

# **Constitution and Bylaws of the Faculty**

Missouri State University

**Revised August 2020**

# Constitution and Bylaws of the Faculty

## Table of Contents

PREAMBLE .....	1
ART I CREATION OF THE FACULTY SENATE .....	1
ART II PURPOSE OF THE FACULTY SENATE.....	1
ART III POWERS OF THE FACULTY SENATE.....	1
ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL.....	2
ART V MEMBERSHIP OF THE FACULTY SENATE .....	2
ART VI OFFICERS OF THE FACULTY SENATE.....	2
ART VII SESSIONS OF THE FACULTY .....	2
ART VIII SESSIONS OF THE FACULTY SENATE.....	3
ART IX PARLIAMENTARY AUTHORITY .....	3
ART X AMENDMENT OF CONSTITUTION.....	3
BYLAWS OF FACULTY SENATE.....	4
ART I FACULTY SENATE .....	4
SEC 1 Nomenclature for Academic Entities and Personnel.....	4
SEC 2 Membership of Faculty Senate.....	4
SEC 3 Election of Members to Faculty Senate .....	4
SEC 4 Election of Officers - Faculty Senate.....	8
SEC 5 Duties of the Officers and Past Chair of the Faculty Senate.....	9
SEC 6 Sessions of the Faculty Senate .....	12
SEC 7 Faculty Senate Actions and Resolutions.....	13
SEC 8 Challenge and Veto of Faculty Senate Action.....	15
SEC 9 Committees of the Faculty Senate .....	15
(1) Executive Committee of the Faculty Senate.....	15
(2) Committee on Faculty Concerns .....	16
(3) Committee on Academic Relations .....	17
(4) Committee on University Budget & Priorities .....	17
(5) Committee on Rules .....	19
(6) Committee on Judicial Review.....	19
(7) Committee on Citizenship and Service Learning .....	20
(8) Committee on Honorary Degrees.....	20
(9) Committee on Faculty Benefits.....	21

(10) Study Away Advisory Committee.....	22
(11) Committee on Policy Review .....	23
(12) Committee of Past Senate Chairs .....	24
SEC 10 Councils of the Faculty Senate .....	25
SEC 11 Non-Senate Bodies in which Senate Plays a Role .....	25
ART II COLLEGE COUNCILS .....	25
SEC 1 Establishment of College Councils.....	26
SEC 2 Purpose of College Councils.....	26
SEC 3 Powers of College Councils.....	26
SEC 4 Membership of College Councils.....	26
SEC 5 Election of Members to College Councils .....	26
SEC 6 Election of College Council Chair.....	27
SEC 7 Duties of College Council Chair .....	27
SEC 8 Sessions of College Councils.....	28
SEC 9 Duties of College Councils.....	29
SEC 10 Challenges and Appeals of College Council Actions .....	29
SEC 11 College Council Rules .....	29
ART III EDUCATOR PREPARATION PROVIDER COUNCIL .....	29
SEC 1 Establishment of the Educator Preparation Provider Council .....	29
SEC 2 Purpose of the Educator Preparation Provider Council.....	29
SEC 3 Responsibilities of the Educator Preparation Provider Council .....	29
SEC 4 Membership of the Educator Preparation Provider Council .....	30
SEC 5 Election of Members to the Educator Preparation Provider Council.....	31
SEC 6 Election of Chair-Elect – Educator Preparation Provider Council .....	31
SEC 7 Duties of Officers – Educator Preparation Provider Council .....	32
SEC 8 Sessions of Educator Preparation Provider Council .....	32
SEC 9 Duties of the Educator Preparation Provider Council .....	33
SEC 10 Appeals of Educator Preparation Provider Council Actions .....	33
SEC 11 Committees of the Educator Preparation Provider Council.....	33
SEC 12 Amendments of <i>Bylaws</i> .....	36
ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS .....	36
SEC 1 Establishment of Council on General Education and Intercollegiate Programs .....	36
SEC 2 Purpose of Council on General Education and Intercollegiate Programs .....	36
SEC 3 Powers of Council on General Education and Intercollegiate Programs.....	36
SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs.....	36
SEC 5 Membership of Council on General Education and Intercollegiate Programs .....	37
SEC 6 Election of Members to Council on General Education and Intercollegiate Programs .....	37
SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs .....	38
SEC 8 Duties of Officers - Council on General Education and Intercollegiate Programs .....	38

SEC 9 Sessions of the Council on General Education and Intercollegiate Programs .....	38
SEC 10 Duties of Council on General Education and Intercollegiate Programs .....	39
SEC 11 Committees of the Council on General Education and Intercollegiate Programs .....	39
SEC 12 Appeals of Council on General Education and Intercollegiate Programs Actions .....	39
ART V GRADUATE COUNCIL .....	40
SEC 1 Establishment of the Graduate Council.....	40
SEC 2 Purpose of the Graduate Council.....	40
SEC 3 Powers of the Graduate Council .....	40
SEC 4 Membership of the Graduate Council.....	40
SEC 5 Chair of the Graduate Council.....	40
SEC 6 Sessions of the Graduate Council.....	41
SEC 7 Committees of the Graduate Council.....	42
SEC 8 Challenges and Appeals of Graduate Council Actions.....	43
SEC 9 Amendments of <i>Bylaws</i> .....	43
ART VI CURRICULAR PROCESS .....	43
SEC 1 Responsibility for Curricular Matters .....	43
SEC 2 Definitions and Structures in Curricular Process.....	43
SEC 3 Responsibility of Academic Departments.....	44
SEC 4 Responsibility of College Councils .....	45
SEC 5 Responsibility of Academic Deans.....	45
SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs .....	46
SEC 7 Rights to Challenge and Appeal Council Actions.....	47
SEC 8 Responsibility of Secretary of the Faculty .....	47
SEC 9 Responsibility of Executive Committee of Faculty Senate .....	48
SEC 10 Responsibility of Faculty Senate.....	49
SEC 11 Right to Challenge Senate Actions.....	49
SEC 12 Responsibility of University Administration .....	49
SEC 13 Origination of Curricular Proposals .....	49
SEC 14 Approval Process for Individual Sections of Variable Content Courses and Special Topics Courses .....	50
SEC 15 Approval Process for Courses Taught During an Intersession or Other Compressed-Time Format .....	51
SEC 16 Accelerated Course Approval Procedure .....	51
SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and Certificate Requirements.....	52
SEC 18 Approval Process for Proposals Affecting Honors Courses and the Honors Program .....	53
ART VII CHALLENGES AND APPEALS OF COUNCIL AND SENATE ACTIONS .....	53
SEC 1 Overview of Challenges and Appeals.....	53
SEC 2 Challenge and Veto of College Council and Graduate Council Actions.....	53
SEC 3 Appeal and Veto of Council Actions .....	54
SEC 4 Challenge and Veto of Faculty Senate Action.....	54

ART VIII AMENDMENT OF BYLAWS ..... 56

    SEC 1 ..... 56

    SEC 2 ..... 56

    SEC 3 ..... 56

SPECIAL RULES OF ORDER..... 57

1. Length and Number of Speeches in Debate ..... 57

2. Circumstances That Require Referral to a Standing Committee or Council of the Senate..... 57

3. Lack of Representation for a Curricular Proposal ..... 57

4. Faculty Handbook Amendments ..... 57

5. Time Limit on Reconsideration ..... 58

6. Proposed actions and resolutions contained within reports from councils and committees ..... 58

# 1 Constitution of the Faculty

## 2 Missouri State University

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### 3

### 4

### 5 **PREAMBLE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

81  
82

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

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

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

90  
91  
92 **ART IX PARLIAMENTARY AUTHORITY**

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

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

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

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



# BYLAWS OF FACULTY SENATE

## ART I FACULTY SENATE

### SEC 1 Nomenclature for Academic Entities and Personnel

For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and colleges with deans. Some academic entities (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.

### 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.

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

### SEC 3 Election of Members to Faculty Senate

#### A Election of Academic Department Representatives

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

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

173  
174 B Election of Rank Representatives

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

206 C Election of Instructor Representative

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

- 210  
 211 (2) Nomination of Instructor Representative. No later than March 1 instructors in academic departments  
 212 containing such faculty shall nominate one person to represent instructors in the Faculty Senate. The  
 213 head of each academic department shall notify the Secretary of the Faculty of the outcome of the  
 214 election no later than March 1.  
 215  
 216 (3) Annual Primary Election of Instructor Representative. No later than March 22 the Secretary of the  
 217 Faculty shall conduct the annual primary election of the instructor representative. All instructors shall  
 218 vote for one (1) representative.  
 219  
 220 (4) Annual General Election of Instructor Representative. No later than April 15 the Secretary of the  
 221 Faculty shall conduct the annual general election for a representative from among instructors. In this  
 222 election a ballot shall be prepared containing at least two (2) names for the position. The person  
 223 receiving the highest number of votes shall be elected as the instructor representative; the person  
 224 receiving the second highest number of votes shall be elected as the alternate instructor representative.  
 225  
 226 D Election of Clinical Faculty (Instructor, Assistant, Associate, and Full) Representative  
 227  
 228 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic  
 229 departments of the timeline for upcoming nominations and elections for clinical faculty representatives.  
 230  
 231 (2) Nomination of Clinical Faculty Representative. No later than March 1 the members of the clinical  
 232 faculty in academic departments containing such faculty shall nominate one person to represent clinical  
 233 faculty in the Faculty Senate. The head of each academic department shall notify the Secretary of the  
 234 Faculty of the outcome of the election no later than March 1.  
 235  
 236 (3) Annual Primary Election of Clinical Faculty Representative. No later than March 22 the Secretary of the  
 237 Faculty shall conduct the annual primary election of the clinical faculty representative. All clinical  
 238 faculty shall vote for one (1) representative.  
 239  
 240 (4) Annual General Election of Clinical Faculty Representative. No later than April 15 the Secretary of the  
 241 Faculty shall conduct the annual general election for a representative from among clinical faculty. In  
 242 this election a ballot shall be prepared containing at least two (2) names for the position. The person  
 243 receiving the highest number of votes shall be elected as the clinical faculty representative; the person  
 244 receiving the second highest number of votes shall be elected as the alternate clinical faculty  
 245 representative.  
 246  
 247 E Election of Student and Staff Delegates  
 248  
 249 The delegates of the student government association, the graduate student senate, and the staff senate shall  
 250 be chosen in a manner deemed appropriate by each group.  
 251  
 252 F Voting in Annual Primary and Annual General Election  
 253  
 254 (1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the  
 255 Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6)  
 256 school days after the day on which the ballots are distributed in order to be counted.  
 257

- 258 (2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any  
259 election.  
260
- 261 (3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty  
262 shall determine the winner by lot in the presence of the nominees affected.  
263
- 264 (4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.  
265

266 G Terms of Member Service on Faculty Senate  
267

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

300 H Filling Vacancies of Membership - Faculty Senate  
301

- 302 (1) The constituency of the persons elected as Chair-Elect and Secretary of the Faculty shall elect new  
303 representatives to the Faculty Senate as specified in this section of the *Bylaws*.  
304
- 305 (2) If an academic department ceases to exist, then it is no longer eligible for representation. If a new

306 department is formed, the Chair of the Faculty Senate shall immediately notify the head of the academic  
307 department; and the academic department shall elect a replacement by the election process provided  
308 above.

309  
310 (3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the  
311 nominee from the constituency where the vacancy occurs who received the next highest vote total in the  
312 previous election shall serve the unexpired term or for the duration of the absence. If the vacancy  
313 occurs from an academic department, the Chair of the Faculty Senate shall immediately notify the head  
314 of the academic department without representation; and the academic department shall elect a  
315 replacement.

316  
317 (4) The person who fills the vacancy shall be considered as having served an elected term for purposes of  
318 eligibility for reelection.

319  
320 I Time for Taking Office  
321  
322 Newly-elected senators, new delegates, the Secretary of the Faculty, and the new chair shall take office at  
323 the first session following the annual elections. The new chair will be responsible for setting the agenda for  
324 that session.

325  
326

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

328  
329 A Faculty are eligible for the position of Chair-Elect or Secretary of the Faculty if (1) by the time they assume  
330 office they will have completed at least one year of service (may or may not be continuous) in the Faculty  
331 Senate as a voting member during the previous six academic years, and (2) they are tenured before the  
332 September session of their term. Heads of academic departments are not eligible candidates for the  
333 positions of Chair-Elect and the Secretary of the Faculty.

334  
335 B No later than February the Chair-Elect shall appoint and chair the Nominating Committee, which must  
336 contain a total of at least three members, all of whom are ranked, tenured faculty eligible to be senators  
337 (ignoring term limits). The current Senate Chair and Parliamentarian may not be appointed, nor may the  
338 current Secretary of the Faculty if he or she intends to run for either office. The committee shall nominate  
339 one eligible candidate for Chair-Elect and one eligible candidate for Secretary of the Faculty, both of whom  
340 accept their nomination and agree to serve if elected. The committee may not nominate the same person  
341 for both offices. No later than the March session, the Chair-Elect shall make a report to the Senate  
342 identifying the members of the committee and presenting its nominees.

343  
344 C Senators shall be free to nominate eligible candidates at the March session or by submitting nominations,  
345 with an appropriate second, to the Secretary of the Faculty no later than April 1. Since the Senate benefits  
346 from having a strong and diverse slate of candidates, it is desirable that at least one nomination for each  
347 office come from the floor so that the candidates nominated by the Nominating Committee do not run  
348 unopposed.

349  
350  
351 D Candidates for Chair-Elect and Secretary of the Faculty shall submit a statement of purpose not to exceed  
352 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this  
353 requirement shall result in the withdrawal of the candidate from the election.

