chair is chosen, he/she becomes a non-voting member of the Graduate
1697 Council (except in the case of a tie), and therefore, the academic department he/she represents shall elect a new
1698 representative to the Graduate Council who will serve as that academic department's representative for the
1699 duration of the Chair's term.

1700

1701 **SEC 6 Sessions of the Graduate Council**

1702

1703 A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office,

1704 usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions
1705 of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee
1706 shall preside.

- 1707
- 1708 B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any
1709 member of the Graduate Council for the transaction of only such business as stated in the call for the
1710 session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of
1711 one day prior to the special session.
- 1712
- 1713 C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest
1714 edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council. Sessions
1715 of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive
1716 Committee and guests invited by the Chair of the Graduate Council.
- 1717
- 1718 D An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate
1719 faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on
1720 the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the
1721 Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit
1722 them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council
1723 session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the
1724 preparation of the agenda has conformed to the provisions outlined in this section.
- 1725
- 1726 E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a
1727 detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the
1728 motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by
1729 the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college
1730 deans, associate and assistant deans, and all academic department heads.
- 1731

1732 **SEC 7 Committees of the Graduate Council**

1733

- 1734 A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate
1735 Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The
1736 committees and duties of each are as follows:
- 1737
- 1738 (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is
1739 responsible for : (a) reviewing all applications for graduate faculty status and making recommen-
1740 dations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to
1741 graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for
1742 graduate faculty status; (d) communicating to appropriate programs all relevant policies of the
1743 Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a
1744 recommendation to the Graduate Council concerning the criteria for graduate faculty status and the
1745 appropriateness of the faculty when the Council is considering a new graduate program.
- 1746
- 1747 (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for
1748 (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean a
1749 nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate
1750 student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer, and
1751 expand scholarship and award opportunities of all kinds for graduate students.

- 1752
1753
1754
1755
1756
1757
1758
1759
1760
1761
1762
1763
1764
1765
1766
1767
1768
1769
1770
1771
1772
1773
1774
1775
1776
1777
1778
1779
1780
1781
1782
1783
1784
1785
1786
1787
1788
1789
1790
1791
1792
1793
1794
1795
1796
- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all graduate level (600 and above) curricular proposals and making a recommendation regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular proposal be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records and Registration, and the Educator Preparation Provider Council.
 - (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible for reviewing any grievance other than for a curricular matter brought to the council by (a) a graduate student, (b) the Executive Committee of the Graduate Council, (c) the Graduate Council itself, (d) any member of the graduate faculty, or (e) the office of the Graduate Dean. The Grievance Committee makes a recommendation for disposition by the Graduate Council or the Graduate Dean. This includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts upon all appeals to decisions made by the Graduate Council Membership Committee and informs all involved parties of its decision. A membership decision of the Graduate Council Grievance Committee regarding an appeal is binding on the Council.
 - (5) Graduate Recruiting Committee. The Graduate Recruiting Committee is responsible for (a) monitoring growth of the graduate programs at the university; (b) working with departments throughout the university to streamline the graduate recruitment process; and (c) identifying effective recruitment practices, both on campus and elsewhere to suggest changes to the graduate recruitment process as university policies and practices change.
- B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the Chairs from each of the standing committees of the Graduate Council, and one other member of the Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to graduate education at Missouri State University not delegated to the standing committees of the Graduate Council; and (5) recommend specific proposals to be debated by the Graduate Council.
- C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of special problems. These committees will serve until the completion of the work for which they were appointed.
- D All committees are to make reports to the Graduate Council and act only on the Graduate Council's instruction.

