

***Faculty Senate Committee on Rules***  
**Response to Charge Two**  
**January 12, 2017**

**FACULTY SENATE CHARGE TWO**

**Charge:** Consider whether or not challenge periods in the Bylaws should be reduced. If so, then determine specifically which periods should be reduced and determine the exact number of days for each challenge period.

**Rationale:** Now that the curricular process is online, it makes sense to revisit the length of the challenge periods since accessibility and communication has been improved.

**RULES PROCESS FOR CHARGE TWO**

**Findings and conclusions:**

1. Shortening the challenge and appeals periods would infringe on faculty rights.
  - (a) The intra-college challenge period for College Council and Graduate Council Actions is 10 days. Such challenges can only be initiated by petition from no fewer than 10% of the ranked members of the College faculty.
  - (b) The University-wide appeal period for Council Actions is 10 days. An appeal can be initiated by a Department Head, by a Council Chair, or by petition from no fewer than 30 members of the ranked faculty.
  - (c) The University-wide challenge period for Senate Actions is 20 days. Such challenges can only be initiated by petition from no fewer than 50 members of the ranked faculty.
  - (d) The fact that the faculty are granted 10 days to collect the 30 signatures required to appeal a Council Action, and 20 days to collect the 50 signatures required to challenge a Senate Action, suggests that the challenge/appeal periods were set to ensure a reasonable opportunity to collect signatures on a petition, not to account for delays in the delivery of paperwork. In fact, recent experience (the appeal of AST 112) indicates that mounting a successful petition drive within such a short time frame could be quite difficult.
  - (e) We conclude that shortening the challenge/appeal periods would constitute a curtailment of the rights of the faculty to oversee the operation of their Senate, and we therefore strongly recommend against doing so.
  
2. Shortening the intra-college challenge period or university-wide appeals period would not speed up the review process. The same benefits can be obtained by appropriate scheduling of Council meetings.
  - (a) The attached chart summarizes the curricular review process and timeline.
  - (b) Curricular proposals must be received by Graduate Council, EPPC, and CGEIP three weeks prior to their monthly meetings in order to be acted on during that meeting. This is

because each of these Councils has a screening committee that meets prior to the full Council.

- (c) Curricular proposals recommended by either a College Council or Graduate Council cannot move forward until expiration of the 10-day intra-college challenge period.
- (d) Curricular proposals received by the Secretary of the Faculty cannot move forward until expiration of a 10-day appeals period.
- (e) For curricular proposals that must be approved on the floor of the Senate (addition or deletion of a program, changes to degree requirements, and general education proposals), the proposal must be forwarded by the Secretary of the Faculty to FSEC at least two weeks prior to the next Senate session in order to be placed on the agenda. The agenda is set by FSEC at its monthly meeting, normally two weeks before the Senate meets.
- (f) Curricular proposals approved by Senate cannot be transmitted to the Provost until expiration of a 20-day challenge period.
- (g) As a consequence of the above, the minimum time between approval by one body and action by a subsequent body is as follows:

First Body	Second Body	Minimum time (days)
College Council	CGEIP	10 + 21 = 31
College Council	EPPC	10 + 21 = 31
EPPC	Graduate Council	21
CGEIP	Senate	10 + 14 = 24
College Council	FSEC only	10 + 10 = 20
College Council	Senate	10 + 10 + 14 = 34
EPPC	FSEC only	10
EPPC	Senate	10 + 14 = 24
Graduate Council	FSEC only	10 + 10 = 20
Graduate Council	Senate	10 10 + 14 = 34

- (h) With the online curricular review process, the minimum times listed above can be actual times if Council Chairs enter Council decisions into the computer immediately after their Council meets. Initiation of challenge/appeal periods is automatic, and transmission to the next reviewing body is automatic after expiration of the challenge/appeal period.
  - (i) We conclude that successive reviews can take place in successive months if College Councils and Graduate Council meet one week earlier than CGEIP, EPPC, and the Senate. The transition from EPPC to Graduate Council will be tight but should work in most months.
3. The length of the curricular review process could be shortened by shortening the challenge period for Faculty Senate Actions. Although we argue strongly against shortening the period during which faculty can mount a petition drive to challenge a Senate Action, we note that the challenge period could be shortened significantly for most curricular proposals by drawing a distinction between expressing the intent to challenge (for which the window of opportunity could be short) and the submission of the formal challenge with the required signatures. Because very few Senate Actions are challenged, the process would be shortened in the vast majority of cases.

**Recommendations to the Chair of the Senate and FSEC:**

1. College Councils and Graduate Council should be scheduled to meet one week prior to EPPC, CGEIP, and Faculty Senate.
2. Whenever possible, FSEC should set the Faculty Senate agenda no more than 14 days prior to the Senate Session.
3. FSEC should ensure that the online curricular process is fully automated. This includes email notifications of required constituents, initiation of challenge/appeals periods, and notification of the next level of evaluation following the lapse of a challenge/appeals period.
4. All Council Chairs should be strongly encouraged to enter Council decisions into the online curricular system immediately after their Council has met.

**Summary of Proposed Amendments to the Bylaws:**

1. Modify the process for challenging a Faculty Senate Action as follows:
  - Establish a five-day period within which a declaration of intent to challenge can be submitted.
  - If no declaration of intent is submitted within the five-day window, the challenge period expires and the Action is sent to the Provost.
  - If a declaration of intent is submitted then the current challenge period of 20 days will apply for the submission of the challenge.

**PROPOSED SENATE ACTION TO AMEND THE BYLAWS****Original Language (comments in italics)**

## ART VII Challenges and Appeals of Council and Senate Actions

## SEC 4 Challenge and Veto of Faculty Senate Action

A Right of Challenge [*line 2305*]

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

**Proposed Changes**  
(additions bold, omissions struck through, comments italicized)

ART VII Challenges and Appeals of Council and Senate Actions

SEC 4 Challenge and Veto of Faculty Senate Action

A Right of Challenge *[line 2305]*

The ranked faculty of the University shall have the inherent right to challenge any Faculty Senate Action. **The Chair of the Faculty Senate must be notified of the intent to challenge within five (5) calendar days following distribution of the Faculty Senate Action to the faculty.** ~~Such faculty~~ **The full** challenge must **then** be **submitted** ~~made~~ within twenty (20) calendar days following distribution of the Faculty Senate Action to the faculty. In extraordinary circumstances, but not on curricular matters, the challenge period may, by unanimous vote of the Faculty Senate members present when a Faculty Senate Action is made, be reduced from twenty days to a number stipulated by the Faculty Senate.

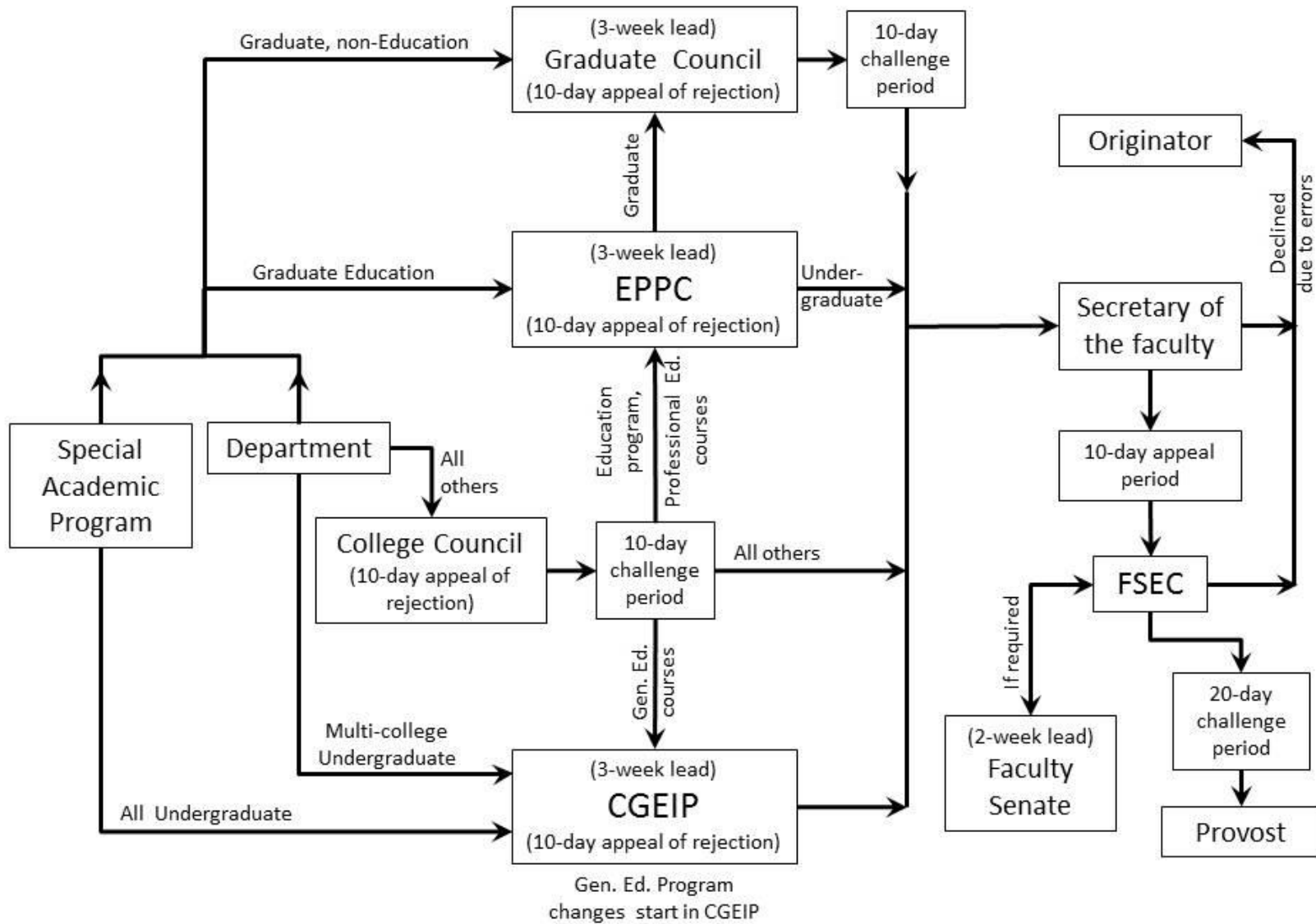
**Final Language**

ART VII Challenges and Appeals of Council and Senate Actions

SEC 4 Challenge and Veto of Faculty Senate Action

A Right of Challenge *[line 2305]*

The ranked faculty of the University shall have the inherent right to challenge any Faculty Senate Action. The Chair of the Faculty Senate must be notified of the intent to challenge within five (5) calendar days following distribution of the Faculty Senate Action to the faculty. The full challenge must then be submitted within twenty (20) calendar days following distribution of the Faculty Senate Action to the faculty. In extraordinary circumstances, but not on curricular matters, the challenge period may, by unanimous vote of the Faculty Senate members present when a Faculty Senate Action is made, be reduced from twenty days to a number stipulated by the Faculty Senate.