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

397 **SEC 5 Duties of the Officers and Past Chair of the Faculty Senate**  
 398

399 A The Chair of the Faculty Senate  
 400

- 401 (1) Shall preside at all sessions of the Faculty Senate.

- 402  
403 (2) Shall supervise the functioning of the Faculty Senate and its established bodies.  
404  
405 (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of  
406 the Faculty Senate.  
407  
408 (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive  
409 membership is provided for.  
410  
411 (5) Shall organize and appoint *ad hoc* committees as necessary.  
412  
413 (6) Shall represent the faculty to the administration and to the Board of Governors.  
414  
415 (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two  
416 regularly scheduled sessions of the Board of Governors.  
417  
418 (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty  
419 Senate by any member or group of the faculty.  
420  
421 (9) May attend the session of any college council or established body as an *ex officio* member.  
422  
423 (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the  
424 following to the Faculty Senate within two meetings following a decision: 1) the initial charge  
425 considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the  
426 Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate  
427 Chair should remind the Faculty Senators of their right to propose action relevant to the determination  
428 reached by the JRC.  
429  
430 (11) Shall serve as chair of the Executive Committee of the Faculty Senate.  
431  
432 (12) Shall serve as a member of the Committee on Policy Review.  
433  
434 (13) Shall serve as an *ex officio* member of Graduate Council without vote.  
435  
436 (14) Shall call the organizational session of the newly elected Educator Preparation Provider Council (EPPC)  
437 in May of each year.  
438  
439  
440  
441 B The Chair-Elect of the Faculty Senate  
442  
443 (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.  
444  
445 (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty  
446 Senate or by the Chair of the Faculty Senate.  
447  
448 (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.  
449  
450 (4) Shall chair the Nominating Committee and appoint its members.

- 451  
452 (5) Shall attend at least one session each month of the Student Government Association.  
453  
454 (6) Shall call the organizational session, and preside until the membership has elected a chair, for the  
455 following standing committees and councils of the Faculty Senate:  
456 (a) Committee on Faculty Concerns;  
457 (b) Council on General Education and Intercollegiate Programs (CGEIP); and  
458 (c) Committee on University Budget and Priorities.  
459  
460 (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:  
461 (a) Committee on Faculty Concerns;  
462 (b) Council on General Education and Intercollegiate Programs (CGEIP);  
463 (c) Committee on Citizenship and Service Learning;  
464 (d) Committee on Academic Relations;  
465 (e) Committee on University Budget and Priorities; and  
466 (f) Committee on Faculty Benefits.  
467  
468 (8) Shall serve as a member of the Executive Committee of the Faculty Senate.  
469  
470 C The Secretary of the Faculty  
471  
472 (1) Shall serve as Secretary of the Faculty Senate.  
473  
474 (2) Shall preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of  
475 the Faculty Senate.  
476  
477 (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording  
478 of motions and the votes thereon.  
479  
480 (4) Shall publish for the faculty the minutes of faculty sessions.  
481  
482 (5) Shall report decisions of the Faculty Senate and its established bodies to the administration.  
483  
484 (6) Shall publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to  
485 the Provost.  
486  
487 (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.  
488  
489 (8) Shall supervise elections of faculty representatives in the governance process and publish election  
490 results on the Faculty Senate web site.  
491  
492 (9) Shall participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.  
493  
494 (10) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:  
495 (a) Educator Preparation Provider Council (EPPC);  
496 (b) Committee on Rules.  
497  
498 (11) Shall serve as a member of the Executive Committee of the Faculty Senate.



- 499  
500  
501 D The Past-Chair of the Faculty Senate  
502  
503 (1) Shall serve as chair of the Committee on Judicial Review, unless disqualified as described in ART I SEC  
504 3G.  
505  
506 (2) Shall attend meetings of the Committee on Honorary Degrees and the Study Away Advisory Committee  
507 as an *ex officio* member without vote, unless disqualified from serving on the Faculty Senate Executive  
508 Committee as described in ART I SEC 9B(1)(b).  
509

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

### 511 A Schedule

512  
513  
514 In addition to the organizational session of the Faculty Senate as set forth above, the Faculty Senate shall be  
515 scheduled to meet once a month at a time and place fixed by the Faculty Senate. A specific Faculty Senate  
516 session may be omitted if agenda items do not justify a session. The Faculty Senate shall meet at other  
517 times (including the summer session) upon the call of the Chair of the Faculty Senate or a Chair designee,  
518 upon the written request to the chair of not fewer than ten (10) members of the Faculty Senate, or upon the  
519 written request of the president of the university or the Board of Governors. The Chair of the Faculty  
520 Senate shall schedule a requested session within five (5) school days after receipt of the request.  
521

### 522 B Attendance

523  
524 Sessions of the Faculty Senate and its established bodies shall be open to members of the Board of  
525 Governors, the administration, the staff, the voting and non-voting faculty, the student body, and to others  
526 by invitation of the chair of the group affected.  
527

### 528 C Time

- 529  
530 (1) The time, the date, and the place of all sessions of the Faculty Senate and its established bodies shall be  
531 announced on the Faculty Senate web site a minimum of one week prior to the session.  
532  
533 (2) The announcements of all sessions of Faculty Senate bodies shall be made through the Faculty Senate  
534 office. The chair of the affected body shall forward to the Faculty Senate office a request for  
535 publication of the announcement at least five (5) school days before the date of publication.  
536

### 537 D Agenda

- 538  
539 (1) A Faculty Senate session agenda shall be sent to each member of the Faculty Senate, academic deans,  
540 the Provost, and to each department head for posting at least three (3) school days before each session of  
541 the Faculty Senate.  
542  
543 (2) All proposals for Faculty Senate Action shall be distributed to each senator in writing as a part of the  
544 agenda.  
545  
546 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be

547 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate  
548 membership.  
549

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

555 E Voting

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

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

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

566 F Minutes

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

572 (2) The Secretary of the Faculty with the knowledge and consent of the Senate Chair, shall place  
573 unapproved minutes on the Faculty Senate web site.  
574

575 (3) A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site  
576 within one week after they are approved.  
577

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

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

583 A Faculty Senate Actions

584 Faculty Senate Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of  
585 the faculty through its governance process as to policies and procedures to be followed by the University  
586 and are communicated to the university administration for approval and implementation.  
587

588 (1) The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within  
589 ten (10) calendar days after the expiration of the challenge period, forward the Faculty Senate Action to  
590 the president of the university with recommendation to approve or not approve.  
591

- 595  
596 (2) The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate  
597 Action, report to the Faculty Senate Chair a decision to:  
598  
599 (a) Approve and implement at the appropriate time;  
600  
601 (b) Request an extension of sixty (60) calendar days to gather additional information prior to making  
602 the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10)  
603 calendar days after the sixty (60) day extension period expires;  
604  
605 (c) Reject, stating reasons and/or recommending changes.  
606  
607 (3) The Faculty Senate, upon receipt of a Faculty Senate Action rejected by the university president may:  
608  
609 (a) Direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for  
610 the next Senate session for deliberation and disposition as herein stated;  
611  
612 (b) Approve by a simple majority a revision of the Faculty Senate Action and submit the revised  
613 version of the Faculty Senate Action to the Provost who, in turn, shall forward it to the university  
614 president with recommendation;  
615  
616 (c) Support the initial Faculty Senate Action by affirmative vote of two-thirds of the members present  
617 and request that the Faculty Senate Chair present the Faculty Senate Action directly to the Board of  
618 Governors for consideration and disposition;  
619  
620 (d) Direct the Chair of the Faculty Senate to discontinue consideration of the Faculty Senate Action.  
621

622 B Resolutions

623  
624 Resolutions passed by the Faculty Senate state the collective reasoning of the Faculty Senate on specific  
625 issues and shall be forwarded for information to the appropriate administrators.  
626

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

- 628  
629 (1) Reports on current Faculty Senate Actions and committee studies.  
630  
631 (2) Resolutions passed by the Faculty Senate.  
632  
633 (3) Faculty Senate Actions that have been rejected by the president but have subsequently passed by a two-  
634 thirds Faculty Senate vote.  
635  
636 (4) Faculty Senate Actions not acted upon by the president.  
637

638 D Items to be presented to the Board of Governors

639  
640 Items shall be submitted by the Chair of the Faculty Senate to the Provost and the University President at  
641 least seven (7) calendar days prior to the scheduled session of the Board of Governors.  
642

643 E Internal Actions

644  
645 (1) Internal Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the  
646 Senate as to policies and procedures to be followed by the Senate in conducting Senate business.  
647 Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not  
648 subject to Administrative approval or disapproval.

649  
650 (2) Internal Actions must be consistent with the *Constitution and Bylaws of the Faculty*.  
651

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

653  
654 The ranked faculty shall have the inherent right to challenge any Faculty Senate Action, as described in Article  
655 VII Section 4 of these Bylaws.

656  
657 **SEC 9 Committees of the Faculty Senate**

658  
659 A Members of Committees

660  
661 Candidates for appointive vacancies on Faculty Senate committees may be members of the Faculty Senate,  
662 the faculty, the administration, the staff, the student body, the alumni body, and emeriti professors.

663  
664 B Standing Committees

665  
666 (1) Executive Committee of the Faculty Senate

667  
668 (a) Purpose

- 669  
670 (aa) Shall participate in the curricular process as described in Article VI, Section 9.  
671  
672 (bb) May advise the Chair of the Faculty Senate in preparing the agenda for sessions of the Faculty  
673 Senate.  
674 (cc) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by  
675 the Faculty Senate or by the Chair of the Faculty Senate.  
676  
677 (dd) Shall prepare, revise and supervise the use of forms utilized in faculty governance processes.  
678  
679 (ee) Shall assign or approve special charges to committees of the Faculty Senate.  
680  
681 (ff) Shall ensure that each standing committee and council of the Faculty Senate understands and addresses  
682 its charges by providing an *ex officio* member without vote.

683  
684 (b) Membership

685  
686 Shall consist of the Chair of the Faculty Senate, who shall be chair of the Executive Committee; the  
687 Chair-Elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty  
688 Senate. A past-chair who has been appointed to a full-time administrative position will not be  
689 eligible to serve on the Executive Committee. When the immediate past-chair is unable or  
690 ineligible to serve, the Executive Committee shall consist of the Chair of the Faculty Senate, the

691 Chair-Elect of the Faculty Senate, and the Secretary of the Faculty. The Chair may appoint a  
692 parliamentarian to serve as an *ex officio* member of the Executive Committee if additional  
693 parliamentarian expertise is desired.

694  
695 (2) Committee on Faculty Concerns

696  
697 (a) Purpose

- 698  
699 (aa) Shall act as a board for continuous review of the broad area of faculty rights and  
700 responsibilities. Any recommendations and/or resolutions of the Committee shall be directed  
701 to the Faculty Senate for appropriate disposition.  
702
- 703 (bb) Shall, as directed by the Faculty Senate, discuss with the university administration matters  
704 pertaining to remuneration, professional advancement, faculty-administrator relationships, and  
705 working conditions.  
706
- 707 (cc) Shall serve as the vehicle through which the faculty, Faculty Senate, and administration may  
708 initiate issues or matters of concern for discussion and consideration.  
709
- 710 (dd) Shall invite the submission and receive items of concern from faculty members,  
711 administrators, or groups of the same for discussion.  
712
- 713 (ee) Shall gather data from appropriate individuals or groups to be used in making a determination  
714 as to whether each item submitted warrants consideration by the Faculty Senate.  
715
- 716 (ff) Shall use surveys and other appropriate instruments to provide information to supplement  
717 informal communications about faculty concerns.  
718
- 719 (gg) Shall conduct a survey of the morale of all full-time faculty during the fall semester of even-  
720 numbered years. A report to include an analysis of survey results and any appropriate  
721 recommendations arising from the survey shall be distributed to the Faculty Senate members  
722 in time to be included on the agenda for the February session. To facilitate comparison with  
723 earlier surveys, data for ranked faculty and unranked faculty shall be tabulated, analyzed, and  
724 reported separately.  
725
- 726 (hh) Shall conduct an Academic Administrators Assessment survey of all full-time faculty during  
727 the fall semester of odd-numbered years. A report to include analysis of survey results and  
728 any appropriate recommendations arising from the survey shall be distributed to the Faculty  
729 Senate members in time to be included on the agenda for the February session. To facilitate  
730 comparison with earlier surveys, data for department heads and deans shall be tabulated,  
731 analyzed and reported separately.  
732

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

- 734  
735 (aa) The Committee on Faculty Concerns shall consist of two representatives from each college, as  
736 well as representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>.  
737 The Chair-Elect of the Faculty Senate shall serve as an *ex officio* member without vote. The  
738 Chair-Elect of the Faculty Senate shall call the first meeting each year and shall preside over

739 that meeting until the members elect a chair from within.  
740

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

753 (cc) At the earliest possible session in the spring semester of each of the previously named college  
754 councils, each college council shall elect one faculty nominee per vacancy to serve on the  
755 Committee on Faculty Concerns. The chair of the college council will prepare a ballot of all  
756 departmental nominees of that college. Voting shall be by secret ballot, and each voting  
757 council member shall vote for one college faculty member per vacancy. The college faculty  
758 member receiving the most votes shall serve as a member of the Committee on Faculty  
759 Concerns. The remaining roster of departmental nominees shall serve as a replacement pool,  
760 should a vacancy occur. The council chair shall, in writing, notify the Secretary of the  
761 Faculty of the outcome of the election.  
762

763 (dd) Members normally serve three-year terms, but the Faculty Senate Executive committee may  
764 stagger terms as needed so that approximately one-third of the committee is replaced each  
765 year. If for any reason a permanent vacancy (one semester or more) occurs among the college  
766 representatives on the Committee on Faculty Concerns, the college council where the vacancy  
767 occurred shall elect a replacement from the list of departmental nominees as specified above  
768 (Section 2, (b), (cc)).  
769