1797 **SEC 8 Amendments of *Bylaws***
1798

1799 These *Bylaws* may be amended by a two-thirds vote of the Graduate Council after the amendment has been
1800 considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments
1801 shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.
1802

1803

1804 **ART VI CURRICULAR PROCESS**

1805

1806 **SEC 1 Responsibility for Curricular Matters**

1807

1808 The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board of
1809 Governors. Curricular proposals approved by the Faculty Senate become Faculty Senate Actions that are
1810 subject to approval and implementation by the president of the university and, where necessary, to approval by
1811 the Board of Governors.
1812

1813

1814 **SEC 2 Definitions and Structures in Curricular Process**

1815

1816 A For the purpose of this document curricular proposals are defined as:

1817

- 1817 (1) New major or minor degree programs
- 1818 (2) New options within an existing degree program
- 1819 (3) New courses
- 1820 (4) Substantive change in any of the above
- 1821 (5) Changes to degree policies and requirements
- 1822 (6) Changes to General Education

1823

1824 B Curricular matters shall be acted upon by the following bodies including such internal structures of each
1825 named body as may be established for dealing with their specific curricular matters:

1826

- 1827 (1) Academic departments or special academic programs
- 1828 (2) College councils
- 1829 (3) Academic deans
- 1830 (4) Graduate council
- 1831 (5) Educator Preparation Provider Council
- 1832 (6) Committee on General Education and Intercollegiate Programs
- 1833 (7) Secretary of the Faculty
- 1834 (8) Executive Committee of the Faculty Senate
- 1835 (9) Faculty Senate
- 1836 (10) University administration

1837

1838 **SEC 3 Responsibility of Academic Departments**

1839

1840 A Each academic department or special academic program shall have autonomy in originating and perfecting;
1841 or in considering, altering, adopting, or deleting courses and programs of study as part of the curriculum in
1842 its discipline when such courses or programs are referred to the academic department.

1843

1844 B After being perfected by the academic department or special academic program, the academic department
1845 head or the chair of the special academic program shall forward proposals in this manner, after
1846 review/comment by the college dean:

- 1847
1848 (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the
1849 Chair, Educator Preparation Provider Council.
1850
1851 (2) Courses and program proposals for general education, special academic programs, and other multi-
1852 college courses and programs to the chair, Committee on General Education and Intercollegiate
1853 Programs.
1854
1855 (3) Course proposals (600 level and above) and graduate degree program proposals to the chair, Graduate
1856 Council.
1857
1858 (4) All other course and program proposals, including one-time-only, experimental, and intersession
1859 proposals, to the chair, college council of the college in which the academic department serves.
1860 Chairs of special academic programs shall forward proposals of this kind to the Committee on General
1861 Education and Intercollegiate Programs.
1862

1863 **SEC 4 Responsibility of College Councils**

- 1864
1865 A Shall receive, deliberate on, and expedite curricular proposals from the academic departments within a
1866 college.
1867
1868 B Shall approve a departmental proposal, reject and return a proposal to the originating department, or amend
1869 and approve the proposal. A curricular proposal which has been amended may be tabled or withdrawn by
1870 motion of the representative of the academic department in which the proposal originated, without second or
1871 vote.
1872
1873 C All matters approved by a college council, amended or not amended, shall be forwarded to the College Dean
1874 for review and comment as stipulated below. After the expiration of the review/comment period, the matters
1875 shall be returned to the College Council Chair, who will forward them to the Secretary of the Faculty for
1876 disposition as hereinafter stipulated.
1877
1878

1879 **SEC 5 Responsibility of Academic Deans**

- 1880
1881 A All curricular proposals passed by College Councils shall be forwarded to the Dean of the College, who
1882 may review and make comment. Such review/comment shall be completed within 10 days of receipt of
1883 the matters, after which time the proposals shall be returned to the College Council Chair for disposition
1884 as stipulated above. The dean may not withdraw any matter from consideration, though any curricular
1885 proposal may be withdrawn from consideration before final comment of the dean, upon specific request to
1886 the dean by the originating academic department. If the dean does not review/comment on a
1887 given matter, the matters shall be forwarded by the College Council Chair to the Secretary of the Faculty
1888 after expiration of the review/comment period.
1889
1890 B Proposals for graduate level (600-level and above) courses and programs approved by academic
1891 departments shall be submitted to the Dean of the College for review/comment. Such review/comment
1892 shall be completed within 10 days of receipt of the matters, after which time the proposals shall be
1893 returned to the originating academic department for disposition as stipulated below. The dean may not
1894 withdraw any matter from consideration, though any curricular proposal may be withdrawn from