***Faculty Senate Committee on Rules***  
**Response to Charge Three**  
**February 17, 2017**

**FACULTY SENATE CHARGE THREE**

**Charge:** Consider the distinction between “substantive” and “non-substantive” changes to courses and programs and determine if changes need to be made to the Bylaws and appropriate curricular forms.

**Rationale:** The distinctions between the terms “substantive” and “non-substantive” have been blurred over the years and need a review of their applicability. Please note that this online document (<https://www.missouristate.edu/assets/facultysenate/304.pdf>), last edited in 1993, defines substantive vs. non-substantive changes, but does it apply to our current environment? If so, what, if any, changes need to be made?

**RULES PROCESS FOR CHARGE THREE**

**Rules Committee members:** John Heywood (chair), Thomas Altena, Ruth Barnes, Thomas Dicke, Stephen Haggard, Mike Hudson (*ex officio*), Beth Hurst (*ex officio*)

**Findings and Conclusions:**

1. After a careful review of the definitions for substantive and non-substantive changes in curricular proposals (Senate Action 11-93/94 adopted Dec. 1993) the committee finds its definitions and distinctions remain applicable. The chart of definitions of substantive and non-substantive changes is clear, complete, and seems reasonable.
2. SA 4-11/12 prescribed that changes in modality should be considered as substantive curricular changes, but this action was challenged and overturned by a faculty vote of 187-95, firmly establishing that a change in modality is not substantive. Indeed, modality has never been included on curricular forms.
3. We could find no mention of the routing of non-substantive proposals in the Bylaws. It appears that non-substantive changes lie outside the approval (but not routing ) process outlined in the Bylaws. Article VI, which details the responsibility for and organization of the curricular flow process, specifically states the process outlined in Article VI deals only with substantive changes (page 39, line 1828). The Curricular Action Workflow System (CAW) has a check box on the Course Change Form to indicate a non-substantive change but makes no further mention and contains no indication of how (or if) routing of non-substantive changes differs from that of a substantive course change proposal. Based on conversations with the current and past Secretary of the Faculty and the Administrative Specialist for the Faculty Senate office, non-substantive curricular changes have traditionally followed the same routing as substantive curricular proposals. The only difference is that for

non-substantive changes the path is purely informational and requires no approval by the various bodies prior to being sent to the Provost and President.

4. A mechanism should be in place for terminating a curricular proposal that has been identified incorrectly as non-substantive. At the very least, the Secretary of the Faculty should be able to do this when a proposal arrives at Senate. The Secretary may be granted such power implicitly by ART VI SEC 8B, but it is not entirely clear that this is the case since the current language (ART VI SEC 2A) suggests that ART VI applies only to substantive proposals.
5. Based on past and current practice, non-substantive changes are challengeable and follow the same challenge process as substantive changes.
6. As we reviewed ART VI for the purpose of this charge, we noted that the list of types of curricular proposals provided in SEC 2A does not include either certificates or graduate degree programs, both of which are clearly intended to be covered by ART VI.

#### **Summary of Proposed Changes to the Bylaws:**

1. Expand the language in ART VI SEC 2A to include certificates and graduate programs. We have recommended the explicit inclusion of the word “certificate” since not all readers may consider certificates to be covered by the term “degree”.
2. Remove the word “substantive” from ART VI SEC 2A(4) so that proposals for non-substantive curricular changes are curricular proposals.
3. Add a new paragraph C to ART VI SEC 2 that describes the routing and review process for non-substantive curricular proposals. The new language enshrines what is currently common practice. In addition, we have proposed that all reviewers have the power to challenge the designation of a change as non-substantive, and that a challenged proposal must be resubmitted as a substantive change.

#### **Additional Recommendations to the Senate Chair:**

1. To reduce the opportunity for curricular proposals to be incorrectly identified as non-substantive, the committee suggests the CAW system be revised to not allow use of the non-substantive check box if any of the check boxes that always indicate a substantive change are checked.
2. We recommend that an online document be generated that includes the new text proposed for ART VI SEC 2C, describing the routing and review of non-substantive curricular proposals, and the chart defining substantive and non-substantive curricular changes, contained in SA11-93/94. We further recommend that a link to this document be placed at the point of entry to the CAW system.

**PROPOSED SENATE ACTION TO AMEND THE BYLAWS**

**Original Language (comments in italics)**

## ART VI CURRICULAR PROCESS

### SEC 1 Responsibility for Curricular Matters

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

### SEC 2 Definitions and Structures in Curricular Process *[lines 1821-1844]*

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

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

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

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



**Proposed Changes**  
(additions bold, omissions struck through, comments italicized)

## ART VI CURRICULAR PROCESS

### SEC 1 Responsibility for Curricular Matters

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### SEC 2 Definitions and Structures in Curricular Process *[lines 1821-1844]*

A For the purpose of this document, curricular proposals **include proposals for** ~~are defined as:~~

- (1) New ~~major or minor~~ degree **or certificate** programs
- (2) New options within an existing degree **or certificate** program
- (3) New courses
- (4) ~~Substantive~~ Changes in any of the above
- (5) Changes to degree **or certificate** policies and requirements
- (6) Changes to General Education **program requirements**

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

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

**C Proposals for non-substantive curricular changes (defined in Senate Action 11-93/94 adopted in December 1993) follow the same routing as substantive curricular proposals. For non-substantive changes the path is purely informational and requires no approval by the various bodies. However, the chair of any council that reviews the proposal, the Secretary of the Faculty, or the Senate Chair may challenge the designation of a proposed change as non-substantive, in which case the proposal must be re-submitted by the originator as a substantive change. Non-substantive changes are challengeable and follow the same challenge and appeal processes as substantive changes.**

## Final Language

### ART VI CURRICULAR PROCESS

#### SEC 1 Responsibility for Curricular Matters

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

#### SEC 2 Definitions and Structures in Curricular Process

- A For the purpose of this document, curricular proposals include proposals for:
- (1) New degree or certificate programs
  - (2) New options within an existing degree or certificate program
  - (3) New courses
  - (4) Changes in any of the above
  - (5) Changes to degree or certificate policies and requirements
  - (6) Changes to General Education program requirements
- B Curricular matters shall be acted upon by the following bodies including such internal structures of each named body as may be established for dealing with their specific curricular matters:
- (1) Academic departments or special academic programs
  - (2) College councils
  - (3) Academic deans
  - (4) Graduate council
  - (5) Educator Preparation Provider Council
  - (6) Council on General Education and Intercollegiate Programs
  - (7) Secretary of the Faculty
  - (8) Executive Committee of the Faculty Senate
  - (9) Faculty Senate
  - (10) University administration
- C Proposals for non-substantive curricular changes (defined in Senate Action 11-93/94 adopted in December 1993) follow the same routing as substantive curricular proposals. For non-substantive changes the path is purely informational and requires no approval by the various bodies. However, the chair of any council that reviews the proposal, the Secretary of the Faculty, or the Senate Chair may challenge the designation of a proposed change as non-substantive, in which case the proposal must be re-submitted by the originator as a substantive change. Non-substantive changes are challengeable and follow the same challenge and appeal processes as substantive changes.

***Faculty Senate Committee on Rules***  
**Response to Charge Four**  
**February 19, 2017**

**FACULTY SENATE CHARGE FOUR**

**Charge:** Consider establishing a process for the proposal and evaluation of changes to degree policies.

**Rationale:** Text added last year to ART VI SEC 9 indicates that proposals to change degree policies or requirements must go to the floor of the Senate for a vote. The Bylaws need to be updated elsewhere to address the entire process for such proposals, including their point of origin and the entire approval procedure.

**RULES PROCESS FOR CHARGE FOUR**

**Scope of the charge:** We are interpreting “degree policies” to refer to specific requirements associated with specific degrees, such as the B.A., B.S., or B.S.Ed., including undergraduate and graduate certificates. Within this context, we have considered not only changes to existing degree policies but also the creation or elimination of degrees, because guidance is currently lacking for all such changes. We have not considered changes to graduation requirements, such as total credit hours earned, the general education requirement, or minimum GPA, because these apply equally to all degrees. In the past, changes to graduation requirements have been enacted by the Faculty Senate in response to a report from a standing or ad hoc committee of the Senate that was given a specific charge, and this seems like the most appropriate mechanism for such changes.

**Summary of historical precedents:**

1. SA 12-96/97 changed the B.A. degree requirements. This began as a resolution introduced by a Faculty Senator that was discussed and passed on the floor of the Senate. There is no indication in the Senate minutes that this came out of a committee report.
2. SA 26-98/99 established the guidelines regulating Certificates. The language was proposed by an ad hoc committee that was assembled for this purpose.
3. SA 28-02/03 changed the B.A. and B.S. requirements. The language was proposed by the Senate Committee on Academic Relations in response to their charge 5 for the 2002/03 academic year.
4. SA 7-07/08 changed the foreign language requirements for the B.A. degree. This was submitted by the Department of Modern and Classical Languages using the paper form for program changes, even though this was not a program change and definitely not a program housed in that department. The proposal was reviewed and approved by the Arts & Letters College Council and by CGEIP before going to the floor of the Senate.
5. SA 13-14/15 created the Bachelor of General Studies (BGS) degree. This proposal was unusual in that it created both a new degree and a new degree program (General Studies) that are inseparable. The proposal was submitted using the paper form for “New Interdisciplinary Program (Major, Minor, Certificate)” and adhered to the criteria listed

on that form, including sponsorship by at least two departments. Although it is not required for interdisciplinary programs, the two sponsoring departments were from different colleges.

### **Conclusions and guiding principles:**

1. No consistent mechanism has been employed in the past to propose changes to degree policies. Proposals of this sort have arisen as simple motions from the floor of the Senate, as recommendations from standing or ad hoc committees of the Senate in response to specific charges, and as formal curricular proposals.
2. Sometimes the idea to add or modify a degree has originated from within the faculty (SA 12-97/97, SA 7-07/08) or from within the Senate (SA 28-02/03). At other times the idea appears to have originated from within the University administration in response to a perceived need, and the FSEC has subsequently charged a Senate Committee to investigate the merits of the idea and report back to Senate (SA 26-98/99, SA 13-14/15). Although it is important that we have a standard process for proposing such changes, the process should be sufficiently flexible to allow input from both faculty and administrators while maintaining faculty control over the curriculum.
3. While some degrees are offered by multiple programs across multiple colleges (such as the B.A. and B.S.), other degrees are specific to one or a few programs (such as the Bachelor of Social Work). The former are clearly intercollegiate and fall under the purview of CGEIP, but this is usually not the case for the latter.
4. Adding a degree, deleting a degree, or changing existing degree requirements constitutes a significant change to the curricular offerings at MSU. Any such proposal should be considered carefully and have broad faculty support.