### 770 (3) Committee on Academic Relations 771

#### 772 (a) Purpose 773

774 (aa) Shall review institutional quality of academic standards and instructional methodology.  
775

776 (bb) Shall evaluate and promote faculty development programs and procedures.  
777

#### 778 (b) Membership 779

780 Members and the committee chair are appointed by the Chair of the Faculty Senate. The Senate Chair-  
781 Elect shall be an *ex officio* member of the Academic Relations Committee without vote. In addition,  
782 the Registrar or his/her designee shall serve as an *ex-officio* member of the Academic Relations  
783 Committee without vote.  
784

### 785 (4) Committee on University Budget & Priorities 786

- 787 (a) Purpose  
788  
789 (aa) Shall help ensure that the university's budget reflects its priority of high-quality academics.  
790 Logically, this includes ensuring that the faculty are paid competitive salaries and that faculty  
791 hiring keeps pace with enrollments.  
792  
793 (bb) Shall every year produce a report card to be presented to the Senate, posted on the Senate's  
794 website, and sent to all faculty. The report card should summarize pertinent data including  
795 faculty salaries compared to CUPA averages and medians. The report card should note  
796 recent and long-run trends with respect to ranked and unranked faculty and staff salaries.  
797 The report card should also summarize the number of equity adjustments given in the  
798 previous year, by count and by total value, for faculty, staff and administrators, respectively.  
799 The data for the report card should reflect data published by the administration in, for  
800 example, budgets and budget requests, Human Resources' salary surveys, and the Key  
801 Performance Indicators. The presentation to the Faculty Senate should occur in the fall,  
802 preferably during the October meeting.  
803  
804 (cc) Shall every year oversee the update of the Institutional Research personnel database to  
805 maintain consistency with the previous years' format. Annually, an abbreviated report of  
806 personnel proportions will be presented to the Faculty Senate, preferably during the March  
807 meeting. This abbreviated report will identify and describe the student-personnel ratios for the  
808 most recent update to the Institutional Research personnel database.  
809  
810 Every fifth year, beginning in 2020-21, a comprehensive report of personnel hiring trends  
811 across the Missouri State University system will be presented before the Faculty Senate  
812 during the April meeting. This comprehensive report will follow the format of the 2017-18 ad  
813 hoc Committee on Personnel Hiring Trends including data analysis which identifies and  
814 describes the absolute and relative growth/decline in personnel categories, the current and  
815 historic proportions of the personnel categories within the entire personnel of the university,  
816 and the trends in student-personnel ratios for the personnel categories used in the database.  
817  
818 (dd) Should assist appropriate university bodies in identifying and articulating Faculty Senate  
819 concerns about budgeting and planning priorities, and should help with monitoring and  
820 reporting progress, or the lack of progress, towards goals reflecting these priorities.  
821  
822 (ee) Shall every year report on student credit hour (SCH) production and ranked and unranked  
823 faculty utilization, as reflected in review the Faculty Descriptors and Productivity Comparison  
824 Summary. The committee's report should summarize recent and long-run trends. The  
825 university report is completed in late fall, thus, the presentation to the Faculty Senate should  
826 occur in the early spring, preferably January.  
827  
828 (ff) Shall examine all proposals for intercollegiate programs, general education courses or other  
829 major initiatives with possible budgetary implications before the Faculty Senate and report to  
830 the Chair of the Faculty Senate the examination results prior to the proposals being voted on.  
831  
832 (b) Membership  
833 The Committee on University Budget & Priorities of the Faculty Senate shall consist of  
834 representatives from each college and additional representatives as defined in

835 <http://www.missouristate.edu/facultysenate/entities.htm>. A ranked faculty member shall be  
836 elected by his or her respective college councils, based on a nomination from each academic  
837 department within that college, at the earliest possible session of the college council in the  
838 spring semester, and serve a three-year term. A committee member may be elected to more  
839 than one three-year term. Membership shall be staggered. Any unforeseen vacancy on the  
840 committee shall be filled by the same election process; such election shall occur at the earliest  
841 possible session of the appropriate council following the vacancy. In addition to faculty  
842 members, one institutional research staff member and the university chief financial officer  
843 (CFO) will be *ex officio* members of the committee to help provide technical support and  
844 advice to help the committee produce the Hiring Trend report. The Chair-Elect of the Faculty  
845 Senate shall call the organizational session of the committee within seven (7) school days after  
846 the first Fall Faculty Senate session and preside until the membership has elected a chair who  
847 shall serve a one-year term and may be reelected for succeeding terms.  
848

849 (5) Committee on Rules

850  
851 (a) Purpose

852  
853 (aa) Shall review organization and operational procedures of the Faculty Senate as provided for by  
854 the *Constitution and Bylaws of the Faculty*.

855  
856 (bb) Shall prepare proposals for amendments to the *Constitution and Bylaws* to be voted on by the  
857 Faculty Senate and/or faculty of the university.  
858

859  
860 (b) Membership

861  
862 Members and the committee chair are appointed by the Chair of the Faculty Senate. The Secretary  
863 of the Faculty and the Parliamentarian (if one was appointed) shall be *ex officio* members of the  
864 Rules Committee without vote.  
865

866 (6) Committee on Judicial Review

867  
868 (a) Purpose

869  
870 (aa) Shall adjudicate in questions of interpretation of the *Constitution and Bylaws of the Faculty*.

871  
872 (bb) Shall consider questions originating from any faculty member when presented through the  
873 Chair of the Faculty Senate.  
874

875 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for  
876 Faculty Senate membership.  
877

878 (b) Membership

879  
880 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not  
881 hold full-time administrative positions. The most immediate past chair of the Faculty Senate who  
882 is serving on this committee shall serve as chair of the committee.



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(7) Committee on Citizenship and Service Learning

(a) Purpose

- (aa) Shall advise departments regarding departments' proposed attachment of service learning components to existing courses as part of the Citizenship and Service Learning program in order to ensure compliance with the service learning course criteria established in Faculty Senate Action 10-95/96, which created the Citizenship and Service Learning program.
- (bb) Shall monitor the service learning courses and program to ensure compliance with established service learning criteria.
- (cc) Shall periodically review service learning courses, program, and assessment data and recommend changes to the Faculty Senate.
- (dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service Learning program.
- (ee) Shall report annually to the Faculty Senate.

(b) Membership

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

(8) Committee on Honorary Degrees

(a) Purpose

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

- (aa) Nominations are to be sought from the entire University Community. Nominations are to be made confidentially and are to remain confidential throughout the selection process.
- (bb) An honorary degree is a symbol of recognition and respect; it is not recognized as an earned degree. The committee should feel no pressure to select an honoree in any given year if it does not receive any nominations it deems worthy of this type of honor.
- (cc) The honoree must be living at the time of selection and will receive the honor at the spring commencement. If an honoree dies during the interim between selection and the spring

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

970 (b) Membership

971  
972 The Committee on Honorary Degrees shall comprise the following: one faculty member from each  
973 academic college appointed by the Chair of the Faculty Senate; one faculty member from each  
974 entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>, appointed by the  
975 Chair of the Faculty Senate; the dean of the Graduate College or an appointed representative; the  
976 Provost or an appointed representative; and one student selected from either the Honors College or  
977 the Graduate College. The Chair of the Faculty Senate shall appoint one of the faculty  
978 representatives to serve as chair of the committee. The Past-Chair of the Faculty Senate shall serve  
979 on the Committee on Honorary Degrees as an *ex officio* member without vote.  
980

981  
982 (9) Committee on Faculty Benefits  
983

- 984 (a) Purpose  
985  
986 (aa) Shall maintain communication with personnel in the Office of Human Resources concerning  
987 current faculty benefits.  
988  
989 (bb) Shall prepare an annual report on the status of faculty benefits, to be submitted to the Faculty  
990 Senate during the Spring semester and presented no later than the April Session, that includes:  
991 (i) A comparative review of benefits provided or available to faculty at MSU and benefits  
992 offered to faculty at other state and peer institutions.  
993 (ii) A review of data from the Faculty Concerns survey addressing satisfaction with faculty  
994 benefits.  
995 (iii) A summary of feedback solicited from the faculty about current and desired benefits.  
996 (iv) A list of Committee recommendations, if any.  
997  
998 (b) Membership  
999  
1000 (aa) The Committee on Faculty Benefits shall include one representative from each undergraduate  
1001 college and one representative from each entity so identified in  
1002 <http://www.missouristate.edu/facultysenate/entities.htm>. Eligible college representatives  
1003 include ranked faculty. College representatives shall be appointed by the Chair of the  
1004 Faculty Senate. The Chair of the Faculty Senate shall choose members with interest in  
1005 benefits. The Associate Director of Human Resources in charge of Benefits, or a designee of  
1006 the Associate Director, and the Chair-Elect of the Faculty Senate shall be ~~an~~ *ex officio*  
1007 members without vote.  
1008  
1009  
1010 (bb) College representatives shall serve for a term of three (3) years and may be reappointed  
1011 indefinitely. Terms shall be staggered so that one-third of the membership is appointed each  
1012 year.  
1013  
1014 (cc) The Chair of the Faculty Senate shall appoint one of the college representatives to serve as  
1015 chair of the Committee on Faculty Benefits.  
1016  
1017  
1018 (10) Study Away Advisory Committee  
1019  
1020 (a) Purpose  
1021  
1022 (aa) Shall meet on a regular basis (as determined necessary by committee members and the Study  
1023 Away Office) to award exploratory travel away funds to faculty who have completed all  
1024 application requirements for such, and to determine the winners of the annual Award for  
1025 Excellence in Study Away Programming.  
1026  
1027 (bb) Shall serve as an advisory committee to the director of the Study Away Office.  
1028  
1029 (cc) Shall serve as an advisory resource for faculty, department heads, and deans who wish to  
1030 consult the committee regarding their own Study Away programs.  
1031

- 1032 (b) Membership  
1033  
1034 (aa) The Study Away Advisory Committee shall include seven (7) full-time faculty members  
1035 from at least four different colleges of the University, appointed by the Chair of the Faculty  
1036 Senate (or their designee) after consultation with the Director of the Study Away Office.  
1037 The Chair of the Faculty Senate shall strive to appoint a majority of committee members  
1038 with experience leading a Study Away trip. The Director of the Study Away Office **and the**  
1039 **Past-Chair of the Faculty Senate** shall serve as *ex officio* members without vote.  
1040  
1041 (bb) Members shall serve for a term of three (3) years and may be reappointed for one succeeding  
1042 term. Terms shall be staggered so that approximately one-third of the members are replaced  
1043 or reappointed each year. (cc) The Chair of the Faculty Senate shall appoint the  
1044 chairperson of the committee.  
1045
- 1046 (11) Committee on Policy Review  
1047  
1048 (a) Purpose  
1049  
1050 (aa) Shall meet up to twice monthly to discuss pending policies under consideration by university  
1051 leadership and to review current content in the university Policy Library.  
1052  
1053 (bb) Shall identify current and emerging content in the university Policy Library (excluding the  
1054 Faculty Handbook) that should be reviewed by the Faculty Handbook Revision Committee or  
1055 warrants further review by the faculty.  
1056  
1057 (cc) Shall prepare and present periodic reports with recommendations to the Faculty Senate  
1058 regarding policies being referred to the Faculty Handbook Revision Committee, pending  
1059 operating policies (OP) under consideration by university leadership, and other Policy Library  
1060 content that should be further reviewed by the faculty.  
1061
- 1062 (b) Membership  
1063  
1064 (aa) The Chair of the Faculty Senate, the Chair-Elect of the Faculty Senate, and the Chair of the  
1065 Faculty Handbook Revision Committee shall be members of the Policy Review Committee.  
1066  
1067 (bb) A minimum of three additional faculty members will be appointed by the Chair of the Faculty  
1068 Senate, so as to provide representation from various academic colleges. These additional  
1069 faculty members will serve a two year term and may be reappointed for up to two consecutive  
1070 terms. One of these faculty members will be appointed by the Chair of the Faculty Senate to  
1071 serve as committee chair.  
1072  
1073 (cc) The Student Government Association shall provide a representative to the committee who  
1074 will be *ex officio* without vote.  
1075  
1076 (dd) The Director of Human Resources, the Provost, a representative from the Registrar's office,  
1077 and Chief General Counsel will be *ex officio* members without vote.  
1078  
1079

1080 (12) Committee of Past Senate Chairs

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(a) Purpose

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

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

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

(b) Membership

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

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

C Ad Hoc Committees

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

(1) Purpose

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

(2) Membership

Appointed by the Chair of the Faculty Senate.

D Committee Responsibilities

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

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

1126 **SEC 10 Councils of the Faculty Senate**

1127

1128 A Definition and Duties of Councils

1129

1130 Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are  
1131 empowered by the Senate to review curricular proposals and either reject them or recommend their approval  
1132 to the Senate. Some Councils have secondary functions outside of the curricular process. The Councils of  
1133 the Faculty Senate include the College Councils (one for each discipline-based undergraduate college),  
1134 Graduate Council, the Council on General Education and Intercollegiate Programs (CGEIP), and the  
1135 Educator Preparation Provider Council (EPPC). The establishment, operation, and specific duties of these  
1136 Councils are described in Articles II-V of the Bylaws.

1137

1138 B Council Responsibilities

1139

1140 Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils shall discharge  
1141 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges  
1142 designated by the Faculty Senate or its Executive Committee. Faculty Senate Councils may initiate  
1143 special charges only with the approval of the Executive Committee of the Faculty Senate.

1144

1145 C Council Actions

1146

1147 Council Actions include all formal recommendations or decisions made by a Council in response to its  
1148 charges. Council Actions include rejections of curricular proposals, recommendations to approve curricular  
1149 proposals, and all formal recommendations and decisions made while engaged in non-curricular duties.