1895 consideration before final comment of the dean, upon specific request to the dean by the originating
1896 academic department. If the dean does not review/comment comment on a given matter, the matters
1897 shall be forwarded by the academic department to the Graduate Council after expiration of the
1898 review/comment period.
1899

1900 C Proposals for interdisciplinary courses and programs approved at the academic department level shall be
1901 submitted to the Dean of each college in which a course for that program is housed for review/comment.
1902 Such review/comment shall be completed within 10 days of receipt of the matters, after which time the
1903 proposals shall be forwarded to CGEIP for disposition as stipulated below. No dean may withdraw any
1904 matter from consideration, though any curricular proposal may be withdrawn from consideration before
1905 final comment of the dean, upon specific request by the originating academic department. If the dean
1906 does not review/comment comment on a given matter, the matters shall be forwarded by the academic
1907 department to CGEIP after expiration of the review/comment period.
1908

1909 **SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and**
1910 **Committee on General Education and Intercollegiate Programs**

1911
1912 A Shall receive, deliberate on, and expedite curricular proposals from academic departments or special
1913 academic programs in the university.
1914

1915 B Shall approve a proposal, reject and return a proposal to the originating academic department or special
1916 academic program, or amend and approve the proposal. A curricular proposal shall be withdrawn from
1917 consideration before final disposition by the council or committee, upon specific request to the council or
1918 committee chair by the originating academic department, without motion or vote.
1919

1920 C All matters approved by the graduate council, Educator Preparation Provider Council, and Committee on
1921 General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the
1922 Secretary of the Faculty for disposition as hereinafter stipulated.
1923

1924 **SEC 7 Responsibility of Secretary of the Faculty**

1925
1926 A Shall receive approved curricular proposals from college councils, graduate council, Educator Preparation
1927 Provider Council, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.
1928

1929 B The approved curricular proposals shall be distributed to all college deans, department heads, and faculty
1930 senators.
1931

1932 C Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.
1933

1934 **SEC 8 Responsibility of Executive Committee of Faculty Senate**

1935
1936 The Executive Committee of the Faculty Senate issues final faculty approval on all curricular changes. This
1937 normally is a pro forma process; however, if within a challenge period any member of the committee determines
1938 that a curricular change warrants further review by the faculty then the committee has the right to bring the
1939 proposal to floor of the Faculty Senate. Furthermore, the committee shall have authority to recommend to
1940 departments or special academic programs, to college councils, to the graduate council, to the Educator
1941 Preparation Provider Council, to the Committee on General Education and Intercollegiate Programs or to the
1942 Faculty Senate, new curricular programs or alterations (including deletion or addition) to existing courses or

1943 programs.

1944

1945 **SEC 9 Responsibility of Faculty Senate**

1946

1947 The Faculty Senate shall consider and take action:

1948

1949 A On all curricular matters forwarded to it by the Executive Committee of Faculty Senate.

1950 B On all appeals of curricular proposals forwarded to the Executive Committee of Faculty Senate by the college
1951 councils, Graduate Council, Educator Preparation Provider Council, and Committee on General Education
1952 and Intercollegiate Programs. Senate actions on such appeals are separate from senate actions on the
1953 curricular proposals and must be resolved before the curricular process may advance. If the appeal of a
1954 proposal approval is upheld by Faculty Senate, then the curricular proposal is rejected and the curricular
1955 process ends. If the appeal of a proposal denial is upheld by Faculty Senate, then the curricular proposal moves
1956 forward as otherwise described. If the appeal of a proposal denial is denied by Faculty Senate, then the
1957 curricular proposal is rejected and the curricular process ends. If the appeal of a proposal approval is denied
1958 by Faculty Senate, then the curricular proposal moves forward as otherwise described.