### **Summary of Proposed Changes to the Bylaws:**

1. An academic department or special academic program may submit a proposal to add, delete, or modify a degree, where “degree” is interpreted broadly to include certificates. Such proposals will be routed as follows:
  - a) A proposal affecting an undergraduate degree that is offered within only one college will be reviewed by the College Council of that college.
  - b) A proposal affecting an undergraduate degree that is offered by more than one college will be reviewed by CGEIP.
  - c) A proposal affecting a graduate degree will be reviewed by Graduate Council.
2. The Chair of the Faculty Senate may issue a charge to CGEIP or Graduate Council to consider the addition, deletion, or modification of a degree. At the discretion of the Senate Chair, the council may be charged with preparing a curricular proposal, or with investigating the merits and then preparing a curricular proposal if warranted by the results of the investigation.
3. After recommendation by CGEIP or Graduate Council, a proposal to add, delete, or modify a degree will be presented and discussed during one Senate session and then voted on during the following Senate session. This will provide Senators with an opportunity to discuss the proposal with their constituents and give careful consideration to the ramifications of such a significant change.

**PROPOSED SENATE ACTION TO AMEND THE BYLAWS**

**Original Language (comments in italics)**

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

**SEC 2 Purpose of Council on General Education and Intercollegiate Programs**

This Council 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). *[lines 1525-1527]*

**SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**  
*[line 1534] [paragraphs A-E omitted]*

**ART V GRADUATE COUNCIL**

**SEC 3 Powers of the Graduate Council**

The Graduate Council is empowered, for courses numbered 600 or higher, to recommend approval of an academic department proposal, reject and return a proposal to the originating academic department, or amend and recommend approval of the proposal. *[subsequent text omitted] [lines 1664-1666]*

**SEC 7 Committees of the Graduate Council**

A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and duties of each are as follows:

- (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. *[subsequent text omitted] [lines 1752-1754]*

**ART VI CURRICULAR PROCESS**

**SEC 3 Responsibility of Academic Departments**

B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:

- (2) After review/comment by the college dean as described in SEC 5 below, program proposals for general education, course and program proposals for special academic programs, and proposals for other multi-college courses and programs shall be forwarded to the chair, Council on General Education and Intercollegiate Programs. *[lines 1859-1862]*

- (3) After review/comment by the college dean as described in SEC 5 below, graduate course proposals (600 level and above) and graduate degree program proposals shall be forwarded to the chair, Graduate Council. *[lines 1864-1866]*

### **Proposed Changes**

**(additions bold, omissions struck through, comments italicized)**

## ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

### SEC 2 Purpose of Council on General Education and Intercollegiate Programs

This Council shall act upon all curricular proposals affecting the General Education Program, ~~as well as~~ **undergraduate** 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),~~ **undergraduate degrees offered by two or more colleges, and the general requirements for undergraduate certificates.** *[lines 1525-1527]*

### SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs *[line 1534] [paragraphs A-E omitted]*

- F** **Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.**
- G** **Reviews and acts upon proposals from academic departments and special academic programs affecting the general requirements for undergraduate certificates.**
- H** **If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates a curricular proposal at its discretion.**

## ART V GRADUATE COUNCIL

### SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, **for graduate degree programs, for graduate degrees, and for the general requirements for graduate certificates,** to recommend approval of **a curricular proposal from** an academic department **or special academic program proposal, or to reject and return a proposal to the originator.** ~~originating academic department, or amend and recommend approval of the proposal.~~ **If so charged by the Senate Chair, the Graduate Council is also empowered to initiate curricular proposals to add graduate degrees, delete graduate degrees, modify the requirements for existing graduate degrees, and modify the general requirements for graduate certificates, or to investigate the merits of such a proposed change and initiate a curricular proposal at its discretion.** *[subsequent text omitted] [lines 1664-1666]*

## SEC 7 Committees of the Graduate Council

- A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and duties of each are as follows:
- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all **curricular proposals for graduate level courses (600 and above) curricular proposals, graduate programs, graduate degrees, and graduate certificates**, and making a recommendations regarding their disposition to the Graduate Council. *[subsequent text omitted] [lines 1752-1754]*

## ART VI CURRICULAR PROCESS

### SEC 3 Responsibility of Academic Departments

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (2) After review/comment by the college dean as described in SEC 5 below, program proposals for general education, course and program proposals for special academic programs, ~~and~~ proposals for other multi-college courses and programs, **proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the general requirements for undergraduate certificates** shall be forwarded to the chair, Council on General Education and Intercollegiate Programs. *[lines 1859-1862]*
- (3) After review/comment by the college dean as described in SEC 5 below, **proposals affecting graduate courses proposals (600 level and above), and graduate degree programs proposals, graduate degrees, and graduate certificates** shall be forwarded to the chair, Graduate Council. *[lines 1864-1866]*

### SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and Certificate Requirements

*[new section]*

- A **The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to initiate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the requirements for an existing undergraduate degree, or modify the general requirements for undergraduate certificates. The Senate Chair may also charge CGEIP to investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.**
- B **The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.**

- C An academic department or special academic program may submit a proposal to add a degree, delete a degree, modify the requirements for an existing degree, or modify the general requirements for undergraduate or graduate certificates.**
- (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the college council of that college for review and evaluation.**
  - (2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the general requirements for undergraduate certificates, must be submitted to the Council on General Education and Intercollegiate Programs for review and evaluation.**
  - (3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate certificates, must be submitted to Graduate Council for review and evaluation.**
- D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal initiated by CGEIP or College Council, will be reviewed and acted on by the full Senate during the course of two successive Senate sessions, beginning no later than the March session of an academic year. The proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next regularly scheduled session of the Senate.**

### **Final Language**

## **ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**

### **SEC 2 Purpose of Council on General Education and Intercollegiate Programs**

This Council shall act upon all curricular proposals affecting the General Education Program, undergraduate courses and programs offered collaboratively by academic departments in two or more colleges, undergraduate degrees offered by two or more colleges, and the general requirements for undergraduate certificates.

### **SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs** *[paragraphs A-E omitted]*

- F Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.**
- G Reviews and acts upon proposals from academic departments and special academic programs affecting the general requirements for undergraduate certificates.**



- H If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates a curricular proposal at its discretion.

## ART V GRADUATE COUNCIL

### SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, for graduate degree programs, for graduate degrees, and for the general requirements for graduate certificates, to recommend approval of a curricular proposal from an academic department or special academic program, or to reject and return a proposal to the originator. If so charged by the Senate Chair, the Graduate Council is also empowered to initiate curricular proposals to add graduate degrees, delete graduate degrees, modify the requirements for existing graduate degrees, and modify the general requirements for graduate certificates, or to investigate the merits of such a proposed change and initiate a curricular proposal at its discretion. *[subsequent text omitted]*

### SEC 7 Committees of the Graduate Council

- A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and duties of each are as follows:
- (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all curricular proposals for graduate level courses (600 and above), graduate programs, graduate degrees, and graduate certificates, and making recommendations regarding their disposition to the Graduate Council. *[subsequent text omitted]*

## ART VI CURRICULAR PROCESS

### SEC 3 Responsibility of Academic Departments

- B After being perfected by the academic department or special academic program, the academic department head or the chair of the special academic program shall forward proposals in this manner:
- (2) After review/comment by the college dean as described in SEC 5 below, program proposals for general education, course and program proposals for special academic programs, proposals for other multi-college courses and programs, proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the general requirements for undergraduate certificates shall be forwarded to the chair, Council on General Education and Intercollegiate Programs.
- (3) After review/comment by the college dean as described in SEC 5 below, proposals affecting graduate courses (600 level and above), graduate programs, graduate degrees, and graduate certificates shall be forwarded to the chair, Graduate Council.

## SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and Certificate Requirements

- A The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to initiate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the requirements for an existing undergraduate degree, or modify the general requirements for undergraduate certificates. The Senate Chair may also charge CGEIP to investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.
- B The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.
- C An academic department or special academic program may submit a proposal to add a degree, delete a degree, modify the requirements for an existing degree, or modify the general requirements for undergraduate or graduate certificates.
  - (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the college council of that college for review and evaluation.
  - (2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the general requirements for undergraduate certificates, must be submitted to the Council on General Education and Intercollegiate Programs for review and evaluation.
  - (3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate certificates, must be submitted to Graduate Council for review and evaluation.
- D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal initiated by CGEIP or College Council, will be reviewed and acted on by the full Senate during the course of two successive Senate sessions, beginning no later than the March session of an academic year. The proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next regularly scheduled session of the Senate.

***Faculty Senate Committee on Rules***  
**Response to Charge Eight**  
**January 20, 2017**

**FACULTY SENATE CHARGE EIGHT**

**Charge:** Consider establishing in the Bylaws the Study Away Advisory Committee.

**Rationale:** Senate Action SA 1-13/14, passed by the Senate in May 2013, established the Study Away Advisory Committee as a standing committee of the Faculty Senate. This was never sent to Rules for incorporation into the Bylaws.

**RULES PROCESS FOR CHARGE EIGHT**

**Findings and conclusions:** The text of SA 1-13/14 can be found at [May 2013 Agenda Attachments](#). The language proposed in SA 1-13/14 must be modified as follows:

1. The Study Abroad Office is now the Study Away Office. All instances of “study abroad” have been replaced with “study away”.
2. The term “chairperson of the Faculty Senate” must be replaced with “Chair of the Faculty Senate” which is the official title of this office.
3. The phrase “seven (7) full-time faculty members from different colleges of the University” is ambiguous. After consultation with David Romero who chaired the committee that proposed this language, we recommend replacing this with “seven (7) full-time faculty members from **at least four** different colleges of the University”. This is immune to changes in the number of colleges, ensures diverse representation, and increases the opportunity for finding qualified and interested committee members.
4. Members cannot be appointed by both the Chair of the Faculty Senate and the Director of the Study Away Office. Only one individual can have final authority, and the Director of the Study Away Office, who is not a member of the Faculty Senate, cannot have authority over a committee of the Faculty Senate. The Chair of the Faculty Senate can be encouraged to consult with the Director of the Study Away Office before appointing members to this committee.
5. The Chair of the Faculty Senate cannot be required to appoint a majority of committee members with experience leading a Study Away trip because it may not be possible to do so. This should be a goal rather than a requirement.
6. The numbering and indentations must match the style used for other standing committees in ART I SEC 9B.