1150

1151 D Challenges and Appeals of Council Actions

1152

1153 The ranked faculty of the University shall have the inherent right to challenge and appeal Council Actions as  
1154 described in ART VII SEC 2 and ART VII SEC 3 of these Bylaws.

1155

1156 **SEC 11 Non-Senate Bodies in which Senate Plays a Role**

1157

1158 A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-  
1159 Student Judicial Commission. The nominations of persons of faculty rank for service on the Commission  
1160 shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees  
1161 numbering at least twice the number of positions to be filled will be prepared by the Secretary of the  
1162 Faculty which will include at least two names of ranked faculty from each undergraduate college as  
1163 nominated by their college council. This list of nominees shall be presented as the election ballot for  
1164 faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as  
1165 many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and  
1166 report the results.

1167

1168 B University Hearing Committee. The Faculty Senate elects the members of the University Hearing  
1169 Committee as described in section 12.4.1.1. of the Faculty Handbook.

1170

1171

1172 **ART II COLLEGE COUNCILS**

1173

1174 **SEC 1 Establishment of College Councils**

1175  
1176 As an integral part of Faculty Senate structure, each discipline-based undergraduate college faculty within the  
1177 university shall organize a college council.  
1178

1179 **SEC 2 Purpose of College Councils**

1180  
1181 The primary purpose of each discipline-based undergraduate college council is to act upon curricular matters  
1182 that are referred to it by academic departments within the college.  
1183

1184 **SEC 3 Powers of College Councils**

1185  
1186 Each discipline-based undergraduate college council is empowered to recommend the approval of a  
1187 departmental curricular proposal or reject and return a proposal to the originator.  
1188

1189 **SEC 4 Membership of College Councils**

1190  
1191 A A discipline-based undergraduate college council shall consist of one member from each academic  
1192 department of the college, and one student representative, majoring in a discipline in that college.\* Both the  
1193 academic dean of the college and the student representative shall be *ex officio* members of the college  
1194 council without vote. The Chair of the Faculty Senate may attend the session of any college council as an *ex*  
1195 *officio* member without vote.

1196  
1197 \* For purposes of this section only, any student working toward a Bachelor of Science in Education degree  
1198 may be considered a major in Education.  
1199

1200 B Each college council member shall serve for a term of two years and may be reelected for one immediately  
1201 succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.  
1202 Department heads are not eligible for election except in the case where a department head is the only  
1203 member of an academic department.  
1204

1205 **SEC 5 Election of Members to College Councils**

1206  
1207 A On the same date as the election of departmental representatives to the Faculty Senate, the eligible faculty in  
1208 each academic department within each discipline-based undergraduate college shall elect, by and from the  
1209 eligible faculty in that academic department, a college council representative. Eligible faculty are ranked  
1210 faculty, as well as those instructors and clinical faculty who have served no less than two consecutive  
1211 academic years at Missouri State University by the September session of their term. The academic  
1212 department head will prepare a ballot of all eligible faculty within the academic department and conduct the  
1213 election. Voting shall be by secret ballot and each voting faculty member shall vote for one member within  
1214 the academic department. The academic department head shall, in writing, notify the academic dean of the  
1215 college and the Secretary of the Faculty of the outcome of the election.  
1216

1217 B An undergraduate student representative shall be selected by the faculty of each college to be a member of  
1218 each discipline-based undergraduate college council for a one-year term.  
1219

1220 C At the beginning of the spring semester, the faculty in each academic department within each undergraduate  
1221 college shall elect, from the undergraduate majors within each academic department, two nominees for the

1222 student representative of each College Council. Nominees must have completed a minimum of 75 credit  
1223 hours and be in good academic standing. The academic department head will prepare a ballot of all eligible  
1224 students within each academic department and conduct the election. Voting shall be by secret ballot, and  
1225 each voting faculty member shall vote for up to two students. The academic department head shall contact  
1226 the selected students to determine their willingness to serve. Should a student refuse, then the student  
1227 receiving the next highest number of votes will be contacted. This process shall continue until two students  
1228 accept the nomination. The academic department head shall, in writing, notify the academic dean of the  
1229 college and the chair of the college council of the outcome of the election.  
1230

1231 D At the first organizational meeting of each year's new college council, the voting members shall elect one  
1232 student from the nominees submitted by the departments to serve on the college council. The outgoing chair  
1233 of each college council will prepare a ballot of all nominees as elected by the departments. Voting shall be  
1234 by secret ballot, and each voting council member shall vote for one student representative. The student  
1235 receiving the most votes shall be elected to serve as a member of the college council for a one-year term.  
1236 The new chair of the college council will then notify the student of their election. Should the student refuse,  
1237 then the student receiving the next highest number of votes will be contacted. This process shall continue  
1238 until a student has accepted the position. Upon acceptance, the college council chair shall, in writing, notify  
1239 the Secretary of the Faculty and the chair of the SGA of the outcome of the election.  
1240

1241 E Vacancy  
1242

1243 (1) If the duly-elected departmental unit representative on a college council is subsequently elected as Chair  
1244 or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs  
1245 shall elect a new member to the affected college council for a one-year term.  
1246

1247 (2) If for any reason a permanent vacancy (one semester or more) occurs on a college council, its chair shall  
1248 immediately notify the appropriate administrator for the academic department without representation  
1249 which shall elect a replacement by the election process provided above. If the vacancy is a student  
1250 position, the replacement will be selected as provided above.  
1251

1252 (3) A college council member who serves during a leave or an unexpired term shall be considered as having  
1253 served an elected term for the purpose of eligibility for reelection.  
1254

1255 F Newly-elected college council members shall take office at the first session following their elections.  
1256

## 1257 **SEC 6 Election of College Council Chair** 1258

1259 A Within seven (7) school days after the annual election of college council members, each college council  
1260 shall meet to elect a chair. The appropriate academic dean shall call the session and preside until the voting  
1261 members have elected a chair from among the ranked faculty of each respective college council, who shall  
1262 serve a one-year term, and may be reelected for one immediately succeeding term but shall not then be  
1263 eligible for reelection until after the lapse of an intervening year.  
1264

1265 B In case a vacancy occurs in the office of chair of a college council, the appropriate dean shall call for the  
1266 election of a new chair at the next college council session.  
1267

## 1268 **SEC 7 Duties of College Council Chair** 1269



- 1270 A The chair of a college council shall preside at all sessions of the council and shall supervise the functioning  
 1271 of the council.  
 1272
- 1273 B The minutes of each college council session shall be recorded and distributed by the secretary in the office  
 1274 of the appropriate dean.  
 1275
- 1276 C At the first college council meeting of the academic year, the chair shall provide a copy of the council's  
 1277 current rules to each council member.  
 1278
- 1279 D After the college council's last meeting of an academic year, but before the end of the spring semester, the  
 1280 chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the  
 1281 Faculty.  
 1282

### 1283 **SEC 8 Sessions of College Councils**

- 1284
- 1285 A In addition to the organizational session, each college council shall meet during the first or second month of  
 1286 the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined  
 1287 by the chair.  
 1288
- 1289 B The time, the date, and the place of all sessions of each college council shall be announced on the Faculty  
 1290 Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made  
 1291 through the Faculty Senate office. The chairs of the college councils shall forward to the Faculty Senate  
 1292 office a request for publication of the announcements.  
 1293
- 1294 C The chair of each college council shall direct the distribution of the agenda together with all proposals for  
 1295 council consideration in writing to each college council member, to all department heads of the university,  
 1296 and to all academic deans of the university and will ensure that they are received at least five (5) school days  
 1297 before each college council session. Proposals for college council consideration which have not been  
 1298 previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds  
 1299 of the entire college council membership.  
 1300
- 1301 D The chair of each college council shall submit the agenda of all college council sessions to the chair of the  
 1302 Faculty Senate at least five (5) school days before the college council session.  
 1303
- 1304 E The chair of each college council shall place a copy of the minutes of each session of that council in a  
 1305 permanent file in the Faculty Senate office within one week after the college council session. The minutes  
 1306 of each college council session shall be available to all interested parties.  
 1307
- 1308 F Any member of a college council may receive a roll call or ballot vote on any matter by so requesting.  
 1309
- 1310 G Any non-member attending a session of a college council may speak with the consent of the chair of the  
 1311 group involved. These persons shall have no vote.  
 1312
- 1313 H In case of the necessary absence of an elected representative from a college council session, the absent  
 1314 member may choose a member of the respective academic department to serve. Substitutions shall be  
 1315 cleared with the chair of the college council prior to the applicable session. Each substitute shall have a  
 1316 vote.  
 1317

1318 **SEC 9 Duties of College Councils**

1319  
1320 A college council shall receive, review, and act upon curricular proposals as described in ART VI SEC 4.  
1321

1322 **SEC 10 Challenges and Appeals of College Council Actions**

- 1323  
1324 A The ranked faculty members of each academic college have an inherent right to challenge any Action of  
1325 their College Council, as set forth in ART VII SEC 2 of these Bylaws.  
1326  
1327 B The ranked faculty members of the University have an inherent right to appeal any Action of any College  
1328 Council, as set forth in ART VII SEC 3 of these Bylaws.  
1329

1330 **SEC 11 College Council Rules**

1331  
1332 Every College Council shall adopt, by a majority vote of the ranked faculty in its college, rules governing its  
1333 deliberations and activities in connection with the carrying out of its responsibilities related to curricular matters  
1334 and the curricular process as set forth in the Constitution and Bylaws of the Faculty. These rules must be  
1335 consistent with the Constitution and Bylaws of the Faculty, and must include (1) a provision requiring that new  
1336 courses be approved prior to, and independently from, new program proposals of which they are a part, and (2)  
1337 the procedures by which the council's rules may be amended.  
1338  
1339

1340 **ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

1341  
1342 **SEC 1 Establishment of the Educator Preparation Provider Council**

1343  
1344 As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be  
1345 established.  
1346

1347 **SEC 2 Purpose of the Educator Preparation Provider Council**

1348  
1349 The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures  
1350 that ensure educator preparation programs at Missouri State University (MSU) meet state and national  
1351 guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation  
1352 Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such  
1353 that educator preparation programs are offered in each of the six academic colleges. The EPP was established  
1354 to encompass all educator preparation certification programs across the various colleges.  
1355

1356 **SEC 3 Responsibilities of the Educator Preparation Provider Council**

- 1357  
1358 A Develops policy and makes recommendations concerning educator preparation programs.  
1359  
1360 B Conducts on-going reviews of all educator preparation programs and participates in the preparation of  
1361 accreditation reports.  
1362  
1363 C Monitors changing regulations and accreditation standards and makes recommendations for program  
1364 revisions to accommodate new requirements.

- 1365
- 1366 D The EPPC reviews proposals for substantive changes to educator preparation programs and courses as
- 1367 described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate
- 1368 for approval.
- 1369
- 1370 E Promotes collaboration among and ensures professional development opportunities for members of the EPP
- 1371 and between EPP and the public schools to enhance the quality of educator preparation.
- 1372
- 1373 F Ensures curricular coherence in educator preparation.
- 1374
- 1375 G Develops quality control procedures for educator preparation programs.
- 1376
- 1377 H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or
- 1378 requirement and makes recommendations.
- 1379
- 1380 I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are
- 1381 consistent with national, regional, state, and university standards and requirements.
- 1382

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

- 1383
- 1384
- 1385 A An EPPC member who represents the faculty must be a member of the EPP.
- 1386
- 1387 B 1 The EPPC shall include at least one EPP faculty member from each academic department, or special
- 1388 academic program, and from each entity so identified in
- 1389 <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All
- 1390 departments, or special academic programs, are required to have at least one representative.
- 1391 Departments, or special academic programs, with more than 250 combined graduate and undergraduate
- 1392 teacher education majors have the option of electing one representative per 250 majors in teacher
- 1393 education. If an academic department, special academic program, or entity so identified in
- 1394 <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then
- 1395 its head may serve as an ex officio EPPC member without voting privileges. The BSED-Secondary
- 1396 Oversight Committee is not considered to be a special academic program and does not have separate
- 1397 representation on EPPC.
- 1398
- 1399 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two
- 1400 consecutive terms but following the second term shall not be eligible to serve until after the lapse of an
- 1401 intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive
- 1402 year as a EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon
- 1403 completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse
- 1404 of an intervening year. A second exception shall be those academic departments in which only one or
- 1405 two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
- 1406
- 1407 C Three school teachers (elementary, secondary, K12) from the community and one full-time school
- 1408 administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve
- 1409 two consecutive terms of two years each, but following the second term shall not be eligible to serve until
- 1410 after the lapse of an intervening year. These members shall be full voting members except they shall be
- 1411 excluded from discussions and decisions regarding confidential personnel matters.
- 1412

- 1413 D Membership shall also include two Missouri State University undergraduate students and two Missouri State  
 1414 University graduate students. Student members shall serve a term of two years as full voting members.  
 1415 They shall be excluded from discussions and decisions regarding confidential personnel matters.  
 1416
- 1417 E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without  
 1418 voting privileges. The administrator responsible for DESE and CAEP accreditation process shall also serve  
 1419 as *ex officio* member to the EPPC without voting privileges.  
 1420

1421 **SEC 5 Election of Members to the Educator Preparation Provider Council**  
 1422

- 1423 A Each academic department/unit that offers a educator preparation program shall elect one representative  
 1424 who is a member of the EPP as the departmental representative and forward the name to the Chair of the  
 1425 EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more  
 1426 undergraduate education programs shall elect two additional members and forward the names to the chair of  
 1427 the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined  
 1428 graduate and undergraduate teacher education majors have the option of electing additional representatives  
 1429 as described above.  
 1430
- 1431 B The President of the Student Government Association shall select one full-time undergraduate student who  
 1432 has been admitted into an educator preparation program at Missouri State University to serve a two-year  
 1433 term.  
 1434
- 1435 C The President of the Graduate Student Senate shall select one full-time graduate student who has been  
 1436 admitted into an educator preparation program at Missouri State University to serve a two-year term.  
 1437
- 1438 D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the  
 1439 community and one full-time school administrator from the community to the EPPC by May 1. The  
 1440 representative shall be elected to a two-year term by the EPPC at the organizational session in May.  
 1441
- 1442 E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will  
 1443 immediately request the election of a replacement according to the election process indicated in this section.  
 1444

1445 **SEC 6 Election of Chair-Elect – Educator Preparation Provider Council**  
 1446

- 1447 A Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards,  
 1448 state certification requirements, and university governance. The nominees will be presented to the EPPC  
 1449 no later than the March session.  
 1450
- 1451 B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March  
 1452 session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than  
 1453 April 1.  
 1454
- 1455 C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-Elect of the  
 1456 EPPC.  
 1457
- 1458 D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.  
 1459
- 1460 E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected

1461 EPPC and the newly elected Chair-Elect shall assume duties as Chair-Elect.

1462

1463 F In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.

1464

1465 G In case a vacancy occurs in the office of Chair-Elect, the EPPC shall elect a new Chair-Elect at its next  
1466 session. Notification of the pending election shall be made as part of the agenda for the session.