1959 C On all proposals to add or delete academic programs.

1960 D On all proposals to change degree policies and requirements.

1961 E On all proposals affecting the structure of General Education. This includes but is not limited to:

1962 (1) Changes to the aims and goals of General Education

1963 (2) Changes to the learning outcomes of General Education

1964 (3) Changes to the focus areas of General Education

1965 (4) Changes to the credit hour requirements within General Education

1966 (5) Course additions to and deletions from General Education

1967

1968

1969 **SEC 10 Responsibility of University Administration**

1970

1971 All curricular proposals approved by the Faculty Senate become Faculty Senate Actions and shall be forwarded
1972 to the Provost by the Secretary of the Faculty after the lapse of the challenge and appeals period.

1973

1974 **SEC 11 Origination of Curricular Proposals**

1975

1976 The primary responsibility for developing and revising curriculum resides with the faculty, and the initial formal
1977 stages of any such process should be accomplished at the lowest levels of organization within the faculty.

1978 Therefore, the curricular development and review process shall be reaffirmed and amplified as follows:

1979

1980 Any new academic degree program, major, minor, option, or certificate must originate with the formal
1981 sponsorship of one or more academic departments. Any new interdisciplinary or cross-disciplinary academic
1982 degree program, major, minor, option, or certificate which is to be administered from outside the structure of a
1983 single academic department must originate with the formal sponsorship of two or more academic departments/
1984 schools, including every academic department whose courses will constitute either nine or more credit hours or
1985 30% or more of the total credit hours listed as requirements and/or options. All such required sponsorship at
1986 the academic department level must be obtained before the proposed new academic degree program, major,
1987 minor, option, or certificate can be formally considered by any higher level of the faculty governance structure
1988 (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate). (As a courtesy, each academic
1989 department that will have one or more courses included in a proposed new degree program, major, minor,
1990 option, or certificate should be consulted to determine that they intend to continue offering the course(s) in

1991 question and that they will be able to accommodate the anticipated increase in demand. However, in the case of
1992 an interdisciplinary or cross-disciplinary program, formal sponsorship is not required unless the number of
1993 courses reaches the nine-hour or 30% threshold, and in the case of a non-interdisciplinary program (i.e., a
1994 program to be administered from within the structure of a single academic department), formal sponsorship by
1995 outside academic departments is not required regardless of the number of their courses included.)
1996

1997 Any substantive change to an existing academic degree program, major, minor, option, or certificate must
1998 originate with the formal sponsorship of the academic unit responsible for overseeing that program, major,
1999 minor, option, or certificate. In the case of a degree program, major, minor, option, or certificate offered
2000 through an individual academic department, the relevant academic unit would be that department. In the case
2001 of each “Special Academic Program,” any interdisciplinary or cross-disciplinary degree program, major, minor,
2002 option, or certificate offered outside the structure of a single academic department, the relevant academic unit
2003 would be the faculty committee charged with overseeing the program, major, minor, option, or certificate in
2004 question; references to “academic department” within these Bylaws related to the curricular process shall be
2005 understood to apply to the faculty committee. Such formal sponsorship by the relevant academic unit must be
2006 obtained before the proposed substantive change can be formally considered by any higher level of the faculty
2007 governance structure (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate).
2008

2009 Under no circumstance should a proposal for a new academic degree program, major, minor, option, or
2010 certificate, or a proposal for a substantive change to an existing academic degree program, major, minor, option,
2011 or certificate formally originate from one of the academic college councils, the Graduate Council, CGEIP, the
2012 EPPC, or any other higher-level body within the faculty governance structure. Likewise, under no
2013 circumstances should a proposal for a new academic degree program, major, minor, option, or certificate, or a
2014 proposal for a substantive change to an existing academic degree program, major, minor, option, or certificate
2015 formally originate from the administration of one of the academic colleges, the Graduate College, or any other
2016 unit of the administration. Ideas for new curriculum or substantive changes to existing curriculum are always
2017 welcome, regardless of where they originate, but such ideas should be communicated to the relevant groups of
2018 faculty members as efficiently as possible so that the process of developing or revising the curriculum in
2019 question can formally begin at the lowest level of the faculty governance structure.
2020