**PROPOSED SENATE ACTION TO AMEND THE BYLAWS**

**Proposed Changes**

**(additions bold, omissions struck through, comments italicized)**

**ART I FACULTY SENATE**

**SEC 9 Committees of the Faculty Senate**

**B Standing Committees**

**(10) Study Away Advisory Committee**

**(a) Purpose**

- (aa) Shall meet on a regular basis (as determined necessary by committee members and the Study Away Office) to award exploratory travel away funds to faculty who have completed all application requirements for such, and to determine the winners of the annual Award for Excellence in Study Away Programming.**
- (bb) Shall serve as an advisory committee to the director of the Study Away Office.**
- (cc) Shall serve as an advisory resource for faculty, department heads, and deans who wish to consult the committee regarding their own Study Away programs.**

**(b) Membership**

- (aa) The Study Away Advisory Committee shall include seven (7) full-time faculty members from at least four different colleges of the University, appointed by the Chair of the Faculty Senate (or their designee) after consultation with the Director of the Study Away Office. The Chair of the Faculty Senate shall strive to appoint a majority of committee members with experience leading a Study Away trip. The Director of the Study Away Office shall serve as an *ex officio* member without vote.**
- (bb) Members shall serve for a term of three (3) years and may be reappointed for one succeeding term. Terms shall be staggered so that approximately one-third of the members are replaced or reappointed each year.**
- (cc) The Chair of the Faculty Senate shall appoint the chairperson of the committee.**

***Faculty Senate Committee on Rules***  
**Response to Charge Nine**  
**February 16<sup>th</sup>, 2017**

**FACULTY SENATE CHARGE NINE**

**Charge:** Consider establishing in the Bylaws the University Hearing Committee.

**Rationale:** The composition and operation of the University Hearing Committee is currently directed and governed by 12.4.1.1 of the Faculty Handbook. Should parallel language be added to the Bylaws since Faculty Senate has a role in this committee?

**RULES PROCESS FOR CHARGE NINE**

**Findings:**

The UHC is an integral part of the Academic Personnel Grievance Process (APGP), which is outlined in section 12 of the Faculty Handbook. Section 12.4.1.1 of the Faculty Handbook describes the purpose, composition and basic operating principles of the University Hearings Committee (UHC) in detail. This section of the Handbook gives Faculty Senate responsibility for overseeing the election of the membership the UHC but gives Senate no role in the UHC's operation. In brief, the purpose of the UHC is to provide a pool of faculty to serve on a University Hearing Panel (UHP). The main function of a UHP is to investigate a grievance assigned to it by the Academic Personnel Review Commission (APRC). Members of University Hearing Panels are selected by the Faculty Senate Executive Committee but UHPs are empaneled by the APCR. UHPs investigate and recommend independently but operate under the guidance of the APCR and present their findings and recommendations to the interested parties and the Office of the Provost.

Although Senate has a role in the UHC and the grievance process, the UHC does not appear to be a committee of the Faculty Senate. Senate involvement with the UHC is limited to overseeing the election of UHC members and selecting membership of UHPs. Senate did not create the UHC and has no direct control over its responsibilities or operation. The UHC does not report to Senate.

A similar situation exists with the Faculty-Student Judicial Commission. ART I SEC 6 G (Other Rules) of the Bylaws gives Senate responsibility for the election of faculty members to the Faculty-Student Commission although Senate has no direct responsibility over its operation.

**Conclusions and Summary of Recommendations:**

1. We note that the information on the University Committees Handbook webpage (<https://www.missouristate.edu/committees/univhearing.htm>) is inaccurate regarding the

number of members of the UHC. We recommend it be updated to reflect the current requirement of 30 members.

2. We recommend ART I of the By-laws be revised to include a new section listing the standing committees in which Faculty Senate plays a role but which are not Senate committees.
3. We recommend the current ART I SEC 6 G (other Rules) be lightly edited and moved to this new section.
4. We recommend the University Hearing Committee also be included in this new section, with a reference to Section 12.4.1.1 of the Faculty Handbook for the specific language. We see no reason to duplicate this language in the Bylaws since the Faculty Handbook, and not the Senate Bylaws, is the policy document for this committee.

### **PROPOSED FACULTY SENATE ACTION TO AMEND THE BYLAWS**

#### **Original Language (comments in italics)**

#### ART I FACULTY SENATE

#### SEC 6 Sessions of the Faculty Senate

#### G Other Rules [*lines 543-552*]

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

**Proposed Changes**  
(additions bold, omissions struck through, comments italicized)

## ART I FACULTY SENATE

### SEC 6 Sessions of the Faculty Senate

#### ~~G Other Rules [lines 543-552]~~

- (1) ~~The nominations of persons of faculty rank for service on the Faculty Student Judicial Commission shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will include at least two names of ranked faculty from each undergraduate college as nominated by their college council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results. [text moved to SEC 11A, below]~~

### **SEC 11 Non-Senate Bodies in which Senate Plays a Role [new section]**

- A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-Student Judicial Commission.** The nominations of persons of faculty rank for service on the Faculty Student Judicial Commission shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will include at least two names of ranked faculty from each undergraduate college as nominated by their college council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results.
- B University Hearing Committee. The Faculty Senate elects the members of the University Hearing Committee as described in section 12.4.1.1. of the Faculty Handbook.**

**Final Language****ART I FACULTY SENATE****SEC 11 Non-Senate Bodies in which Senate Plays a Role**

- A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-Student Judicial Commission. The nominations of persons of faculty rank for service on the Commission shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty which will include at least two names of ranked faculty from each undergraduate college as nominated by their college council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results.
  
- B University Hearing Committee. The Faculty Senate elects the members of the University Hearing Committee as described in section 12.4.1.1. of the Faculty Handbook.



***Faculty Senate Committee on Rules***  
**Response to Charge Thirteen**  
**January 23, 2017**

**FACULTY SENATE CHARGE THIRTEEN**

**Charge:** Consider whether or not a mechanism for incorporating decisions of the Senate Judicial Review Committee into the Bylaws, and incorporate past decisions as necessary. If so, then establish in the Bylaws that mechanism.

**Rationale:** One of the responsibilities of the Committee on Judicial Review is to “adjudicate in questions of interpretation of the Constitution and Bylaws of the Faculty.” However, it has not always been practice for those judgements to be codified or even presented publically. Should decisions rendered by the Judicial Review Committee be added to the Bylaws, either as Special Rules of Order, in a section of their own, or as clarifications to existing language? Perhaps decisions rendered by the Judicial Review Committee should automatically become charges to Rules to update the Bylaws as necessary.

**RULES PROCESS FOR CHARGE THIRTEEN**

**Findings and conclusions:** Article 1, Section 9 of the Bylaws describes the following duties for the Committee on Judicial Review:

- (aa) Shall adjudicate in questions of interpretation of the Constitution and Bylaws of the Faculty.
- (bb) Shall consider questions originating from any faculty member when presented through the Chair of the Faculty Senate.
- (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for Faculty Senate membership.

The current charge focuses on the first duty, interpreting the Constitution and Bylaws of the Faculty. Decisions involving interpretation of the Constitutions and Bylaws of the Faculty might or might not require a revision to the Bylaws to reflect the findings of the Committee on Judicial Review, requiring judgment on whether a charge to Rules is necessary for any given decision. Therefore, an automatically generated charge for each decision of the Judicial Review Committee would result in many spurious charges to the Rules Committee. The Chair of the Faculty Senate is the only individual empowered to issue charges to the Rules Committee. Therefore, the Faculty Senate Committee on Rules recommends amending the Bylaws to reflect an additional duty of the Chair of the Faculty Senate; examining all Judicial Review Committee decisions and generating charges to the Rules Committee as necessary to amend the Bylaws to reflect the content of these decisions.

**Summary of Proposed Changes:** Amend Article I, Section 5 of the Bylaws of the Faculty to reflect a tenth duty of the Chair of the Faculty Senate to evaluate Judicial Review Committee decisions and generate charges to the Rules Committee, as necessary, to amend the Bylaws to reflect the content of such decisions.

**PROPOSED FACULTY SENATE ACTION TO AMEND THE BYLAWS**

**Proposed Changes**  
**(additions in bold, omissions stricken, comments italicized)**

**ART I FACULTY SENATE**

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

**A The Chair of the Faculty Senate [lines 397-419]**

- (1) Shall preside at all sessions of the Faculty Senate.
- (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
- (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.
- (4) Shall appoint members of the standing committees of the Faculty Senate, where appointive membership is provided for.
- (5) Shall organize and appoint *ad hoc* committees as necessary.
- (6) Shall represent the faculty to the administration and to the Board of Governors.
- (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.
- (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.
- (9) May attend the session of any college council or established body as an *ex officio* member.
- (10) Shall review all decisions of the Judicial Review Committee to determine if any decision requires a revision to the Bylaws of the Faculty and, if so, shall issue a charge to the Faculty Senate Committee on Rules.**

***Faculty Senate Committee on Rules***  
**Response to Charge Sixteen**  
**February 2, 2017**

**FACULTY SENATE CHARGE SIXTEEN**

**Charge:** Update the Academic Entities web page.

**Rationale:** Since the Academic Entities web page was established there have been changes to the names of entities (School of Nursing, College of Agriculture) and committees (EPPC), and the creation of new entities (Engineering Program) and committees (Faculty Benefits). The roles of non-traditional entities in the curricular process also need to be specified.

**RULES PROCESS FOR CHARGE SIXTEEN**

**Findings and conclusions:**

1. The School of Nursing (previously the Department of Nursing) offers degree programs. It is not divided into units or departments and continues to function like a department within CHHS.
2. The Darr School of Agriculture was recently renamed as the Darr College of Agriculture, and its three units are now identified as departments. The School of Agriculture has functioned as a college, including the establishment of a college council for the purpose of curricular review. With the name change it is no longer a non-traditional entity and can be removed from the academic entities web page.
3. The previous School of Library Science is now the Department of Library Science. However, it is not affiliated with a college and will need to remain in the table of academic entities. Under the current Bylaws, there are six committees and councils of the Senate for which membership is based on college affiliation, and therefore on which the Library Science faculty are ineligible to serve. The membership criteria for the new Study Away Advisory Committee are sufficiently flexible that it is appropriate to identify Library Science as equivalent to a college for purposes of membership on this committee. It would make sense to rewrite the membership criteria for other committees to allow participation by Library Science faculty, but that would be another charge. No curricular proposals have been generated by the Department of Library Science, so there is no precedence for their routing. For the curricular process, we recommend that the Department of Library Science be treated as equivalent to a special academic program, and therefore submit curricular proposals to CGEIP.
4. The Engineering Program (housed within CNAS) and the Public Health Program (housed within CHHS) each has several full-time faculty members. As “special academic programs” they submit undergraduate curricular proposals directly to CGEIP. Because the faculty in these programs are not associated with an academic department, they do not have the opportunity to serve on those Councils and Committees of the Faculty Senate for which members are either nominated (Budget and Priorities, CGEIP, Faculty Concerns)

or elected ( EPPC, college councils) by academic departments. This would be remedied by treating these programs as equivalent to departments with respect to Senate Councils and Committees.

