

PROPOSAL TO AMEND THE FACULTY HANDBOOK (FEBRUARY 2021)

Original Language

[comments bracketed and italicized]

12.4.1.1 University Hearing Committee

Thirty tenured, ranked faculty members shall be elected by the Faculty Senate to serve three-year staggered terms as the University Hearing Committee (UHC). The Faculty Senate shall select one-third of the UHC membership annually in the regular February meeting of the Faculty Senate for service beginning in the next academic year. These faculty members shall be nominated by their College Council, which shall send three names annually to the Faculty Senate Office by February 1st. At least four of the thirty faculty members shall be from each college. (Replacements, where necessary, shall be appointed by the Faculty Senate Executive Committee [FSEC] or filled by the Faculty Senate at the next annual appointment period.) Replacements appointed by Faculty Senate Executive Committee serve until the next annual election. A faculty member who is elected to the UHC may be re-elected to successive terms.

Proposed Changes

Additions in bold, deletions ~~struck through~~, *[comments bracketed and italicized]*

12.4.1.1 University Hearing Committee

Thirty tenured, ranked faculty members shall be elected by the Faculty Senate to serve three-year staggered terms as the University Hearing Committee (UHC). The Faculty Senate shall select one-third of the UHC membership annually in the regular February meeting of the Faculty Senate for service beginning in the next academic year. These faculty members shall be nominated by their College Council, which shall send three names annually to the Faculty Senate Office by February 1st. At least four of the thirty faculty members shall be from each college. **The Faculty Senate shall elect members from each college by plurality voting and two rounds of counting votes. The first count will elect the members with a plurality of votes to reach the minimum requirement of four faculty members per college. The second count, if needed, will elect the remaining members with a plurality of votes from all**

colleges until the annual one-third requirement of new members is obtained. (Replacements, where necessary, shall be appointed by the Faculty Senate Executive Committee [FSEC] or filled by the Faculty Senate at the next annual appointment period.) Replacements appointed by Faculty Senate Executive Committee serve until the next annual election. A faculty member who is elected to the UHC may be re-elected to successive terms.

Final Language

[comments bracketed and italicized]

12.4.1.1 University Hearing Committee

Thirty tenured, ranked faculty members shall be elected by the Faculty Senate to serve three-year staggered terms as the University Hearing Committee (UHC). The Faculty Senate shall select one-third of the UHC membership annually in the regular February meeting of the Faculty Senate for service beginning in the next academic year. These faculty members shall be nominated by their College Council, which shall send three names annually to the Faculty Senate Office by February 1st. At least four of the thirty faculty members shall be from each college. The Faculty Senate shall elect nominees from each college by plurality voting and two rounds of counting votes. The first count will elect the nominees with a plurality of votes to reach the minimum requirement of four faculty members per college. The second count, if needed, will elect the remaining nominees with a plurality of votes from all colleges until the annual one-third requirement of new members is obtained. (Replacements, where necessary, shall be appointed by the Faculty Senate Executive Committee [FSEC] or filled by the Faculty Senate at the next annual appointment period.) Replacements appointed by Faculty Senate Executive Committee serve until the next annual election. A faculty member who is elected to the UHC may be re-elected to successive terms.

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1

Rules Committee Charge pertaining to CGEIP Structure

The current structure of CGEIP specifies the election of a Chair and a Secretary (Bylaws Article IC Section 7). However, the duties of the CGEIP Chair require extensive time and effort in executing the office in addition to the significant time and effort required for the CGEIP Chair to become knowledgeable about the duties of the position. Having a Chair-Elect for CGEIP would allow that person to become familiar with the duties of the Chair while assisting the Chair. This Chair/Chair-Elect structure is used by the Educator Preparation Provider Council. At the February 2020 session, the Faculty Senate approved the *Faculty Senate Internal Action with Council on General Education and Intercollegiate Programs: Addition of Chair-Elect Position*, in which the Senate directed the Rules Committee to consider changing the membership bylaws for CGEIP membership and structure to add the position of Chair-Elect.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

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

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

The chair of the Council on General Education and Intercollegiate Programs shall preside at all sessions of the council and shall supervise the functioning of the council. The minutes of each council session will be recorded and distributed by the secretary of the council.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

The Chair-Elect of the Faculty Senate shall call the organizational session of the council **at the May meeting** ~~within seven (7) school days after the Faculty Senate organizational session~~ and preside until the membership has elected a chair-**elect** and a secretary. ~~who shall serve one year terms and may be reelected for one immediately succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.~~

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

B The Chair-Elect of the Faculty Senate shall call the organizational session of the council at its May meeting and preside until the membership has elected a chair-elect and a secretary.