2021 **SEC 12 Approval Process for Individual Sections of Variable Content Courses and** 2022 **Special Topics Courses**

- 2023
- 2024 A New sections of existing variable content courses and special topics courses, whether taught during a regular
2025 semester or during an intersession, may be offered the first time with the approval of the department head
2026 and the college dean and may be offered a second time without additional approval.
2027
 - 2028 B Before a specific section (topic) of an existing variable content course or special topics course may be
2029 offered for the third time, it must be proposed and approved by means of the procedures outlined in Sections
2030 3 through 10 of the Article, as a “regular” section of that course just as if it were a new stand-alone course.
2031
 - 2032 C The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction
2033 or supervision of individual students (practicum, internship, research, independent study, etc.).
2034
 - 2035 D The procedures outlined in the Section do not apply to sections of GEP 397, for which a separate approval
2036 process is already established.
2037

2038 **SEC 13 Approval Process for Courses Taught During an Intersession or Other** 2039 **Compressed-Time Format**

2040

- 2041 A For each application to offer a section of an existing course during an intersession or in another compressed-
 2042 time format (fewer than eight weeks during a regular semester or fewer than four weeks during the
 2043 summer), the department head and dean must supply evidence to the appropriate administrative office
 2044 (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:
 2045
- 2046 (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of
 2047 actual classroom exposure).
 - 2048 (2) A course taken for graduate credit holds substantially higher expectations of students than the same
 2049 course for undergraduate credit.
 - 2050 (3) Faculty credentials are equal or superior to those required for appointment as instructor in the
 2051 originating department.
- 2052
 2053
 2054
 2055 B Each proposal for a new course or a new “regular” section of an existing variable content or special topics
 2056 course designed to be offered exclusively during an intersession or in another compressed time format must
 2057 be approved through the normal curricular approval process outlined in Sections 3 through 11 of the Article.
 2058 For each such offering, each relevant curricular review body must consider, in addition to the normal issues
 2059 related to content, quality, and rigor, the three criteria listed in Part A of this Section.
 2060

2061 **SEC 14 Accelerated Course Approval Procedure**

- 2062
 2063 A This section applies *only* to new courses that cannot fit under existing variable content or special topics
 2064 course designations. Before any course approved through this accelerated process may be offered for a
 2065 third time, it must go through the regular curricular approval process outlined in Sections 3 through 11 of
 2066 this Article.
 2067
- 2068 B Each proposal for a new course must originate in an academic department or equivalent department-level
 2069 entity, e.g., special academic program. Any department may require approval by its curriculum committee
 2070 or by a majority of its faculty. Each proposal must receive the signatures of the department head and dean.
 2071
- 2072 C Any college council may promulgate more stringent requirements than these; all councils should, however,
 2073 observe at least the following minimum requirements:
 2074
- 2075 (1) Originating department requests that council chair grant consideration of accelerated approval.
 - 2076 (2) Council chair decides whether request merits this special consideration.
 - 2077 (3) If special consideration is granted, the chair distributes materials to council members and arranges
 2078 Internet posting, all with a five-calendar-day turnaround for individual council members’ responses to
 2079 the council chair and for challenges to the curricular proposal decisions of the council.
 - 2080 (4) The chair collects individual council members’ votes and disseminates the decision to council
 2081 members, to the originating department, and to all other involved parties.
- 2082
 2083
 2084
 2085
 2086 D The right of appeal in the accelerated process shall be the same as set forth in ART II, SEC 11, except that
 2087 the appeal period shall consist of five calendar days.
 2088
- 2089 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the
 2090 incoming council chair determines that the proposal can not wait until the fall semester. In such a case, the