5. Faculty in the Engineering Program and the Public Health Program do not have representation on the college councils of the colleges in which they are housed. This is appropriate since special academic programs submit curricular proposals directly to either CGEIP or Graduate Council.
6. Faculty in the Engineering Program and the Public Health Program do not have direct representation on the Faculty Senate. Because of the small number of faculty in these programs we recommend against treating them as departments with respect to Senate representation. These faculty members still have representation via their rank representatives.
7. The Professional Education Committee is now the Educator Preparation Provider Council.
8. The Ad Hoc Study Abroad Committee is now a standing committee of the Faculty Senate, and its formal name is the Study Away Advisory Committee.
9. The Faculty-Student Judicial Commission is misidentified as the “Faculty Senate Judicial Commission”.
10. The new Faculty Benefits Committee should be added to the table.
11. The status of entities is irrelevant to membership on several committees either because committee members are specified in the Bylaws (FSEC, Graduate Council Executive Committee, Judicial Review) or because committee members are appointed by the Chair of the Senate (Academic Relations, Rules, all ad hoc committees). These committees should be removed from the table.
12. The Honors College has a college council, and the Director of the Honors College is equivalent to a Dean in terms of fiscal oversight. Recent curricular proposals from the Honors College (2013) were routed from the Honors College Council to CGEIP. This seems appropriate as the Honors Program and UHC courses serve students in all undergraduate colleges and are therefore intercollegiate. This routing needs to be incorporated into the Bylaws.
13. A new table is needed to identify how non-traditional academic entities function in the curricular process.

**PROPOSED SENATE ACTION (PART 1): AMEND THE BYLAWS**

**Original Language (comments in italics)**

**ART I FACULTY SENATE**

**SEC 1 Nomenclature for Academic Entities and Personnel *[lines 118-128]***

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/entities.htm> indicates how such entities are treated with respect to the curricular process and representation on the Senate and its subcommittees. When a new entity is formed, the Faculty Senate Executive Committee, after consultation with the relevant entity and the Provost's office, shall determine how that entity is to be represented, and bring forth its recommendation to the Senate as an Internal Senate Action. Any senator may bring forth an Internal Senate Action to change the classification of an entity.

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

**SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**

E Reviews and acts on the intercollegiate proposals. *[line 1550]*

**Proposed Changes**

**(additions bold, omissions struck through, comments italicized)**

**ART I FACULTY SENATE**

**SEC 1 Nomenclature for Academic Entities and Personnel *[lines 118-128]***

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

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

**SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**

- E** Reviews and acts on ~~the~~ intercollegiate proposals, **proposals from special academic programs, and proposals from the Honors College.** *[line 1550]*

**ART VI CURRICULAR PROCESS**

**SEC 17 Approval Process for Proposals Affecting Honors Courses and the Honors Program** *[new section]*

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

## Final Language

### ART I FACULTY SENATE

#### SEC 1 Nomenclature for Academic Entities and Personnel *[lines 118-128]*

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

### ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

#### SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs

E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals from the Honors College. *[line 1550]*

### ART VI CURRICULAR PROCESS

#### SEC 17 Approval Process for Proposals Affecting Honors Courses and the Honors Program

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

**PROPOSED SENATE ACTION (PART 2): AMEND THE ACADEMIC ENTITIES WEB PAGE****Original Language (comments in italics)****Academic Entities****Academic Units Other Than Colleges and Departments - Academic Entities**

Most academic units at the University are Colleges and Departments. These are covered explicitly in the Constitution and Bylaws of the Faculty Senate. However, sometimes there are academic units that are not Colleges or Departments, such as Schools and Centers. These academic units must also have representation and abide by the curricular process stipulated in the Constitution and Bylaws of the Faculty. In order to expedite the process of understanding how an academic entity is considered with respect to the Constitution and Bylaws, the following table should be used.

To find out how an entity (usually a School) other than a Department or College is represented on Faculty Senate Committees, use the following table. Except where noted Schools are either treated or act as Departments within Specific Colleges, at large Departments, or, as Colleges. The number of representatives for a Department is at most one and sometimes zero, depending on the committee membership rules. For colleges it is at least one representative.

**Representation**

Academic Unit	Number of Representatives
Department	1 or 0
College	A minimum of 1



## School representation equivalencies

Academic Unit	School of Social Work	Greenwood Laboratory School	School of Agriculture	School of Library Science	School of Accountancy
Senate Ad Hoc Committee on Digital Literacy	CHHS Dept	COE Dept	Department	Department	COB Dept
Academic Relations Committee	CHHS Dept	COE Dept	College	Department	COB Dept
Budget & Priorities Committee	CHHS Dept	COE Dept	College	College	COB Dept
Committee on Citizenship and Service-Learning	CHHS Dept	COE Dept	Department	Department	COB Dept
College Councils	CHHS Dept	COE Dept	Internal Units**	???	COB Dept
Council on General Education & Intercollegiate Programs	CHHS Dept	COE Dept	Department	Department	COB Dept
Faculty Concerns Committee	CHHS Dept	COE Dept	College (one representative)	College (one representative)	COB Dept
Faculty Senate	CHHS Dept	COE Dept	Department	Department	COB Dept
Faculty Senate Executive Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
Faculty Senate Judicial Commission	CHHS Dept	COE Dept	Department	Department	COB Dept
Graduate Council	CHHS Dept	COE Dept	Department	Department	COB Dept
Graduate Council Executive Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
Honorary Degrees Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
Judicial Review Committee	CHHS Dept	COE Dept	Department	Department	COB Dept

Professional Education Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
Rules Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
Study Abroad Advisory Committee	CHHS Dept	COE Dept	Department	Department	COB Dept
University Hearing Committee	CHHS Dept	COE Dept	Department	Department	COB Dept

**Proposed Changes**  
(additions bold, omissions struck through, comments italicized)

## Academic Entities

### Academic Units Other Than Colleges and Departments - Academic Entities

Most academic units at the University are Colleges and Departments. These are covered explicitly in the Constitution and Bylaws of the Faculty Senate. However, sometimes there are academic units that are not Colleges or Departments, such as Schools and Centers. These academic units must also have representation and abide by the curricular process stipulated in the Constitution and Bylaws of the Faculty. In order to expedite the process of understanding how an academic entity is considered with respect to the Constitution and Bylaws, the following table should be used.

To find out how an entity (usually a School) other than a Department or College is represented on Faculty Senate Committees, use the following table. Except where noted Schools are either treated or act as Departments within Specific Colleges, **as** at-large Departments, or, as Colleges. The number of representatives for a Department is at most one and sometimes zero, depending on the committee membership rules. For colleges it is at least one representative.

### Representation

Academic Unit	Number of Representatives
Department	1 or 0
College	A minimum of 1

## School Academic Entity representation equivalencies

Academic Unit <b>Senate Committee or Council</b>	School of Social Work	Greenwood Laboratory School	School of Agriculture	School <b>Department of</b> Library Science	School of Accountancy	School of <b>Nursing</b>
Senate Ad Hoc Committee on Digital Literacy	CHHS Dept	COE Dept	Department	Department	COB Dept	
Academic Relations Committee	CHHS Dept	COE Dept	College	Department	COB Dept	
Budget & Priorities Committee	CHHS Dept	COE Dept	College	College	COB Dept	<b>CHHS Dept</b>
Committee on Citizenship and Service-Learning	CHHS Dept	COE Dept	Department	Department ( <b>not eligible</b> )	COB Dept	<b>CHHS Dept</b>
College Councils	CHHS Dept	COE Dept	Internal Units**	?? N/A	COB Dept	<b>CHHS Dept</b>
Council on General Education & Intercollegiate Programs	CHHS Dept	COE Dept	Department	Department ( <b>not eligible</b> )	COB Dept	<b>CHHS Dept</b>
<b>Educator Preparation Provider Council</b>	<b>CHHS Dept</b>	<b>COE Dept</b>		<b>Department</b>	<b>COB Dept</b>	<b>CHHS Dept</b>
<b>Faculty Benefits Committee</b>	<b>CHHS Dept</b>	<b>COE Dept</b>		<b>Department (not eligible)</b>	<b>COB Dept</b>	<b>CHHS Dept</b>
Faculty Concerns Committee	CHHS Dept	COE Dept	College (one representative)	College (one representative)	COB Dept	<b>CHHS Dept</b>
Faculty Senate	CHHS Dept	COE Dept	Department	Department	COB Dept	<b>CHHS Dept</b>
Faculty Senate Executive Committee	CHHS Dept	COE Dept	Department	Department	COB Dept	
Faculty- <b>Student</b> Senate Judicial Commission	CHHS Dept	COE Dept	Department	Department ( <b>not eligible</b> )	COB Dept	<b>CHHS Dept</b>

Graduate Council	CHHS Dept	COE Dept	Department	Department	COB Dept	<b>CHHS Dept</b>
<del>Graduate Council Executive Committee</del>	<del>CHHS Dept</del>	<del>COE Dept</del>	<del>Department</del>	<del>Department</del>	<del>COB Dept</del>	
Honorary Degrees Committee	CHHS Dept	COE Dept	Department	Department ( <b>not eligible</b> )	COB Dept	<b>CHHS Dept</b>
<del>Judicial Review Committee</del>	<del>CHHS Dept</del>	<del>COE Dept</del>	<del>Department</del>	<del>Department</del>	<del>COB Dept</del>	
<del>Professional Education Committee</del>	<del>CHHS Dept</del>	<del>COE Dept</del>	<del>Department</del>	<del>Department</del>	<del>COB Dept</del>	
Rules Committee	CHHS Dept	COE Dept	Department	Department	COB Dept	
Study Abroad Away Advisory Committee	CHHS Dept	COE Dept	Department	Department <b>College</b>	COB Dept	<b>CHHS Dept</b>
University Hearing Committee	CHHS Dept	COE Dept	Department	Department ( <b>not eligible</b> )	COB Dept	<b>CHHS Dept</b>

*[New columns to be added to the table above:]*

<b>Academic Unit Senate Committee or Council</b>	<b>Engineering Program</b>	<b>Public Health Program</b>
Budget & Priorities Committee	<b>CNAS Department</b>	<b>CHHS Department</b>
Committee on Citizenship and Service-Learning	<b>CNAS Department</b>	<b>CHHS Department</b>
College Councils	N/A	N/A
Council on General Education & Intercollegiate Programs	<b>CNAS Department</b>	<b>CHHS Department</b>

Educator Preparation Provider Council	<b>CNAS Department</b>	<b>CHHS Department</b>
<b>Faculty Benefits Committee</b>	<b>CNAS Department</b>	<b>CHHS Department</b>
Faculty Concerns Committee	<b>CNAS Department</b>	<b>CHHS Department</b>
Faculty Senate	N/A	N/A
Faculty- <del>Senate</del> Student Judicial Commission	<b>CNAS Department</b>	<b>CHHS Department</b>
Graduate Council	<b>CNAS Department</b>	<b>CHHS Department</b>
Honorary Degrees Committee	<b>CNAS Department</b>	<b>CHHS Department</b>
Study <del>Abroad</del> Away Advisory Committee	<b>CNAS Department</b>	<b>CHHS Department</b>
University Hearing Committee	<b>CNAS Department</b>	<b>CHHS Department</b>

**Academic Entity Equivalencies for the Curricular Review Process**

<b>School of Social Work</b>	<b>Department of Library Science</b>	<b>School of Accountancy</b>	<b>School of Nursing</b>
<b>CHHS Dept</b>	<b>Special Academic Program</b>	<b>COE Dept</b>	<b>CHHS Dept</b>

## Final Language

### Academic Entities

#### Academic Units Other Than Colleges and Departments - Academic Entities

Most academic units at the University are Colleges and Departments. These are covered explicitly in the Constitution and Bylaws of the Faculty Senate. However, sometimes there are academic units that are not Colleges or Departments, such as Schools and Centers. These academic units must also have representation and abide by the curricular process stipulated in the Constitution and Bylaws of the Faculty. In order to expedite the process of understanding how an academic entity is considered with respect to the Constitution and Bylaws, the following table should be used.