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

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

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1A

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 5 Membership of Council on General Education and Intercollegiate Programs

The Council shall comprise the following: two persons from each undergraduate college; one person from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>; and the Chair-Elect of the Faculty Senate, *ex officio* without vote. Members shall serve for a term of three (3) years and may be reelected. At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one¹/₂⁴ third of the council has each term length. Thereafter, members shall serve staggered three (3) year terms, so that one-third of the membership shall be replaced each year. The Provost or a designee of the Provost shall be an *ex officio* member without vote. The Director of the Center for Assessment and Instructional Support shall be an *ex-officio* member without vote.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1B

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

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

B The time, the date, and the place of all sessions of the Council on General Education and Intercollegiate Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Council on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for publication of the announcements.

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

D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5) school days before the council session. These agenda shall be made available to all interested parties.

E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after the council session. The minutes of each council session shall be available to all interested parties.

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

G Any non-member attending a session of the Council on General Education and Intercollegiate Programs may speak with the consent of the chair.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5) school days before the council session. These agenda shall be made available to all interested parties.

E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after **approval of the minutes by Council on General Education and Intercollegiate Programs** ~~the council session~~. The minutes of each council session shall be available to all interested parties.

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

G Any non-member attending a session of the Council on General Education and Intercollegiate Programs may speak with the consent of the chair.

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1C

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

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

- (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General Studies degree program and shall approve or deny such applications.
- (2) The voting members and chair of the BGS Admissions Committee shall be appointed by the chair of CGEIP. The voting membership shall consist of a minimum of four ranked faculty from different colleges/entities, one of whom must come from an education preparation program in one of the six academic colleges. Voting members will serve two-year terms that are staggered such that not all terms expire in the same year. Members may be reappointed for multiple terms. If no members of the committee are serving on CGEIP, then the CGEIP chair will sit on the committee as *ex officio* without vote. The Associate Provost for Student Development and Public Affairs and the Bachelor of General Studies Advisor(s) from the Academic Advisement Center shall be *ex officio* members without vote.
- (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in which at least one completed application has been submitted no less than two weeks prior to the scheduled meeting time.
- (4) Approval of an application will require a 75% majority of the voting members.
- (5) The Associate Provost for Student Development and Public Affairs will keep a written record of each application that is reviewed, including whether the application was approved or denied and, if denied, the reason(s) for the denial. The decision will be conveyed to the student and to the Assistant Director of Interdisciplinary Programs in the Academic Advisement Center.
- (6) The chair of the BGS Admissions Committee will submit a written annual report to the chair of CGEIP who will forward the report to the Chair of the Faculty Senate.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

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

- (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General Studies degree program and shall approve or deny such applications.
- (2) The voting members ~~and chair~~ of the BGS Admissions Committee shall be appointed by the chair of CGEIP. The voting membership shall consist of a minimum of four ~~ranked~~ faculty **with the same eligibility as for Council on General Education and Intercollegiate Programs Membership (Sec 6A). The voting membership must come from at least four** different colleges/entities, one of whom must come from an education preparation program in one of the six academic colleges. Voting members will serve two-year terms that are staggered such that not all terms expire in the same year. Members may be reappointed for multiple terms. If no members of the committee are serving on CGEIP, then the CGEIP chair **or the chair's designee** will sit on the committee as *ex officio* without vote. The **Associate Provost for Student Success** ~~Associate Provost for Student Development and Public Affairs~~ and the Bachelor of General Studies Advisor(s) from the Academic Advisement Center shall be *ex officio* members without vote.
- (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in which at least one completed application has been submitted no less than two weeks prior to the scheduled meeting time.
- (4) Approval of an application will require a 75% majority of the voting members.
- (5) The **Associate Provost for Student Success** ~~Associate Provost for Student Development and Public Affairs~~ will keep a written record of each application that is reviewed, including whether the application was approved or denied and, if denied, the reason(s) for the denial. The decision will be conveyed to the student and to the Assistant Director of Interdisciplinary Programs in the Academic Advisement Center.
- (6) The ~~chair of the~~ BGS Admissions Committee will submit a written annual report to the chair of CGEIP who will forward the report to the Chair of the Faculty Senate.

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1D

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

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

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

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

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

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

A At the beginning of the spring semester **the Faculty Senate Secretary shall send out notifications and instructions for selection of new Council on General Education and Intercollegiate Programs Members.;**

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

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

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

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1E

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs

A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. A recommendation for the approval of a course proposal will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.

B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. A recommendation to approve changes will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.

C Periodically reviews the general education program and assessment data and recommends changes in the general education program to the Faculty Senate.

D Oversees the relationships of the general education program with other parts of the curriculum and other curricular structures on campus.

E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals from the Honors College.

F Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.

G Reviews and acts 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.

I Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree program.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**

A Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. A recommendation for the approval of a course proposal will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.

B Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. A recommendation to approve changes will be forwarded to the Secretary of the Faculty for review and disposition as described in ART VI.