2091 Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or
2092 their designees), shall serve as the course approval committee. The other provisions of the accelerated
2093 procedure apply to proposals initiated in the summer.
2094

2095 F This request for acceleration shall NOT be considered by the college council if an originating department
2096 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that
2097 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has
2098 not had time to initiate the course proposal through the usual means, (2) student demand that was not made
2099 known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished
2100 individual at the last minute.
2101
2102

2103 **ART VII AMENDMENT OF BYLAWS**

2104

2105 **SEC 1** Amendments of these *Bylaws* may be proposed by the Committee on Rules of the Faculty Senate; and
2106 shall be proposed by the Committee on Rules of the Faculty Senate when made necessary by
2107 amendments to the *Constitution*. *Bylaws* and amendments to the *Bylaws* of college councils, graduate
2108 council, or any other body of the Faculty Senate, shall be proposed by the Committee on Rules of the
2109 Faculty Senate.
2110

2111 **SEC 2** Amendments of these *Bylaws* may be proposed upon petition to the Faculty Senate of twenty-five
2112 percent (25%) of the senators. Amendments proposed by petition shall be referred to the Faculty
2113 Senate Rules Committee for their recommendation before being submitted to the Faculty Senate.
2114

2115 **SEC 3** Proposed amendments may only be fully considered during the course of two Senate sessions.
2116 Proposed amendments, submitted in writing, must first appear on the agenda and be discussed at one
2117 session of the Senate with the vote on the proposed amendment(s) occurring at the next regularly
2118 scheduled session of the Senate. No proposed amendments shall be accepted later than the March
2119 session of each academic year. Voting on proposed amendments shall be by secret ballot and without
2120 discussion in the session when the vote is taken. Ballots shall be prepared and distributed by the
2121 Secretary of the Faculty. An affirmative vote equal to a two-thirds majority of the senators present
2122 and voting shall be necessary to make a proposed amendment part of these *Bylaws*.
2123

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 of the Senate

If the Senate wishes to take action that, according to the Bylaws, requires consideration first by a standing committee of the Senate, the only available option may be to *Refer* the matter to that committee. (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 amendments that arise out of the motion to *Adopt* the FHRC report may not exceed the scope of the

2173 FHRC report. For a full revision, the scope includes the entire Handbook without limitation; for a
2174 partial revision, the scope includes only those portions of the Handbook specifically addressed in the
2175 report. Inclusion of Handbook text in the FHRC report does not necessarily open that text to
2176 amendment, since it may have been included to put the report in context. Conversely, amendments
2177 within the scope of the report may logically require amendments to parts of the Handbook not included
2178 in the report.

2179
2180 C) Presence of FHRC Members
2181 The Handbook is a complex document, and changes to one part may affect many other parts, possibly in
2182 different chapters. Thus it is *strongly* recommended that at least two members of the FHRC be present
2183 during consideration of its report.
2184

2185 D) Proposed Handbook Amendments Outside the Scope of an FHRC Report
2186 Any faculty member may propose amendments directly to the FHRC as explained in the Faculty
2187 Handbook. However, a senator may prefer that the proposed amendments carry the full weight of the
2188 Senate. Thus a senator may offer, as a main motion, a resolution proposing one or more amendments
2189 to the Handbook for consideration by the FHRC. Such a resolution is out of order during consideration
2190 of an FHRC report, but may be made immediately afterwards, before the next item of business. It is
2191 out of order to offer a resolution conflicting with a recommendation of the Senate if a motion to
2192 *Reconsider, Rescind, or Amend Something Previously Adopted* is applicable and would achieve the
2193 same effect. If the resolution passes, the Faculty Senate Executive Committee will forward the
2194 resolution to the FHRC for its consideration and ask it to present a report to the Senate.
2195
2196