1467

## 1468 **SEC 7 Duties of Officers – Educator Preparation Provider Council**

1469

1470 A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC  
1471 and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint  
1472 members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a  
1473 delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum  
1474 Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative  
1475 meetings without voting privilege. (These meetings are for informational sharing, oversight and when  
1476 needed policy making of educator preparation items across colleges). The chair of the EPPC also shall  
1477 consider and in some manner address any suggestions, or other matters directed to the EPPC by any member  
1478 or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters  
1479 are dealt with in an appropriate manner.

1480

1481 B The Chair-Elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in  
1482 supervision of the working of the EPPC in such manner as directed by the EPPC or the Chair; shall serve on  
1483 the Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc*  
1484 committees of the EPPC without voting privileges.

1485

1486 C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair  
1487 shall review current bylaws and the EPP membership process to ensure continuity and updating.

1488

1489 D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the  
1490 Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national  
1491 accreditation requirements; maintain all documents needed for CAEP/DESE visitations; and prepare the  
1492 yearly reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for  
1493 the Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and  
1494 distribution of the minutes for all sessions of the EPPC.

1495

1496 E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC  
1497 Executive Committee. The Director of Secondary Education facilitates the effective operation of the  
1498 Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED)  
1499 Oversight Committees or other governance committee structures focusing on K-12 and secondary programs.  
1500 The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non-  
1501 voting *ex officio* member.

1502

## 1503 **SEC 8 Sessions of Educator Preparation Provider Council**

1504

1505 A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the  
1506 Faculty Senate office.

1507

1508 B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the

1509 session shall be announced on the EPPC web page a minimum of five working days prior to the session.

1510  
1511 C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for  
1512 EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy  
1513 of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the  
1514 exception of personnel matters, be made available to any interested party. Proposals for EPPC  
1515 consideration which have not been previously distributed as agenda items may be considered at EPPC  
1516 sessions with an approving vote of two-thirds of the council membership present.

1517  
1518 D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working  
1519 days before the EPPC session. The agendas shall be made available to all interested parties.

1520  
1521 E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office.  
1522 The minutes of each EPPC session shall be available to all interested parties.

1523

## 1524 **SEC 9 Duties of the Educator Preparation Provider Council**

1525  
1526 A The EPPC shall recommend approval of a curricular proposal or reject and return a curricular proposal to  
1527 the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the  
1528 EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without  
1529 motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to  
1530 the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular  
1531 proposals recommended by the EPPC shall be forwarded to the Graduate Council.

1532  
1533 B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP  
1534 students, and EPP programs for purposes of maintaining compliance with state and national accreditation  
1535 guidelines.

1536

## 1537 **SEC 10 Appeals of Educator Preparation Provider Council Actions**

1538  
1539 The ranked faculty members of the University have an inherent right to appeal any EPPC Action, as set forth in  
1540 ART VII SEC 3 of these Bylaws.

1541

## 1542 **SEC 11 Committees of the Educator Preparation Provider Council**

1543

1544 A Faculty appointed to EPPC committees shall be members of the EPP.

1545

1546 B The following standing committees will be established and the duties of each are as follows:

1547

1548 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and  
1549 accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a  
1550 slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-  
1551 Elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the  
1552 Director of Secondary Education and the administrator responsible for DESE and the CAEP  
1553 accreditation process are non-voting *ex officio* members.

1554

1555 2 The Committee on Program Review shall establish and carry out a periodic review with a written report  
1556 for each accredited program in order to affirm that the programs are in compliance with current

- 1557 Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation  
1558 standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation  
1559 process will serve as *ex officio* member of this committee.  
1560
- 1561 3 The Committee on Membership and Professional Development shall review all applications and five-  
1562 year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The  
1563 Committee will also review the needs of the staff and faculty and make recommendations for  
1564 professional development opportunities. The Committee will assist in coordination of professional  
1565 development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.  
1566
- 1567 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the  
1568 committee shall evaluate and report on the alignment of EPP education programs' diversity components  
1569 with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President  
1570 for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural  
1571 Student Services Office, one representative from each of the EPP education programs (colleges with  
1572 more than one program shall appoint at least one representative), representatives from student  
1573 organizations of historically underrepresented groups, and community members.  
1574
- 1575 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal  
1576 submitted by a student concerning any Educator preparation program requirement except course  
1577 substitutions. The Appeals and Compliance Committee shall monitor student compliance with  
1578 alternative routes for admission to teacher education and make recommendations to the EPPC. The  
1579 Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements  
1580 and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one  
1581 representative from each college. The Committee on Appeals and Compliance shall include the chair  
1582 of the Committee on Membership and Professional Development; a minimum of one representative  
1583 from each college with an undergraduate teacher education program; two faculty representatives from  
1584 the College of Education; one faculty representative from the School of Agriculture; and one *ex officio*  
1585 non-voting representative from each of the following: Educator Preparation Provider and Secondary  
1586 Education Office and the Professional Education Advisement Center.  
1587  
1588
- 1589 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall  
1590 recommend rejection or approval by the deadlines published in the Faculty Senate session  
1591 schedule/planning calendar. The committee shall suggest corrections or changes to the originating  
1592 academic department or faculty oversight committee in order to expedite the curriculum review process  
1593 and shall make a recommendation to the EPPC regarding disposition for each proposal.  
1594
- 1595 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan,  
1596 the Strategic Plan, and make recommendations to insure the EPP is in compliance with current  
1597 philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with  
1598 the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee  
1599 shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding  
1600 Principles and other regulations. The committee shall conduct a periodic review of all EPPC /EPP  
1601 sanctioned websites and publications and present to the EPP on an annual basis. The committee shall  
1602 facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school  
1603 partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding  
1604 Principles Committee that academic year.

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- 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the EPPC. Every academic department having a BSED-Secondary Education program shall select a representative from their full-time EPP faculty. The Reading, Foundations and Technology department shall select two representatives from their full-time EPP faculty who have responsibility for core courses in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or his/her designee, the Director of Student Services, and a representative from the Education Field Experience office shall serve as non-voting, *ex officio* members of this committee. At the April session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting delegate to EPPC.
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- 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and Technology Department shall select two representatives from their EPP graduate faculty. The Director of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair-elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a voting member of EPPC representing an academic department, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on EPPC.
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1643
- C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these standing committees shall consist of at least one COE faculty EPP member and at least one EPP member from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of a EPPC standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC without voting privileges. Each college not represented by the chair or chair-elect have the option of appointing an EPP member from that College upon consultation with two EPPC members and the Executive Committee. All voting members must be members of the EPP. None may hold administrative appointments.
- 1644  
1645  
1646  
1647  
1648
- D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and submit them to the EPPC office, where they shall be archived on the EPP website. Committees making recommendations that directly affect any EPP program shall consult with EPP members in that program before bringing the recommendation to the EPPC for approval.
- 1649  
1650  
1651
- E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be organized from time to time on the initiative of the chair or as directed by the EPPC.



1652 **SEC 12 Amendments of *Bylaws***

1653  
1654 Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the  
1655 EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being  
1656 voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed  
1657 amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws*  
1658 not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and  
1659 voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting  
1660 shall be by secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate  
1661 Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.  
1662  
1663

1664 **ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE**  
1665 **PROGRAMS**

1666  
1667 **SEC 1 Establishment of Council on General Education and Intercollegiate Programs**

1668  
1669 As an integral part of the Faculty Senate structure, a Council on General Education and Intercollegiate Programs  
1670 shall be established.  
1671

1672 **SEC 2 Purpose of Council on General Education and Intercollegiate Programs**

1673  
1674 This Council shall act upon all curricular proposals affecting the General Education Program, undergraduate  
1675 courses and programs offered collaboratively by academic departments in two or more colleges, undergraduate  
1676 degrees offered by two or more colleges, and the general requirements for undergraduate certificates. This  
1677 Council shall also act on applications for admission to the Bachelor of General Studies degree program.  
1678

1679 **SEC 3 Powers of Council on General Education and Intercollegiate Programs**

1680  
1681 This council is empowered to recommend the approval of curricular proposals or reject and return proposals to  
1682 the originator, and to approve or deny applications for admission to the Bachelor of General Studies degree  
1683 program.  
1684

1685 **SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**

- 1686  
1687 A Reviews and acts upon general education course proposals to ensure compliance with established general  
1688 education course criteria. A recommendation for the approval of a course proposal will be forwarded to the  
1689 Secretary of the Faculty for review and disposition as described in ART VI.  
1690  
1691 B Reviews and acts upon changes in the general education program including changes in the general education  
1692 course and program criteria. A recommendation to approve changes will be forwarded to the Secretary of  
1693 the Faculty for review and disposition as described in ART VI.  
1694  
1695 C Periodically reviews the general education program and assessment data and recommends changes in the  
1696 general education program to the Faculty Senate.  
1697  
1698 D Oversees the relationships of the general education program with other parts of the curriculum and other

- 1699 curricular structures on campus.  
 1700  
 1701 E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals  
 1702 from the Honors College.  
 1703  
 1704 F Reviews and acts on proposals from academic departments and special academic programs affecting  
 1705 undergraduate degrees that are offered by two or more undergraduate colleges.  
 1706  
 1707 G Reviews and acts upon proposals from academic departments and special academic programs affecting the  
 1708 general requirements for undergraduate certificates.  
 1709  
 1710 H If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete  
 1711 undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general  
 1712 requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates  
 1713 a curricular proposal at its discretion.  
 1714  
 1715 I Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree  
 1716 program.  
 1717

## 1718 **SEC 5 Membership of Council on General Education and Intercollegiate Programs**

1719  
 1720 The Council shall comprise the following: two persons from each undergraduate college; one person from each  
 1721 entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>; and the Chair-Elect of the  
 1722 Faculty Senate, *ex officio* without vote. Members shall serve for a term of three (3) years and may be reelected.  
 1723 At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-  
 1724 third of the council has each term length. Thereafter, members shall serve staggered three (3) year terms, so  
 1725 that one-third of the membership shall be replaced each year. The Provost or a designee of the Provost shall be  
 1726 an *ex officio* member without vote. The Director of the Center for Assessment and Instructional Support shall be  
 1727 an *ex-officio* member without vote.  
 1728

## 1729 **SEC 6 Election of Members to Council on General Education and Intercollegiate** 1730 **Programs**

- 1731  
 1732 A At the beginning of the spring semester, the eligible faculty in each academic department within each  
 1733 undergraduate college shall elect, by and from the eligible faculty in that academic department, one nominee  
 1734 for each vacancy for service on the Council on General Education and Intercollegiate Programs. Eligible  
 1735 faculty are ranked faculty, as well as those instructors and clinical faculty who have served no less than two  
 1736 consecutive academic years at Missouri State University by the September session of their term. The  
 1737 academic department head will prepare a ballot of all eligible faculty within the academic department and  
 1738 conduct the election. Voting shall be by secret ballot, and each voting Faculty member shall vote for one  
 1739 member for each vacancy within the academic department. The academic department head shall, in  
 1740 writing, notify the academic dean of the college, chair of the college council, and the Secretary of the  
 1741 Faculty of the outcome of the election.  
 1742  
 1743 B At the earliest possible session in the spring semester of each of the previously named college councils, each  
 1744 college council shall elect one faculty nominee per vacancy to serve on the Council on General Education  
 1745 and Intercollegiate Programs. The chair of the college council will prepare a ballot of all departmental  
 1746 nominees of that college. Voting shall be by secret ballot, and each voting council member shall vote for

1747 one college faculty member per vacancy. The college faculty member receiving the most votes shall serve  
1748 as a member of the Council on General Education and Intercollegiate Programs. The remaining roster of  
1749 departmental nominees shall serve as a replacement pool, should a vacancy occur. The council chair shall,  
1750 in writing, notify the Secretary of the Faculty of the outcome of the election.  
1751

1752 C If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on  
1753 the Council on General Education and Intercollegiate Programs, the college council where the vacancy  
1754 occurred shall elect a replacement from the list of departmental nominees as specified above (Section 6B).  
1755

## 1756 **SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs**

1757

1758 The Chair-Elect of the Faculty Senate shall call the organizational session of the council within seven (7) school  
1759 days after the Faculty Senate organizational session and preside until the membership has elected a chair and a  
1760 secretary who both shall serve one-year terms and may be reelected for one immediately succeeding term but  
1761 shall not then be eligible for reelection until after the lapse of an intervening year.  
1762