To find out how an entity (usually a School) other than a Department or College is represented on Faculty Senate Committees, use the following table. Except where noted Schools are either treated or act as Departments within Specific Colleges, as at-large Departments, or, as Colleges. The number of representatives for a Department is at most one and sometimes zero, depending on the committee membership rules. For colleges it is at least one representative.

#### Representation

Academic Unit	Number of Representatives
Department	1 or 0
College	A minimum of 1

## Academic Entity representation equivalencies

Senate Committee or Council	School of Social Work	Greenwood Laboratory School	Department of Library Science	School of Accountancy	School of Nursing	Engineering Program	Public Health Program
Budget & Priorities Committee	CHHS Dept	COE Dept	College	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Committee on Citizenship and Service-Learning	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
College Councils	CHHS Dept	COE Dept	N/A	COB Dept	CHHS Dept	N/A	N/A
Council on General Education & Intercollegiate Programs	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Educator Preparation Provider Council	CHHS Dept	COE Dept	Department	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Faculty Benefits Committee	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Faculty Concerns Committee	CHHS Dept	COE Dept	College (one representative)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Faculty Senate	CHHS Dept	COE Dept	Department	COB Dept	CHHS Dept	N/A	N/A
Faculty-Student Judicial Commission	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Graduate Council	CHHS Dept	COE Dept	Department	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Honorary Degrees Committee	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department
Study Away Advisory Committee	CHHS Dept	COE Dept	College	COB Dept	CHHS Dept	CNAS Department	CHHS Department
University Hearing Committee	CHHS Dept	COE Dept	Department (not eligible)	COB Dept	CHHS Dept	CNAS Department	CHHS Department



Academic Entity Equivalencies for the Curricular Review Process

School of Social Work	Department of Library Science	School of Accountancy	School of Nursing
CHHS Dept	Special Academic Program	COE Dept	CHHS Dept

***Faculty Senate Committee on Rules***  
**Response to Charge Seventeen**  
**January 21, 2017**

**FACULTY SENATE CHARGE SEVENTEEN**

**Charge:** Remove language from ART VI that permits reviewers of curricular proposals to amend a proposal, and update the language in ART VI to reflect the fact that the originator of a rejected curricular proposal is notified of the rejection.

**Rationale:** Amendments are not possible with the new online curricular process. The online curricular process automatically notifies the originator of a proposal when it has been rejected, so the originator should be added to the notification lists for Council Actions on curricular proposals.

**RULES PROCESS FOR CHARGE SEVENTEEN**

**Rules Committee findings and conclusions:** Articles II-V include similar language and should also be corrected to reflect the current curricular process.

**PROPOSED FACULTY SENATE ACTION TO AMEND THE BYLAWS**

**Original Language (comments in italics)**

**ART II COLLEGE COUNCILS**

**SEC 3 Powers of College Councils**

Each discipline-based undergraduate college council is empowered to recommend the approval of a departmental curricular proposal, reject and return a proposal to the originating academic department, or amend and recommend approval of the proposal. *[lines 1067-1019]*

**ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

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

- A The EPPC shall recommend approval of a curricular proposal, reject and return a curricular proposal to the originating body, or amend and recommend approval of the curricular proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without motion or vote. All undergraduate curricular proposals recommended by the EPPC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC, amended or not amended, shall be forwarded to the Graduate Council. *[lines 1375-1382]*

## ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

### SEC 3 Powers of Council on General Education and Intercollegiate Programs

This council is empowered to recommend the approval of curricular proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and recommend approval of the proposals. *[lines 1531-1532]*

### SEC 10 Duties of Council on General Education and Intercollegiate Programs

The council shall recommend the approval of a curricular proposal, reject and return a proposal to the college council(s) that submitted it, or amend and recommend approval of the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating units before final disposition by the council upon specific request to the council chair. All curricular proposals recommended for approval by the council, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as described in ART VI. *[lines 1636-1641]*

## ART V GRADUATE COUNCIL

### SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, to recommend approval of an academic department proposal, reject and return a proposal to the originating academic department, or amend and recommend approval of the proposal. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College. *[lines 1664-1667]*

## ART VI CURRICULAR PROCESS

### SEC 4 Responsibility of College Councils *[line 1872]*

- C A College Council shall recommend approval of a departmental proposal, reject and return a proposal to the originating department, or amend and recommend approval of the proposal. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the academic department in which the proposal originated, without second or vote.
- E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge, the Department Head/Director and the Faculty Senator representing the academic department or special academic program from which the proposal originated shall be notified. This notification shall initiate the appeals period for the College Council Action.
- F Curricular proposals recommended for approval by a College Council, amended or not amended, shall be forwarded to the College Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may be concurrent with the challenge period.

## SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs *[line 1944]*

B Shall recommend the approval of a proposal, reject and return a proposal to the originating academic department or special academic program, or amend and recommend approval of the proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the council, upon specific request to the council chair by the originating academic department, without motion or vote.

C Council on General Education and Intercollegiate Programs *[line 1955]*

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

D Educator Preparation Provider Council *[line 1964]*

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

E Graduate Council *[line 1976]*

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

### **Proposed Changes**

**(additions bold, omissions struck through, comments italicized)**

## ART II COLLEGE COUNCILS

### SEC 3 Powers of College Councils

Each discipline-based undergraduate college council is empowered to recommend the approval of a departmental curricular proposal, **or** reject and return a proposal to the **originator**.~~originating academic department, or amend and recommend approval of the proposal.~~ *[lines 1067-1019]*

## ART III EDUCATOR PREPARATION PROVIDER COUNCIL

### SEC 9 Duties of the Educator Preparation Provider Council

- A The EPPC shall recommend approval of a curricular proposal; ~~or reject and return a curricular proposal to the originator originating body, or amend and recommend approval of the curricular proposal.~~ A curricular proposal shall be withdrawn from consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without motion or vote. All undergraduate curricular proposals recommended by the EPPC, ~~amended or not amended,~~ shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC, ~~amended or not amended,~~ shall be forwarded to the Graduate Council. [*lines 1375-1382*]

## ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

### SEC 3 Powers of Council on General Education and Intercollegiate Programs

This council is empowered to recommend the approval of curricular proposals; ~~or reject and return proposals to the originator college council(s) that submitted it/them, or amend and recommend approval of the proposals.~~ [*lines 1531-1532*]

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The council shall recommend the approval of a curricular proposal; ~~or reject and return a proposal to the originator college council(s) that submitted it, or amend and recommend approval of the proposal.~~ A proposal may be withdrawn from consideration without motion or vote by the originating units before final disposition by the council upon specific request to the council chair. All curricular proposals recommended for approval by the council, ~~amended or not amended,~~ shall be forwarded to the Secretary of the Faculty for disposition as described in ART VI. [*lines 1636-1641*]

## ART V GRADUATE COUNCIL

### SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, to recommend approval of an academic department proposal; ~~or reject and return a proposal to the originator originating academic department, or amend and recommend approval of the proposal.~~ It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College. [*lines 1664-1667*]

## ART VI CURRICULAR PROCESS

### SEC 4 Responsibility of College Councils [*line 1872*]

- C A College Council shall **reject or** recommend approval of a departmental **curricular** proposal, ~~reject and return a proposal to the originating department, or amend and recommend approval of the proposal.~~ A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the academic department in which the proposal originated, without second or vote.

- E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge, **the originator**, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated shall be notified. This notification shall initiate the appeals period for the College Council Action.
- F Curricular proposals recommended for approval by a College Council, ~~amended or not amended,~~ shall be forwarded to the College Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may be concurrent with the challenge period.

## SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs *[line 1944]*

- B Shall **reject or** recommend the approval of a **curricular** proposal. ~~reject and return a proposal to the originating academic department or special academic program, or amend and recommend approval of the proposal.~~ A curricular proposal shall be withdrawn from consideration before final disposition by the council, upon specific request to the council chair by the **originator** ~~originating academic department,~~ without motion or vote.
- C Council on General Education and Intercollegiate Programs *[line 1955]*
- (1) If a proposal is rejected, the CGEIP Chair shall notify **the originator**, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated. This notification shall initiate the appeals period for the CGEIP Action.
- D Educator Preparation Provider Council *[line 1964]*
- (1) If a proposal is rejected, the EPPC Chair shall notify **the originator**, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated. This notification shall initiate the appeals period for the EPPC Action.
- E Graduate Council *[line 1976]*
- (2) If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge, **the originator**, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated shall be notified. This notification shall initiate the appeals period for the Graduate Council Action.

## Final Language

### ART II COLLEGE COUNCILS

#### SEC 3 Powers of College Councils

Each discipline-based undergraduate college council is empowered to recommend the approval of a departmental curricular proposal or reject and return a proposal to the originator. *[lines 1067-1019]*

### ART III EDUCATOR PREPARATION PROVIDER COUNCIL

#### SEC 9 Duties of the Educator Preparation Provider Council

- A The EPPC shall recommend approval of a curricular proposal, **or** reject and return a curricular proposal to the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular proposals recommended by the EPPC shall be forwarded to the Graduate Council. *[lines 1375-1382]*

### ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

#### SEC 3 Powers of Council on General Education and Intercollegiate Programs

This council is empowered to recommend the approval of curricular proposals, **or** reject and return proposals to the originator. *[lines 1531-1532]*

#### SEC 10 Duties of Council on General Education and Intercollegiate Programs

The council shall recommend the approval of a curricular proposal, **or** reject and return a proposal to the originator. A proposal may be withdrawn from consideration without motion or vote by the originating units before final disposition by the council upon specific request to the council chair. All curricular proposals recommended for approval by the council shall be forwarded to the Secretary of the Faculty for disposition as described in ART VI. *[lines 1636-1641]*

### ART V GRADUATE COUNCIL

#### SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 600 or higher, to recommend approval of an academic department proposal, **or** reject and return a proposal to the originator. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College. *[lines 1664-1667]*

## ART VI CURRICULAR PROCESS

### SEC 4 Responsibility of College Councils

- C A College Council shall reject or recommend approval of a departmental curricular proposal.
- E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge, the originator, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated shall be notified. This notification shall initiate the appeals period for the College Council Action.
- F Curricular proposals recommended for approval by a College Council shall be forwarded to the College Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may be concurrent with the challenge period.