C Periodically reviews the general education program and assessment data and recommends changes in the general education program to the Faculty Senate.

D Oversees the relationships of the general education program with other parts of the curriculum and other curricular structures on campus.

E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals from the Honors College.

F Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.

G Reviews and acts on proposals related to individualized majors and minors, serving in the role of College Council for such proposals.

GH Reviews and acts upon proposals from academic departments and special academic programs affecting the general requirements for undergraduate certificates.

HI 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.

IJ Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree program.

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 1F

Rules Committee Charge pertaining to CGEIP Structure

During the process of addressing the original charge pertaining to the structure of CGEIP, the Committee on Rules and CGEIP leadership noticed discrepancies in the bylaws that should also be addressed. This is one of the discrepancies.

Current Language of the Bylaws

SEC 13 Origination of Curricular Proposals

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

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.

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

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 investigate** 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.~~

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 2

Rules Committee Charge pertaining to the Committee on Benefits

One of the main charges of the Committee on Benefits is to gather information on benefits at other universities for comparison to MSU benefits and present this information in an annual report. The Faculty Senate Committee on Benefits has now presented 4 annual reports to the Faculty Senate. During this time period is sufficient to gather information about how well the process is working and after 4 years it has become apparent that benefits at universities tend to change slowly over time. Another of the main charges of the Committee on Benefits is to present evidence from the Faculty Morale Survey related to salaries and benefits in their annual report. However, the Faculty Morale Survey is only conducted every other year, which puts the Benefits committee in the position of redundant reporting. At the September 2020 session of the Faculty Senate, the Senate approved a Resolution asking the Faculty Senate Executive Committee to charge the Rules Committee to make appropriate changes to the charges of the Committee on Benefits, especially in reducing how often the Committee on Benefits is charged to present a report on comparative benefits at other universities and on results from the Faculty Morale Survey. Please review the charges of the Committee on Benefits and make recommendations.

Current Language of the Bylaws

SEC 9 Committees of the Faculty Senate

(9) Committee on Faculty Benefits

(a) Purpose

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

(bb) Shall prepare an annual report on the status of faculty benefits, to be submitted to the Faculty Senate during the Spring semester and presented no later than the April Session, that includes:

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

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

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

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

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

SEC 9 Committees of the Faculty Senate

(9) Committee on Faculty Benefits

(a) Purpose

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

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

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

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

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

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

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

Faculty Senate Committee on Rules
Response to Charges

Rules Committee members: Seth Hoelscher (chair), Terrel Gallaway, Kartik Ghosh, Tom Kane, Beth Walker, Mike Hudson (*ex officio*), Lanya Lamouria (*ex officio*)

Charge # 6

Rules Committee Charge pertaining to the election of senior instructor representative

In 2020, the faculty of Missouri State University voted to change the Constitution to allow for a Faculty Senate representative from the rank of senior instructor. The Rules Committee was asked to review the Bylaws and make necessary recommendations to accommodate this change.

Current Language of the Bylaws

SEC 2 Membership of Faculty Senate

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

SEC 3 Election of Members to Faculty Senate

C Election of Instructor Representative

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

(2) Nomination of Instructor Representative. No later than March 1 instructors in academic departments containing such faculty shall nominate one person to represent instructors in the Faculty Senate. The head of each academic department shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.

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

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

G Terms of Member Service on Faculty Senate

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

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

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

Proposed Changes to the Bylaws

(**bold** indicates additions & ~~strike through~~ indicates deletions)

SEC 2 Membership of Faculty Senate

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

SEC 3 Election of Members to Faculty Senate

C Election of Instructor **and Senior Instructor** Representatives

- (1) During the first week of the spring semester, the Secretary of the Faculty shall notify academic departments of the timeline for upcoming nominations and elections for instructor **and senior instructor** representatives.
- (2) Nomination of Instructor Representatives. No later than March 1, instructors **and senior instructors** in academic departments containing such faculty shall nominate one person to represent instructors **and one person to represent senior instructors** in the Faculty Senate. The head of each academic department shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
- (3) Annual Primary Election of Instructor Representatives. No later than March 22, the Secretary of the Faculty shall conduct the annual primary election of the instructor and senior instructor representatives. All instructors shall vote for one (1) **instructor**

representative, and all senior instructors shall vote for one (1) senior instructor representative.

(4) Annual General Election of Instructor and Senior Instructor Representatives. No later than April 15, the Secretary of the Faculty shall conduct the annual general election for a representative from among instructors and a representative among senior instructors. In this election, a ballot shall be prepared containing at least two (2) names for each position. Those receiving the highest number of votes, respectively, shall be elected as the instructor representative and the senior instructor representative; those receiving the second highest number of votes, respectively, shall be elected as the alternate representatives.

G Terms of Member Service on Faculty Senate

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

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

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