## 1763 **SEC 8 Duties of Officers - Council on General Education and Intercollegiate Programs**

1764

1765 The chair of the Council on General Education and Intercollegiate Programs shall preside at all sessions of the  
1766 council and shall supervise the functioning of the council. The minutes of each council session will be recorded  
1767 and distributed by the secretary of the council.  
1768

## 1769 **SEC 9 Sessions of the Council on General Education and Intercollegiate Programs**

1770

1771 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the  
1772 chair at a time and place determined by the chair.  
1773

1774 B The time, the date, and the place of all sessions of the Council on General Education and Intercollegiate  
1775 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.  
1776 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Council  
1777 on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for  
1778 publication of the announcements.  
1779

1780 C The chair of the Council on General Education and Intercollegiate Programs shall direct the distribution of  
1781 the agenda together with all proposals for council consideration in writing to each council member, to all  
1782 department heads of the university, special academic program heads, and to all academic deans of the  
1783 university and will ensure that they are received at least five (5) school days before each council session.  
1784 Proposals for council consideration which have not been previously distributed as agenda may be  
1785 considered at council sessions with an approving vote of two-thirds of the entire council membership.  
1786

1787 D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5)  
1788 school days before the council session. These agenda shall be made available to all interested parties.  
1789

1790 E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the  
1791 minutes of each session of that council in a permanent file in the Faculty Senate office within one week after  
1792 the council session. The minutes of each council session shall be available to all interested parties.  
1793

1794 F Any member of this council may receive a roll call or ballot vote on any matter by so requesting.

1795  
1796 G Any non-member attending a session of the Council on General Education and Intercollegiate Programs  
1797 may speak with the consent of the chair.  
1798

## 1799 **SEC 10 Duties of Council on General Education and Intercollegiate Programs**

1800  
1801 The council shall recommend the approval of a curricular proposal or reject and return a proposal to the  
1802 originator. A proposal may be withdrawn from consideration without motion or vote by the originating units  
1803 before final disposition by the council upon specific request to the council chair. All curricular proposals  
1804 recommended for approval by the council shall be forwarded to the Secretary of the Faculty for disposition as  
1805 described in ART VI. The Council shall also approve or deny applications for admission to the Bachelor of  
1806 General Studies degree program.  
1807

## 1808 **SEC 11 Committees of the Council on General Education and Intercollegiate** 1809 **Programs**

1810 A The Bachelor of General Studies (BGS) Admissions Committee.

- 1811  
1812
- 1813 (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General  
1814 Studies degree program and shall approve or deny such applications.  
1815
  - 1816 (2) The voting members and chair of the BGS Admissions Committee shall be appointed by the chair of  
1817 CGEIP. The voting membership shall consist of a minimum of four ranked faculty from different  
1818 colleges/entities, one of whom must come from an education preparation program in one of the six  
1819 academic colleges. Voting members will serve two-year terms that are staggered such that not all terms  
1820 expire in the same year. Members may be reappointed for multiple terms. If no members of the  
1821 committee are serving on CGEIP, then the CGEIP chair will sit on the committee as *ex officio* without  
1822 vote. The Associate Provost for Student Development and Public Affairs and the Bachelor of General  
1823 Studies Advisor(s) from the Academic Advisement Center shall be *ex officio* members without vote.  
1824
  - 1825 (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in  
1826 which at least one completed application has been submitted no less than two weeks prior to the  
1827 scheduled meeting time.  
1828
  - 1829 (4) Approval of an application will require a 75% majority of the voting members.  
1830
  - 1831 (5) The Associate Provost for Student Development and Public Affairs will keep a written record of each  
1832 application that is reviewed, including whether the application was approved or denied and, if denied,  
1833 the reason(s) for the denial. The decision will be conveyed to the student and to the Assistant Director  
1834 of Interdisciplinary Programs in the Academic Advisement Center.  
1835
  - 1836 (6) The chair of the BGS Admissions Committee will submit a written annual report to the chair of CGEIP  
1837 who will forward the report to the Chair of the Faculty Senate.  
1838  
1839

## 1840 **SEC 12 Appeals of Council on General Education and Intercollegiate Programs Actions**

1841  
1842 The ranked faculty members of the University have an inherent right to appeal any Action of the Council on

1843 General Education and Intercollegiate Programs, as set forth in ART VII SEC 3 of these Bylaws.

1844

1845

## 1846 **ART V GRADUATE COUNCIL**

1847

### 1848 **SEC 1 Establishment of the Graduate Council**

1849

1850 As an integral part of the Faculty Senate structure, a Graduate Council shall be established.

1851

### 1852 **SEC 2 Purpose of the Graduate Council**

1853

1854 The primary purpose of the Graduate council is to act upon graduate level curricular matters that are referred to  
1855 it by academic departments.

1856

### 1857 **SEC 3 Powers of the Graduate Council**

1858

1859 The Graduate Council is empowered, for courses numbered 600 or higher, for graduate degree programs, for  
1860 graduate degrees, and for the general requirements for graduate certificates, to recommend approval of a  
1861 curricular proposal from an academic department or special academic program or to reject and return a proposal  
1862 to the originator. If so charged by the Senate Chair, the Graduate Council is also empowered to initiate  
1863 curricular proposals to add graduate degrees, delete graduate degrees, modify the requirements for existing  
1864 graduate degrees, and modify the general requirements for graduate certificates, or to investigate the merits of  
1865 such a proposed change and initiate a curricular proposal at its discretion. It must approve all members of the  
1866 graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the  
1867 Graduate College.

1868

### 1869 **SEC 4 Membership of the Graduate Council**

1870

1871 The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student  
1872 Senate; one member of the graduate faculty from each entity so identified in  
1873 <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate programs; and one  
1874 member of the graduate faculty from each academic department offering one or more graduate programs, or in  
1875 the case of an interdisciplinary program, a representative from the sponsoring entity. The term of office for  
1876 members of the Graduate Council is one year for the student representative and two years for each faculty  
1877 representative. A faculty representative to Graduate Council may be elected for two consecutive terms, but  
1878 following the second term shall not be eligible to serve until after the lapse of an intervening year. A person  
1879 elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as  
1880 chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council  
1881 until after the lapse of an intervening year. Department heads are not eligible for election except in the case  
1882 where an academic department head is the only graduate faculty member in an academic department. The  
1883 following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the  
1884 Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the  
1885 Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.

1886

### 1887 **SEC 5 Chair of the Graduate Council**

1888

1889 The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time

1890 of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an  
1891 organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College  
1892 (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate  
1893 Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After  
1894 serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a  
1895 lapse of an intervening year. Once the Chair is chosen, he/she becomes a non-voting member of the Graduate  
1896 Council (except in the case of a tie), and therefore, the academic department he/she represents shall elect a new  
1897 representative to the Graduate Council who will serve as that academic department's representative for the  
1898 duration of the Chair's term.  
1899

## 1900 **SEC 6 Sessions of the Graduate Council**

- 1901
- 1902 A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office,  
1903 usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions  
1904 of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee  
1905 shall preside.  
1906
- 1907 B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any  
1908 member of the Graduate Council for the transaction of only such business as stated in the call for the  
1909 session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of  
1910 one day prior to the special session.  
1911
- 1912 C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest  
1913 edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council. Sessions  
1914 of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive  
1915 Committee and guests invited by the Chair of the Graduate Council.  
1916
- 1917 D An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate  
1918 faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on  
1919 the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the  
1920 Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit  
1921 them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council  
1922 session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the  
1923 preparation of the agenda has conformed to the provisions outlined in this section.  
1924
- 1925 E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a  
1926 detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the  
1927 motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by  
1928 the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college  
1929 deans, associate and assistant deans, and all academic department heads.  
1930
- 1931 F In case of the necessary absence of an elected faculty representative from a Graduate Council session, the  
1932 absent member may choose a member of the represented entity to serve. In case of the necessary absence  
1933 of a student representative from a Graduate Council session, the President of the Graduate Student Senate  
1934 may appoint a substitute from the Graduate Student Senate. Both faculty and student substitutions shall be  
1935 cleared with the chair of the Graduate Council prior to the applicable session. Each substitute shall have a  
1936 vote.  
1937

1938 **SEC 7 Committees of the Graduate Council**

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- A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and duties of each are as follows:
- (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is responsible for : (a) reviewing all applications for graduate faculty status and making recommendations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for graduate faculty status; (d) communicating to appropriate programs all relevant policies of the Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a recommendation to the Graduate Council concerning the criteria for graduate faculty status and the appropriateness of the faculty when the Council is considering a new graduate program.
  - (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean a nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer, and expand scholarship and award opportunities of all kinds for graduate students.
  - (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. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular proposal be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records and Registration, and the Educator Preparation Provider Council.
  - (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible for reviewing any grievance other than for a curricular matter brought to the council by (a) a graduate student, (b) the Executive Committee of the Graduate Council, (c) the Graduate Council itself, (d) any member of the graduate faculty, or (e) the office of the Graduate Dean. The Grievance Committee makes a recommendation for disposition by the Graduate Council or the Graduate Dean. This includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts upon all appeals to decisions made by the Graduate Council Membership Committee and informs all involved parties of its decision. A membership decision of the Graduate Council Grievance Committee regarding an appeal is binding on the Council.
  - (5) Graduate Recruiting Committee. The Graduate Recruiting Committee is responsible for (a) monitoring growth of the graduate programs at the university; (b) working with departments throughout the university to streamline the graduate recruitment process; and (c) identifying effective recruitment practices, both on campus and elsewhere to suggest changes to the graduate recruitment process as university policies and practices change.
- B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the

1986 Chairs from each of the standing committees of the Graduate Council, and one other member of the  
1987 Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of  
1988 the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate  
1989 Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council  
1990 shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive  
1991 Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the  
1992 Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by  
1993 the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program  
1994 planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to  
1995 graduate education at Missouri State University not delegated to the standing committees of the Graduate  
1996 Council; and (5) recommend specific proposals to be debated by the Graduate Council.

1997  
1998 C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of special  
1999 problems. These committees will serve until the completion of the work for which they were appointed.  
2000

2001  
2002 D All committees are to make reports to the Graduate Council and act only on the Graduate Council's  
2003 instruction.  
2004

## 2005 **SEC 8 Challenges and Appeals of Graduate Council Actions**

2006  
2007 A The ranked members of the Graduate Faculty have an inherent right to challenge any Action of the Graduate  
2008 Council, as set forth in ART VII SEC 2 of these Bylaws.  
2009

2010 B The ranked faculty of the University have an inherent right to appeal any Action of the Graduate Council, as  
2011 set forth in ART VII SEC 3 of these Bylaws.  
2012

## 2013 **SEC 9 Amendments of *Bylaws***

2014  
2015 These *Bylaws* may be amended by a two-thirds vote of the Graduate Council after the amendment has been  
2016 considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments  
2017 shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.  
2018

## 2019 **ART VI CURRICULAR PROCESS**

### 2020 **SEC 1 Responsibility for Curricular Matters**

2021  
2022  
2023 The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board of  
2024 Governors. Curricular proposals approved by the Faculty Senate become Faculty Senate Actions that are  
2025 subject to approval and implementation by the president of the university and, where necessary, to approval by  
2026 the Board of Governors.  
2027

### 2028 **SEC 2 Definitions and Structures in Curricular Process**

2029  
2030 A For the purpose of this document, curricular proposals include proposals for:

2031  
2032 (1) New degree or certificate programs



- 2033 (2) New options within an existing degree or certificate program
- 2034 (3) New courses
- 2035 (4) Changes in any of the above
- 2036 (5) Changes to degree or certificate policies and requirements
- 2037 (6) Changes to General Education program requirements
- 2038

2039 B Curricular matters shall be acted upon by the following bodies including such internal structures of each  
 2040 named body as may be established for dealing with their specific curricular matters:

- 2041
- 2042 (1) Academic departments or special academic programs
- 2043 (2) College councils
- 2044 (3) Academic deans
- 2045 (4) Graduate council
- 2046 (5) Educator Preparation Provider Council
- 2047 (6) Council on General Education and Intercollegiate Programs
- 2048 (7) Secretary of the Faculty
- 2049 (8) Executive Committee of the Faculty Senate
- 2050 (9) Faculty Senate
- 2051 (10) University administration
- 2052

2053 C Proposals for non-substantive curricular changes (defined in Senate Action 11-93/94 adopted in December  
 2054 1993) follow the same routing as substantive curricular proposals. For non-substantive changes the path is  
 2055 purely informational and requires no approval by the various bodies. However, the chair of any council  
 2056 that reviews the proposal, the Secretary of the Faculty, or the Senate Chair may challenge the designation of  
 2057 a proposed change as non-substantive, in which case the proposal must be re-submitted by the originator as  
 2058 a substantive change. Non-substantive changes are challengeable and follow the same challenge and appeal  
 2059 processes as substantive changes.

2060

**SEC 3 Responsibility of Academic Departments**

2061

2062

2063 A Each academic department or special academic program shall have autonomy in originating and perfecting;  
 2064 or in considering, altering, adopting, or deleting courses and programs of study as part of the curriculum in  
 2065 its discipline when such courses or programs are referred to the academic department.

2066

2067 B After being perfected by the academic department or special academic program, the academic department  
 2068 head or the chair of the special academic program shall forward proposals in this manner:

2069

- 2070 (1) After review/comment by the college dean as described in SEC 5 below, course and program  
 2071 proposals for MS in Education and Educational Specialist Degrees shall be forwarded to the chair,  
 2072 Educator Preparation Provider Council.
- 2073
- 2074 (2) After review/comment by the college dean as described in SEC 5 below, program proposals for  
 2075 general education, course and program proposals for special academic programs, proposals for other  
 2076 multi-college courses and programs, proposals affecting undergraduate degrees offered by two or  
 2077 more colleges, and proposals affecting the general requirements for undergraduate certificates shall be  
 2078 forwarded to the chair, Council on General Education and Intercollegiate Programs.
- 2079
- 2080 (3) After review/comment by the college dean as described in SEC 5 below, proposals affecting graduate

2081 courses (600 level and above), graduate programs, graduate degrees, and graduate certificates shall be  
2082 forwarded to the chair, Graduate Council.