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

- B Shall reject or recommend the approval of a curricular proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the council, upon specific request to the council chair by the originator, without motion or vote.
- C Council on General Education and Intercollegiate Programs
  - (1) If a proposal is rejected, the CGEIP Chair shall notify the originator, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated. This notification shall initiate the appeals period for the CGEIP Action.
- D Educator Preparation Provider Council
  - (1) If a proposal is rejected, the EPPC Chair shall notify the originator, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated. This notification shall initiate the appeals period for the EPPC Action.
- E Graduate Council
  - (2) If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge, the originator, the Department Head/Director, and the Faculty Senator representing the academic department or special academic program from which the proposal originated shall be notified. This notification shall initiate the appeals period for the Graduate Council Action.



***Faculty Senate Committee on Rules***  
**Response to Charge Eighteen**  
**January 21, 2017**

**FACULTY SENATE CHARGE EIGHTEEN**

**Charge:** Revise ART V SEC 4 (Membership of the Graduate Council) to indicate that Graduate Council will include one member of the graduate faculty from each academic department offering one or more *graduate programs*, instead of from each academic department offering one or more *graduate degree programs*.

**Rationale:** Departments that offer graduate certificates but not graduate degrees do not currently have representation on Graduate Council. Graduate Council has requested the revised language so that such departments will have representation on Graduate Council. The Faculty Senate Committee on Judicial Review has ruled that the principle of representation expressed in the Senate Bylaws is consistent with representation on Graduate Council for departments offering graduate certificates.

**PROPOSED FACULTY SENATE ACTION TO AMEND THE BYLAWS**

**Original Language (comments in italics)**

**ART V GRADUATE COUNCIL**

**SEC 4 Membership of the Graduate Council**

The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student Council; one member of the graduate faculty from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate degree programs; and one member of the graduate faculty from each academic department offering one or more graduate degree programs, or in the case of an interdisciplinary program, a representative from the sponsoring entity. *[subsequent text omitted] [lines 1671-1675]*

**Proposed Changes**  
**(additions bold, omissions struck through, comments italicized)**

ART V GRADUATE COUNCIL

SEC 4 Membership of the Graduate Council

The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student Council; one member of the graduate faculty from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate ~~degree~~ programs; and one member of the graduate faculty from each academic department offering one or more graduate ~~degree~~ programs, or in the case of an interdisciplinary program, a representative from the sponsoring entity. *[subsequent text omitted] [lines 1671-1675]*

**Final Language**

ART V GRADUATE COUNCIL

SEC 4 Membership of the Graduate Council

The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student Council; one member of the graduate faculty from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate programs; and one member of the graduate faculty from each academic department offering one or more graduate programs, or in the case of an interdisciplinary program, a representative from the sponsoring entity. *[subsequent text omitted] [lines 1671-1675]*

***Faculty Senate Committee on Rules***  
**Response to Charge Nineteen**  
**February 15, 2017**

**FACULTY SENATE CHARGE NINETEEN**

**Charge:** In ART III (Educator Preparation Provider Council), rename the Conceptual Framework Committee as the Guiding Principles Committee.

**Rationale:** This change was approved by EPPC.

**PROPOSED SENATE ACTION TO AMEND THE BYLAWS**

**Original Language (comments in italics)**

**ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

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

**B** The following standing committees will be established and the duties of each are as follows:

- 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. [*lines 1446-1455*]

**Proposed Changes**  
(additions bold, omissions struck through, comments italicized)

### ART III EDUCATOR PREPARATION PROVIDER COUNCIL

#### SEC 11 Committees of the Educator Preparation Provider Council

B The following standing committees will be established and the duties of each are as follows:

- 7 The ~~Conceptual Framework~~ **Guiding Principles** Committee shall monitor the EPP ~~Conceptual Framework~~ **Guiding Principles** 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~~ **Guiding Principles** 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~~ **Guiding Principles** Committee that academic year. [*lines 1446-1455*]

#### Final Language

### ART III EDUCATOR PREPARATION PROVIDER COUNCIL

#### SEC 11 Committees of the Educator Preparation Provider Council

B The following standing committees will be established and the duties of each are as follows:

- 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles 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 Guiding Principles 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 Guiding Principles Committee that academic year.

## MARCH 2017 FACULTY SENATE ACTION PROPOSALS:

CRIMINOLOGY DEPARTMENT (CGEIP Item)

COURSE CHANGE: **CRM210 - Introduction to the American Criminal Justice System**

The proposal is available for VIEWING only in the [Curricular Action Workflow](#) system.

GEOGRAPHY, GEOLOGY & PLANNING DEPT

NEW PROGRAM: **Planning and Development Graduate Certificate.**

The proposal is available for VIEWING only in the [Curricular Action Workflow](#) system.

AGRICULTURE DEPARTMENT

NEW PROGRAM: **Companion Animal Science Minor.**

The proposal is available for VIEWING only in the [Curricular Action Workflow](#) system.

NEW PROGRAM: **Agricultural Communications.**

The proposal is available for VIEWING only in the [Curricular Action Workflow](#) system.

ENGLISH DEPARTMENT

NEW PROGRAM: **English/Creative Writing and Literature.**

The proposal is available for *viewing* only in the [Curricular Action Workflow](#) system.

## Policy Library Report

**From:** ad hoc Faculty Senate committee on the Policy Library

**Chair:** Cindy MacGregor (Faculty Senate Chair-Elect)

**Members:** Char Berquist, Richard Biagioni, John Bourhis, Jef Cornelius-White, Margaret Weaver, Cameron Wickham

**Date:** January 25, 2017

### Charge for committee:

1. Investigate the Policy Library (<http://www.missouristate.edu/policy/>), specifically answering:

- ❖ What is the role of faculty in items that are being considered for and placed into the Policy Library?
- ❖ What should be the role of faculty in the consideration and placement of such items?

2. The outcomes of this committee will be:

- ❖ A report to Faculty Senate of the current role of faculty regarding items being placed in the Policy Library. This report may include recommendations for future processes to be followed, which would include appropriate representation of faculty in policies considered for inclusion in the Policy Library. Report due: March 2017.

### Investigation Utilized

A series of interviews were conducted with Rachael Dockery (general counsel), Tamara Few (Human Resources), and Gloria Galanes (Administrative Council and Academic Leadership Council). In addition, the committee reviewed the structure and content of the policy library.

### Findings

The Policy Library consists of three primary governing documents (*Code of Student Rights and Responsibilities*, *Faculty Handbook*, and *Employee Handbook*) and multiple “operating policies” (OP). All policy additions and changes to the Policy Library are put in place by Web and New Media Services as directed by General Counsel. The Administrative Council (AC) is the approver for changes to operating policies within the Policy Library. The path of operating

policies en route to the Policy Library is less clear prior to the point where an edit has been approved by AC. Policy edits or additions from AC can originate in multiple places but all ultimately arrive at AC via one of the AC members. Membership on AC includes the Provost and one representative dean (currently Gloria Galanes).

There is effort made to include faculty input for policies about which faculty might have relevant expertise or concerns. The chair of Faculty Senate, who is a member of Academic Leadership Council (ALC), will be a part of many conversations that concern faculty, provided those policies are brought to or through that body. Additional involvement of faculty is inconsistent and potentially inadequate.

Changes to the *Faculty Handbook* are dictated by the Bylaws regarding the Faculty Handbook Revision Committee and will not be addressed here. Those changes are approved, ultimately, by the Board of Governors. The approval process for items within the *Faculty Handbook* is not the focus of the ad hoc committee on the Policy Library.

A search for the word “faculty” in the Policy Library identified multiple instances of operating policies that referred to faculty. Operating policies are not part of the governing policy for faculty, i.e., the *Faculty Handbook*, but are meant to add clarity to such governing policies. The committee raised concerns that such operating policies are not clearly linked to the *Faculty Handbook*, thus, faculty would not know to look at the operating policies when investigating policies that concern them. The word “faculty” was also found several times in the *Employee Handbook* (previously known as the *Staff Handbook* and still referred to as such in all of the URLs to components of the *Employee Handbook*). The committee raised concerns about the inclusion of faculty policies in the *Employee Handbook* because the governing policy for faculty is the *Faculty Handbook*.

## **Conclusion**

The committee reviewed the findings and concluded that a standing committee of Faculty Senate was needed. This idea was proposed by Rachael Dockery of General Counsel.

**Recommendation in the form of a Resolution that Calls for an Internal Action**

**Whereas** the report from the ad hoc committee on the Policy Library has demonstrated the need for a standing committee to assist in the review and development of policies of concern to faculty;

**Therefore, be it resolved**, that the Faculty Senate establish a standing committee, beginning the academic 2017-2018 academic year, as named and described below:

## Committee on Policy Review

## (a) Purpose

- (aa) Shall meet up to twice monthly to discuss pending policies under consideration by university leadership and to review current content in the university Policy Library.
- (bb) Shall identify current and emerging content in the university Policy Library (excluding the *Faculty Handbook*) that should be reviewed by the Faculty Handbook Revision Committee or warrants further review by the faculty.
- (cc) Shall prepare and present periodic reports with recommendations to the Faculty Senate regarding policies being referred to the Faculty Handbook Revision Committee, pending operating policies (OP) under consideration by university leadership, and other Policy Library content that should be further reviewed by the faculty.

## (b) Membership

The Chair of the Faculty, the Chair-Elect of the Faculty, and the Chair of the Faculty Handbook Revision Committee shall be members of the Policy Review Committee. A minimum of three additional faculty members will be appointed by the Chair of the Faculty Senate, so as to provide representation from various academic colleges; these additional faculty members will serve a two year term and may be reappointed for up to two consecutive terms; and one of the these faculty members will serve as the chair. In addition, the Director of Human Resources, the Provost, and Chief General Counsel will be *ex officio* members without vote.

**Be it further resolved** that the 2017-2018 Faculty Senate Rules committee review the above language, modify as warranted, and propose permanent language for the Faculty Senate Bylaws.



### **Faculty Handbook Revision Committee (FHRC)**

The FHRC respectively submits the following proposed changes to the Faculty Handbook. Sections 6.6.6, 6.6.7, 6.6.7.1, and 6.6.7.2 would be updated. In addition, three new sections are proposed; 6.6.7.3, 6.6.7.4, and 6.6.7.5.

Regarding the proposed changes, the FHRC adapted language from multiple sources.

- 1) Current Faculty Handbook
- 2) Faculty Senate Action March 2016 regarding accrual of sick days for creditable service to MOSERS retirement
- 3) President's Taskforce on Family Leave and Support, December 2015
- 4) Faculty Senate Ad Hoc Committee on Faculty Benefits, 2015

Regarding the proposed changes, the FHRC sought input from multiple sources.