2083  
2084 (4) All other course and program proposals, including one-time-only, experimental, and intersession  
2085 proposals, shall be forwarded to the chair of the college council of the college in which the academic  
2086 department serves.

2087

#### 2088 **SEC 4 Responsibility of College Councils**

2089

2090 A A College Council shall receive, deliberate on, and expedite curricular proposals from the academic  
2091 departments within a college.

2092

2093 B Proposed general education courses shall be evaluated for alignment with general education learning  
2094 objectives in addition to other criteria that may be applied to courses offered by the college.

2095

2096 C A College Council shall reject or recommend approval of a departmental curricular proposal.

2097

2098 D All Department Heads/Directors and Faculty Senators from within the College shall be notified of the  
2099 disposition of each curricular proposal and shall be given access to either a digital or paper copy of the  
2100 proposal. This notification shall constitute dissemination to the College faculty and shall initiate the  
2101 challenge period within the College.

2102

2103 E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge,  
2104 the originator, the Department Head/Director, and the Faculty Senator representing the academic department  
2105 or special academic program from which the proposal originated shall be notified. This notification shall  
2106 initiate the appeals period for the College Council Action.

2107

2108 F Curricular proposals recommended for approval by a College Council shall be forwarded to the College  
2109 Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may  
2110 be concurrent with the challenge period.

2111

2112 G After review and comment by the College Dean, or after the expiration of the review/comment period, and  
2113 after expiration of the challenge period or adjudication of a challenge, a proposal recommended for approval  
2114 shall be forwarded by the College Council Chair as follows:

2115

2116 (1) Program proposals for Bachelor of Science in Education and Bachelor of Music Education degrees, and  
2117 proposals for Professional Education courses, to the Chair of the Education Preparation Provider  
2118 Council. Criteria for designation as a Professional Education course and a list of current Professional  
2119 Education courses can be found on the EPP web site.

2120

2121 (2) All proposals affecting general education to the Chair of the Council on General Education and  
2122 Intercollegiate Programs.

2123

2124 (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.

2125

2126

#### 2127 **SEC 5 Responsibility of Academic Deans**

2128

- 2129 A All curricular proposals passed by College Councils shall be forwarded to the Dean of the College, who  
 2130 may review and make comment. Such review/comment shall be completed within 10 days of receipt of  
 2131 the matters, after which time the proposals shall be returned to the College Council Chair for disposition  
 2132 as stipulated above. The dean may not withdraw any matter from consideration, though any curricular  
 2133 proposal may be withdrawn from consideration before final comment of the dean, upon specific request to  
 2134 the dean by the originating academic department. If the dean does not review/comment on a given  
 2135 matter, the matters shall be forwarded by the College Council Chair to the Secretary of the Faculty after  
 2136 expiration of the review/comment period.  
 2137
- 2138 B Proposals for graduate level (600-level and above) courses and programs prepared by academic  
 2139 departments shall be submitted to the Dean of the College for review/comment. Such review/comment  
 2140 shall be completed within 10 days of receipt of the matters, after which time the proposals shall be  
 2141 returned to the originating academic department for disposition as stipulated below. The dean may not  
 2142 withdraw any matter from consideration, though any curricular proposal may be withdrawn from  
 2143 consideration before final comment of the dean, upon specific request to the dean by the originating  
 2144 academic department. If the dean does not review/comment on a given matter, the matters shall be  
 2145 forwarded by the academic department to the Graduate Council after expiration of the review/comment  
 2146 period.  
 2147
- 2148 C Proposals for general education courses and for interdisciplinary courses and programs prepared by  
 2149 academic departments shall be submitted to the Dean of each college in which a course for that program is  
 2150 housed for review/comment. Such review/comment shall be completed within 10 days of receipt of the  
 2151 matters, after which time the proposals shall be forwarded to CGEIP for disposition as stipulated below.  
 2152 No dean may withdraw any matter from consideration, though any curricular proposal may be withdrawn  
 2153 from consideration before final comment of the dean, upon specific request by the originating academic  
 2154 department. If the dean does not review/comment on a given matter, the matters shall be forwarded by  
 2155 the academic department to CGEIP after expiration of the review/comment period.  
 2156

2157 **SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and**  
 2158 **Council on General Education and Intercollegiate Programs**  
 2159

- 2160 A Shall receive, deliberate on, and expedite curricular proposals from academic departments or special  
 2161 academic programs in the university.  
 2162
- 2163 B Shall reject or recommend the approval of a curricular proposal. A curricular proposal shall be withdrawn  
 2164 from consideration before final disposition by the council, upon specific request to the council chair by the  
 2165 originator, without motion or vote.  
 2166
- 2167 C Council on General Education and Intercollegiate Programs  
 2168
- 2169 (1) If a proposal is rejected, the CGEIP Chair shall notify the originator, the Department Head/Director,  
 2170 and the Faculty Senator representing the academic department or special academic program from  
 2171 which the proposal originated. This notification shall initiate the appeals period for the CGEIP  
 2172 Action.  
 2173
- 2174 (2) The CGEIP Chair shall forward to the Secretary of the Faculty all proposals recommended for  
 2175 approval.  
 2176

2177 D Educator Preparation Provider Council

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(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.

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

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

2189 E Graduate Council

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(1) After a curricular proposal has been reviewed, all members of Graduate Council and all Faculty Senators shall be notified of the disposition of the proposal and shall be given access to either a digital or paper copy of the proposal. This notification shall constitute dissemination to the Graduate Faculty and shall initiate the challenge period within the Graduate College.

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(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.

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

2205 **SEC 7 Rights to Challenge and Appeal Council Actions**

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

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

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

2219 **SEC 8 Responsibility of Secretary of the Faculty**

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2224

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

- 2225 B Shall examine all recommended curricular proposals for procedural and typographical errors. Curricular  
2226 proposals containing errors shall be declined and a description of the errors shall be provided to the  
2227 originator. Corrected proposals must be resubmitted to the full curricular review process.  
2228
- 2229 C All Department Heads/Directors of academic programs, all Faculty Senators, and the Faculty Senate  
2230 Executive Committee shall be notified of recommended curricular proposals that are error-free and shall be  
2231 given access to digital copies. This notification shall constitute dissemination to the ranked faculty and  
2232 shall initiate the appeals period for Council Actions.  
2233
- 2234 D After lapse of the appeals period for Council Actions, recommended curricular proposals that are error-free  
2235 shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC  
2236 9.  
2237
- 2238 E Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be  
2239 distributed to all college deans, department heads, and faculty senators by the Secretary of the Faculty.  
2240 This initiates the challenge period for Senate Actions.  
2241
- 2242 F Approved curricular proposals shall be forwarded to the Provost after the challenge period for Senate  
2243 Actions has lapsed without a challenge being submitted, or after a challenge to the Senate Action has been  
2244 denied.  
2245

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

- 2246
- 2247
- 2248 A On behalf of the full Senate, the Executive Committee of the Faculty Senate issues final faculty approval on  
2249 all curricular changes. For curricular proposals that must be considered by the full Senate as described in  
2250 ART VI SEC 10, the Executive Committee issues final approval only after the proposal has been approved  
2251 by a vote of the full Senate. For curricular proposals that are not required to be considered by the full  
2252 Senate, the Executive Committee is authorized to issue final faculty approval without vote of the full Senate.  
2253 This normally is a pro forma process; however, if within an appeals period any member of the committee  
2254 determines that a curricular change warrants further review by the faculty then the committee has the right  
2255 to bring the proposal to the floor of the Faculty Senate, in which case approval or rejection of the proposal is  
2256 determined by a vote of the full Senate.  
2257
- 2258 B Approved curricular proposals shall be forwarded to the Secretary of the Faculty for dissemination as  
2259 described in ART VI SEC 8E and 8F.  
2260
- 2261 C The Executive Committee must reject any curricular proposal that has been rejected by a vote of the full  
2262 Senate. However, the Executive Committee is not empowered to reject a curricular proposal that has been  
2263 recommended by all councils that reviewed it and has not been rejected by a vote of the full Senate, unless  
2264 the proposal contains procedural or typographical errors that were not detected by the Secretary of the  
2265 Faculty. If a proposal is rejected due to procedural or typographical errors, the corrected proposal must be  
2266 resubmitted to the full curricular review process.  
2267
- 2268 D The Executive Committee shall have authority to recommend to departments or special academic programs,  
2269 to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on  
2270 General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs  
2271 or alterations (including deletion or addition) to existing courses or programs.  
2272

2273 **SEC 10 Responsibility of Faculty Senate**

2274

2275 The Faculty Senate shall consider and take action:

2276

2277 A On all curricular matters forwarded to it by the Executive Committee of Faculty Senate.

2278 B On all appeals of curricular proposals forwarded to the Executive Committee of Faculty Senate by the  
2279 college councils, Graduate Council, Educator Preparation Provider Council, and Council on General  
2280 Education and Intercollegiate Programs. Senate actions on such appeals are separate from senate  
2281 actions on the curricular proposals and must be resolved before the curricular process may advance. If  
2282 the appeal of a recommendation to approve a proposal is upheld by Faculty Senate, then the curricular  
2283 proposal is rejected and the curricular process ends. If the appeal of a proposal denial is upheld by  
2284 Faculty Senate, then the curricular proposal moves forward as otherwise described. If the appeal of a  
2285 proposal denial is denied by Faculty Senate, then the curricular proposal is rejected and the curricular  
2286 process ends. If the appeal of a recommendation to approve a proposal is denied by Faculty Senate, then  
2287 the curricular proposal moves forward as otherwise described.

2288 C On all proposals to add or delete academic programs.

2289 D On all proposals to change degree policies and requirements.

2290 E On all proposals affecting the structure of General Education. This includes but is not limited to:

2291 (1) Changes to the aims and goals of General Education

2292 (2) Changes to the learning outcomes of General Education

2293 (3) Changes to the focus areas of General Education

2294 (4) Changes to the credit hour requirements within General Education

2295 (5) Course additions to and deletions from General Education

2296 F On all challenges to approved curricular proposals.

2297

2298 **SEC 11 Right to Challenge Senate Actions**

2299

2300 The ranked faculty members of the University have an inherent right to challenge any Faculty Senate Action, as  
2301 set forth in ART VII SEC 4 of these Bylaws. Within the curricular process, Senate Actions include the  
2302 approval of a curricular proposal and the upholding of an appeal of a Council Action.

2303

2304 **SEC 12 Responsibility of University Administration**

2305

2306 All curricular proposals approved by the Faculty Senate become Faculty Senate Actions and shall be forwarded  
2307 to the Provost by the Secretary of the Faculty after the lapse of the challenge period for Senate Actions.

2308

2309 **SEC 13 Origination of Curricular Proposals**

2310

2311 The primary responsibility for developing and revising curriculum resides with the faculty, and the initial formal  
2312 stages of any such process should be accomplished at the lowest levels of organization within the faculty.

2313 Therefore, the curricular development and review process shall be reaffirmed and amplified as follows:

2314

2315 Any new academic degree program, major, minor, option, or certificate must originate with the formal  
2316 sponsorship of one or more academic departments. Any new interdisciplinary or cross-disciplinary academic  
2317 degree program, major, minor, option, or certificate which is to be administered from outside the structure of a  
2318 single academic department must originate with the formal sponsorship of two or more academic departments/  
2319 schools, including every academic department whose courses will constitute either nine or more credit hours or

2320 30% or more of the total credit hours listed as requirements and/or options. All such required sponsorship at  
2321 the academic department level must be obtained before the proposed new academic degree program, major,  
2322 minor, option, or certificate can be formally considered by any higher level of the faculty governance structure  
2323 (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate). (As a courtesy, each academic  
2324 department that will have one or more courses included in a proposed new degree program, major, minor,  
2325 option, or certificate should be consulted to determine that they intend to continue offering the course(s) in  
2326 question and that they will be able to accommodate the anticipated increase in demand. However, in the case of  
2327 an interdisciplinary or cross-disciplinary program, formal sponsorship is not required unless the number of  
2328 courses reaches the nine-hour or 30% threshold, and in the case of a non-interdisciplinary program (i.e., a  
2329 program to be administered from within the structure of a single academic department), formal sponsorship by  
2330 outside academic departments is not required regardless of the number of their courses included.)

2331  
2332 Any substantive change to an existing academic degree program, major, minor, option, or certificate must  
2333 originate with the formal sponsorship of the academic unit responsible for overseeing that program, major,  
2334 minor, option, or certificate. In the case of a degree program, major, minor, option, or certificate offered  
2335 through an individual academic department, the relevant academic unit would be that department. In the case  
2336 of each “Special Academic Program,” any interdisciplinary or cross-disciplinary degree program, major, minor,  
2337 option, or certificate offered outside the structure of a single academic department, the relevant academic unit  
2338 would be the faculty committee charged with overseeing the program, major, minor, option, or certificate in  
2339 question; references to “academic department” within these Bylaws related to the curricular process shall be  
2340 understood to apply to the faculty committee. Such formal sponsorship by the relevant academic unit must be  
2341 obtained before the proposed substantive change can be formally considered by any higher level of the faculty  
2342 governance structure (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate).