- 1) Faculty who were key players in the development of committee and task force reports, specifically items # 2, 3, and 4 from above.
- 2) Faculty Senate Chair and Chair-elect
- 3) Faculty Senators during the February 2017 meeting
- 4) University officials including President Smart, Provost office, Human Resources, Administrative Services, and General Counsel.
- 5) Sister institutions in MO

### **CURRENT LANGUAGE**

#### **6.6.6. Short-Term and Extended Sick Leave**

Normally, absences due to short-term illness are handled informally within the academic departments and are granted without loss of compensation. Requests for extended sick leave for fulltime faculty members (leave extending for more than six consecutive weeks for one disability) may be authorized for up to one semester by the Provost after receiving recommendations from the Department Head and college Dean. For extended sick leaves, the faculty member must provide a physician's statement containing the approximate length of time that the employee, on medical advice, cannot or should not perform the typical duties of his or her job. Sick leave due to pregnancy or childbirth is treated as any other short-term or extended-sick leave. In these cases colleagues who perform required professional duties for a faculty member on extended sick leave may be compensated on an overload basis or per-course. Instructors may be retained for the period of the leave.

For illnesses beyond the one-semester limit, FMLA (Section 6.6.7) may be accessed.

#### **6.6.7. Family and Medical Leave**

In compliance with the Family and Medical Leave Act (FMLA) of 1993, full-time faculty members of the University shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period if requested by a faculty member for one or more of the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth
2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
3. To care for the employee's spouse, sponsored dependent, child, or parent who has a serious health condition

4. A serious health condition that makes the employee unable to perform the essential functions of his or her job
5. Any qualifying exigency arising out of the fact that the employee's spouse, sponsored dependent, son, daughter, or parent is a covered military member on "covered active duty"

FMLA also provides up to twenty-six workweeks of leave during a single 12-month period to care for a covered Service member with a serious injury or illness if the eligible employee is the Service member's spouse, sponsored dependent, son, daughter, parent, or next of kin (military caregiver leave).

The University has the legal authority to consider an employee's absence as family and medical leave when it has sufficient evidence that the absence is due to an FMLA qualifying reason even if the employee has not applied for family and medical leave.

The following provisions shall apply to family and medical leave:

#### **6.6.7.1. Request for Family Leave**

A faculty member requesting family leave under this leave provision should complete a standard Request for Leave form or letter and submit it to his/her Department Head. When leave is foreseeable, an employee must give the University 30 calendar days' advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the University's operations. If it is not possible to provide 30 calendar days' notice, as much notice as is practicable must be provided. The Department Head will forward the request to the Office of Human Resources. Upon receipt of the request, the Office of Human Resources will provide the faculty member with the Family and Medical Leave Provisions and a leave questionnaire for him or her to complete. FMLA regulations require documentation from a medical provider.

#### **6.6.7.2. Status During Family Leave**

During leave, the faculty member is required to report regularly on his/her status and intent to return to work. The University shall continue to pay for the faculty member's individual insurance coverages, including medical, dental, life, long-term disability, and accidental death and dismemberment during family leave on the same basis as if the individual had been actively at work. The University shall return the faculty member to the same or an equivalent position and employment benefits upon return from approved family leave.

### **PROPOSED LANGUAGE**

#### **6.6.6 Faculty Sick Leave**

All full-time faculty members are eligible to accrue paid sick leave at the rate of eight (8) hours per pay period (i.e., one (1) day per month, times 12 months, for a total of 12 days of paid sick leave per year). For purposes of this Section 6.6.6, "full-time faculty" includes 12-month faculty, and 9-month faculty. This benefit accords the faculty member with sick leave hours for professional service rendered to the University during the summer, regardless of the nature of the service. Professional service includes not only teaching activities, but also advising, mentoring, committee work, theses/research, and all other service rendered on behalf of the University.

Sick leave may be used for an illness, pregnancy, injury, or for medical/dental appointments. Faculty are not required to use sick leave when they have a medical appointment or seek medical treatment at one of the University's on-campus healthcare providers (e.g., the Taylor Health and Wellness Center, the Physical Therapy clinic, the Speech, Language, and Hearing Clinic), including filling or re-filling a prescription at the Taylor pharmacy.

If the treatment or appointment at one of the University's on-campus healthcare providers results in a referral to another healthcare provider who is located off campus and the employee wants the time away from work for that subsequent appointment off campus to be paid, then sick leave can be used within the parameters of this Section 6.6.6.

Faculty may also use sick leave due to an illness or injury of the faculty member's spouse, sponsored dependent, children, parents, mother-in-law, father-in-law, or other family members who require the faculty member's personal care and attention.

As noted in Section 8.3, each department has procedures for handling and covering faculty absences. Accordingly, faculty members must notify their Department Heads in the event that they will be utilizing sick leave under this Section 6.6.6. Additionally, all sick leave taken by a faculty member shall be recorded on the faculty member's leave report. The leave report is available at the faculty member's account at <http://my.missouristate.edu>. The Office of Human Resources maintains leave records for all employees, including faculty members.

There is no limit on the number of sick leave hours that may be accrued or carried forward during a faculty member's years of service. This system allows employees the opportunity to accumulate a substantial amount of paid sick leave in the event of an accident or long-term illness. For faculty members who are vested in the Missouri State Employees' Retirement System ("MOSERS") upon bona fide retirement from the University, Missouri state law requires that the University report the number of unused sick hours that a faculty member has accrued at the time the faculty member terminates employment with the University.

If the faculty member is vested in MOSERS at the time of termination of employment, MOSERS will convert the reported accrued, unused sick leave hours into retirement service credit. (Note: 168 hours equals one (1) month of service credit). When the faculty member applies for retirement at some future date when he/she is qualified to retire, MOSERS will include those months of service in the calculation of the retirement benefit amount.

### **6.6.7 Faculty Leave under the Family Medical Leave Act ("FMLA")**

#### **6.6.7.1 Unpaid FMLA Leave.**

In accordance with federal law, the University provides leave to eligible employees in accordance with the Family Medical Leave Act of 1993, as amended ("FMLA"). FMLA provides eligible employees who work for covered employers the right to take up to 12 weeks of unpaid, job-protected leave during a rolling 12-month period for absences due to a qualifying event. (NOTE: The FMLA provides up to 26 weeks of unpaid, job-protected Military Caregiver Leave, as defined below, to eligible employees.)

In order to be eligible for leave under the FMLA, an employee must:

- (a) have worked for the University for at least 12 months;
- (b) worked at least 1,250 hours during the 12 months prior to when the leave will commence;
- (c) have not already exhausted all FMLA leave in the 12 months prior to when the leave will commence; and
- (d) experience a qualifying event as defined by the FMLA.

Under the FMLA, a qualifying event includes:

- (a) The birth of a child and to care for the newborn child within one year of birth;
- (b) The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- (c) To care for the employee's spouse, sponsored dependent, child, or parent who has a serious health condition;
- (d) A serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- (e) Any qualifying exigency for an employee's spouse, sponsored dependent, child, or parent on active military duty or being called to active military duty
- (f) To care for a spouse, sponsored dependent, child, parent, or next-of-kin who is a member of the Armed Forces and who is undergoing medical treatment, recuperation or therapy for serious injury or illness suffered in the line of duty on activity duty ("Military Caregiver Leave").

#### **6.6.7.2. Request for Unpaid Family and Medical Leave**

A faculty member requesting family leave under this leave provision should complete a standard Request for Leave form or letter and submit it to his/her Department Head. When leave is foreseeable, an employee must give the University 30 calendar days' advance notice. In addition, when foreseeable leave is for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the University's operations. If it is not possible to provide 30 calendar days' notice, as much notice as is practicable must be provided. The Department Head will forward the request to the Office of Human Resources. Upon receipt of the request, the Office of Human Resources will provide the faculty member with the Family and Medical Leave Provisions and a leave questionnaire for him or her to complete. FMLA regulations require documentation from a medical provider.

#### **6.6.7.3 Paid FMLA Leave**

While the FMLA only requires that covered employers provide eligible employees with unpaid, job-protected leave, as a matter of University policy, all full-time faculty members (as defined by Section 6.6.6) are eligible for up to one (1) semester of paid leave, contingent upon recommendation by the faculty member's Department Head and college Dean, and approval by the Provost. (For information regarding the procedure for requesting this benefit, please refer to the Office of the Provost website: <https://www.missouristate.edu/provost/medleave.htm>).

In the event that a semester of paid leave is granted to a faculty member, the faculty member's accrued, unused sick leave (up to the total number of hours of the granted period of paid FMLA) will be applied against the period of absence.

Faculty members may also use paid FMLA due to an illness or injury of the employee's spouse, sponsored dependent, child(ren), parents, mother-in-law, father-in-law, or other family members who require the employee's personal care and attention. Subject to University discretion and approval, a faculty member may also be granted up to one (1) semester of paid sick leave in order to provide care to a family member who requires the faculty member's personal care and attention due to illness, injury, childbirth or adoption. A proposal for such paid leave must be made by the college Dean, who should give due consideration to the fiscal constraints of the college and the staffing needs of the department.

All requests for paid leave must be approved by the Provost, whose determination is final.

#### **6.6.7.4 Status during Paid or Unpaid FMLA Leave**

During paid or unpaid FMLA leave, the faculty member is required to report regularly on his/her status and intent to return to work. The University shall continue to pay for the faculty member's individual insurance coverages, including medical, dental, life, long-term disability, and accidental death and dismemberment during FMLA and or paid leave on the same basis as if the individual had been actively at work. The University shall return the faculty member to the same or an equivalent position and employment benefits upon return from approved family leave.

#### **6.6.7.5 No Right to both Paid and Unpaid FMLA Leave**

As noted in Section 6.6.7.1, the FMLA only requires that covered employers provide eligible employees with a period of unpaid, job-protected leave. As delineated in Section 6.6.7.3, the University has established a process whereby faculty members may be granted paid leave which is more generous than the requirements of the FMLA. Faculty members are not, however, entitled to combine unpaid FMLA leave and paid FMLA leave within a rolling 12-month period for the same qualifying event. If continued leave is necessary after a faculty member has been granted a semester of FMLA leave, the faculty member will be referred to the Office of Resources in order to pursue long-term disability or other unpaid leave options as outlined in the Faculty Handbook.

**Faculty Handbook Revision Committee (FHRC)**

The FHRC was asked to review the use of the word “contract” in section 3.10. As a result of committee discussions, the following change is proposed.

**3.10. Non-Reappointment of Tenure-Track Faculty during the Probationary Period**Current Language:

Non-reappointment decisions will be reached according to procedures described in Section 4 Faculty Evaluations. Notice of nonrenewal of **contract**, or of intention not to recommend renewal of **contract**, shall be given in writing by the Provost in accordance with the AAUP "Standards for Notice of Non-reappointment" described in Section 4.6.1.

Proposed Language:

Non-reappointment decisions will be reached according to procedures described in Section 4 Faculty Evaluations. Notice of nonrenewal of **appointment**, or of intention not to recommend renewal of **appointment**, shall be given in writing by the Provost in accordance with the AAUP "Standards for Notice of Non-reappointment" described in Section 4.6.1.

Rationale:

The descriptor, appointment, is better aligned with existing language in faculty handbook and is reflective of the probationary period for tenure-track faculty.