2343  
2344 Under no circumstance should a proposal for a new academic degree program, major, minor, option, or  
2345 certificate, or a proposal for a substantive change to an existing academic degree program, major, minor, option,  
2346 or certificate formally originate from one of the academic college councils, the Graduate Council, CGEIP, the  
2347 EPPC, or any other higher-level body within the faculty governance structure. Likewise, under no  
2348 circumstances should a proposal for a new academic degree program, major, minor, option, or certificate, or a  
2349 proposal for a substantive change to an existing academic degree program, major, minor, option, or certificate  
2350 formally originate from the administration of one of the academic colleges, the Graduate College, or any other  
2351 unit of the administration. Ideas for new curriculum or substantive changes to existing curriculum are always  
2352 welcome, regardless of where they originate, but such ideas should be communicated to the relevant groups of  
2353 faculty members as efficiently as possible so that the process of developing or revising the curriculum in  
2354 question can formally begin at the lowest level of the faculty governance structure.

2355

2356 **SEC 14 Approval Process for Individual Sections of Variable Content Courses and**  
2357 **Special Topics Courses**

2358

2359 A New sections of existing variable content courses and special topics courses, whether taught during a regular  
2360 semester or during an intersession, may be offered the first time with the approval of the department head  
2361 and the college dean and may be offered a second time without additional approval.

2362

2363 B Before a specific section (topic) of an existing variable content course or special topics course may be  
2364 offered for the third time, it must be proposed and approved by means of the procedures outlined in Sections  
2365 3 through 13 of Article VI, as a “regular” section of that course just as if it were a new stand-alone course.

2366

2367 C The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction  
2368 or supervision of individual students (practicum, internship, research, independent study, etc.).

2369

2370 **SEC 15 Approval Process for Courses Taught During an Intersession or Other**  
2371 **Compressed-Time Format**  
2372

- 2373 A For each application to offer a section of an existing course during an intersession or in another compressed-  
2374 time format (fewer than eight weeks during a regular semester or fewer than four weeks during the  
2375 summer), the department head and dean must supply evidence to the appropriate administrative office  
2376 (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:  
2377
- 2378 (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of  
2379 actual classroom exposure).
  - 2380
  - 2381 (2) A course taken for graduate credit holds substantially higher expectations of students than the same  
2382 course for undergraduate credit.
  - 2383
  - 2384 (3) Faculty credentials are equal or superior to those required for appointment as instructor in the  
2385 originating department.
  - 2386
- 2387 B Each proposal for a new course or a new “regular” section of an existing variable content or special topics  
2388 course designed to be offered exclusively during an intersession or in another compressed time format must  
2389 be approved through the normal curricular approval process outlined in Sections 3 through 13 of Article VI.  
2390 For each such offering, each relevant curricular review body must consider, in addition to the normal issues  
2391 related to content, quality, and rigor, the three criteria listed in Part A of this Section.  
2392

2393 **SEC 16 Accelerated Course Approval Procedure**  
2394

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



- 2420
- 2421 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the
- 2422 incoming council chair determines that the proposal cannot wait until the fall semester. In such a case, the
- 2423 Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or
- 2424 their designees), shall serve as the course approval committee. The other provisions of the accelerated
- 2425 procedure apply to proposals initiated in the summer.
- 2426
- 2427 F This request for acceleration shall NOT be considered by the college council if an originating department
- 2428 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that
- 2429 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has
- 2430 not had time to initiate the course proposal through the usual means, (2) student demand that was not made
- 2431 known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished
- 2432 individual at the last minute.
- 2433

2434 **SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and**

2435 **Certificate Requirements**

2436

- 2437 A The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to
- 2438 initiate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the
- 2439 requirements for an existing undergraduate degree, or modify the general requirements for undergraduate
- 2440 certificates. The Senate Chair may also charge CGEIP to investigate the merits of such a proposal and
- 2441 initiate a curricular proposal at the Council's discretion.
- 2442
- 2443 B The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate
- 2444 degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the
- 2445 general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to
- 2446 investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.
- 2447
- 2448 C An academic department or special academic program may submit a proposal to add a degree, delete a
- 2449 degree, modify the requirements for an existing degree, or modify the general requirements for
- 2450 undergraduate or graduate certificates.
- 2451
- 2452 (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the
- 2453 college council of that college for review and evaluation.
- 2454
- 2455 (2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the
- 2456 general requirements for undergraduate certificates, must be submitted to the Council on General
- 2457 Education and Intercollegiate Programs for review and evaluation.
- 2458
- 2459 (3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate
- 2460 certificates, must be submitted to Graduate Council for review and evaluation.
- 2461
- 2462 D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal
- 2463 initiated by CGEIP or Graduate Council, will be reviewed and acted on by the full Senate during the course
- 2464 of two successive Senate sessions, beginning no later than the March session of an academic year. The
- 2465 proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next
- 2466 regularly scheduled session of the Senate.
- 2467

2468 **SEC 18 Approval Process for Proposals Affecting Honors Courses and the Honors**  
2469 **Program**

- 2470  
2471 A The Director of the Honors College shall fulfill the responsibilities of the Academic Dean as described in  
2472 ART VI SEC 5.  
2473  
2474 B Proposals approved by the Honors College Council shall be forwarded to the Council on General  
2475 Education and Intercollegiate Programs.  
2476  
2477 C In all other regards the review of such proposals shall be governed by the entirety of ART VI.  
2478  
2479

2480 **ART VII CHALLENGES AND APPEALS OF COUNCIL AND SENATE**  
2481 **ACTIONS**

2482  
2483 **SEC 1 Overview of Challenges and Appeals**

- 2484  
2485 A The ranked faculty have an inherent right to contest any Council Action (as defined in ART I SEC 10C) and  
2486 any Faculty Senate Action (as defined in ART I SEC 7A).  
2487  
2488 B Summary of the process for challenges and appeals:  
2489  
2490 (1) The ranked faculty of an undergraduate college may challenge any Action of their College Council  
2491 within 10 days of its dissemination to the college faculty, as described in SEC 2 below.  
2492  
2493 (2) Ranked members of the Graduate Faculty may challenge any Action of the Graduate Council within  
2494 10 days of its dissemination to the Graduate Faculty, as described in SEC 2 below.  
2495  
2496 (3) The ranked faculty of the University may appeal any Action of any Council of the Faculty Senate  
2497 within 10 days of dissemination of the Action to the University faculty, as described in SEC 3 below.  
2498  
2499 (4) The ranked faculty of the University may challenge any Senate Action within 20 days of its  
2500 dissemination to the faculty, as described in SEC 4 below.  
2501  
2502 (5) Challenges of Council Actions and Senate Actions may be initiated only by petition from the ranked  
2503 faculty. Appeals of Council Actions may be initiated by petition from the ranked faculty, by a  
2504 Department Head, or by a Council Chair.  
2505

2506 **SEC 2 Challenge and Veto of College Council and Graduate Council Actions**

2507  
2508 A Right of Challenge

2509  
2510 The ranked faculty of each undergraduate college shall have the inherent right to challenge any College Council  
2511 Action from its own college. The ranked members of the Graduate Faculty shall have the inherent right to  
2512 challenge any Graduate Council Action. Such faculty challenges must be made within ten (10) calendar days  
2513 following distribution of the Council Action to the college faculty.  
2514

2515 B Form of Challenge

2516

2517 A college faculty challenge of its own Council Action or a graduate faculty challenge of a Graduate Council  
2518 Action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the Graduate  
2519 College. Said challenge shall be made in writing and copies submitted to the chair of their college or graduate  
2520 council, chair of the Faculty Senate and the Secretary of the Faculty.

2521  
2522 The chair of the college or graduate council shall send a copy of such challenge to each ranked member of the  
2523 college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days after  
2524 copies of the challenge have been distributed to the faculty, the chair of the council shall call a session of the  
2525 faculty for the discussion of the challenge. The dean of the college or his or her designee shall preside at this  
2526 session. The secretary to the dean shall attend this session and record arguments for and against the challenge.  
2527 No later than five (5) school days after the session, the secretary shall distribute to all ranked faculty members  
2528 ballots for voting on the challenge. A summary of arguments for and against the challenge shall be prepared by  
2529 the council chair and shall be sent with the ballots.

2530  
2531 C Disposition of Challenge

2532  
2533 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of the  
2534 college or by the graduate faculty, shall constitute a veto of the challenged Council Action.

2535  
2536 **SEC 3 Appeal and Veto of Council Actions**

2537  
2538 A Right of Appeal

2539  
2540 The ranked faculty of the University shall have the inherent right to appeal Actions of a College Council,  
2541 Graduate Council, Educator Preparation Provider Council, and Council on General Education and  
2542 Intercollegiate Programs. Appeals must be made no later than ten (10) calendar days during the regular  
2543 academic year when classes are in session, excluding terminal week, following distribution of the Council  
2544 Action to the University faculty.

2545  
2546 B Form of Appeal

2547  
2548 An appeal of a Council Action may be made by an academic department through the Department Head or  
2549 Director, by a council through the Council Chair or by petition of no fewer than thirty (30) members of the  
2550 ranked faculty. Said appeal shall be made in writing to the Executive Committee of the Faculty Senate. If an  
2551 appeal is made, the Executive Committee of the Faculty Senate shall place the issue on the agenda for the next  
2552 Faculty Senate session.

2553  
2554  
2555 C Disposition of Appeal

2556  
2557 An affirmative vote to support the appeal, equal to a majority of the votes cast by the senators present and  
2558 voting, shall constitute a veto of the Council Action. Since upholding an appeal would constitute a Faculty  
2559 Senate Action, an upheld appeal is subject to the right of challenge as set forth in Article VII Section 4 below.

2560  
2561 **SEC 4 Challenge and Veto of Faculty Senate Action**

2562  
2563 A Right of Challenge

2564  
2565 The ranked faculty of the University shall have the inherent right to challenge any Faculty Senate Action. The  
2566 Chair of the Faculty Senate must be notified of the intent to challenge within five (5) calendar days following

2567 distribution of the Faculty Senate Action to the faculty. The full challenge must then be submitted within  
2568 twenty (20) calendar days following distribution of the Faculty Senate Action to the faculty. In extraordinary  
2569 circumstances, but not on curricular matters, the challenge period may, by unanimous vote of the Faculty Senate  
2570 members present when a Faculty Senate Action is made, be reduced from twenty days to a number stipulated by  
2571 the Faculty Senate.

2572  
2573 B Form of Challenge

2574  
2575 A faculty challenge of a Faculty Senate Action may be made by no fewer than fifty (50) members of the ranked  
2576 faculty. Said challenge shall be made in writing and submitted to the Chair of the Faculty Senate, and the  
2577 challengers shall file a copy of the challenge with the Secretary of the Faculty.

2578  
2579 C Disposition of Challenge

2580  
2581 The Chair of the Faculty Senate shall send a copy of such a challenge to each member of the faculty, and no  
2582 sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have been  
2583 distributed to the faculty, the Chair of the Faculty Senate shall call a session of the ranked faculty for discussion  
2584 of the challenge. Members of the administration may attend. The president of the university or the president's  
2585 designee will preside at this session. The Secretary of the Faculty shall attend this session and record  
2586 arguments for and against the challenge. No later than five (5) school days after the session, the Secretary of  
2587 the Faculty shall distribute to all ranked faculty members ballots for voting on the challenge. The Secretary of  
2588 the Faculty's summaries of the arguments for and against the challenge shall be sent with the ballots.

2589  
2590 D Vote on Challenge

2591  
2592 Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six (6)  
2593 school days after the day on which the ballots are distributed. An affirmative vote to support the challenge,  
2594 equal to a majority of the votes cast by the ranked faculty who are on active duty at the time of the challenge,  
2595 shall constitute a veto of the challenged Faculty Senate Action.

2596

2597 **ART VIII AMENDMENT OF BYLAWS**

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

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

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

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

## SPECIAL RULES OF ORDER

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

### 1. Length and Number of Speeches in Debate

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

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

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

### 3. Lack of Representation for a Curricular Proposal

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

### 4. Faculty Handbook Amendments

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

#### A) Procedure for Consideration of the FHRC Report

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

#### B) Scope of Revision

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

2671 amendments that arise out of the motion to *Adopt* the FHRC report may not exceed the scope of the  
2672 FHRC report. For a full revision, the scope includes the entire Handbook without limitation; for a  
2673 partial revision, the scope includes only those portions of the Handbook specifically addressed in the  
2674 report. Inclusion of Handbook text in the FHRC report does not necessarily open that text to  
2675 amendment, since it may have been included to put the report in context. Conversely, amendments  
2676 within the scope of the report may logically require amendments to parts of the Handbook not included  
2677 in the report.

2678  
2679 C) Presence of FHRC Members  
2680 The Handbook is a complex document, and changes to one part may affect many other parts, possibly in  
2681 different chapters. Thus it is *strongly* recommended that at least two members of the FHRC be present  
2682 during consideration of its report.

2683  
2684 D) Proposed Handbook Amendments Outside the Scope of an FHRC Report  
2685 Any faculty member may propose amendments directly to the FHRC as explained in the Faculty  
2686 Handbook. However, a senator may prefer that the proposed amendments carry the full weight of the  
2687 Senate. Thus a senator may offer, as a main motion, a resolution proposing one or more amendments  
2688 to the Handbook for consideration by the FHRC. Such a resolution is out of order during consideration  
2689 of an FHRC report, but may be made immediately afterwards, before the next item of business. It is  
2690 out of order to offer a resolution conflicting with a recommendation of the Senate if a motion to  
2691 *Reconsider, Rescind, or Amend Something Previously Adopted* is applicable and would achieve the  
2692 same effect. If the resolution passes, the Faculty Senate Executive Committee will forward the  
2693 resolution to the FHRC for its consideration and ask it to present a report to the Senate.

2694  
2695 **5. Time Limit on Reconsideration**  
2696 Because the division of a monthly session into meetings is unpredictable, the time limit on a motion to  
2697 Reconsider is extended to the same monthly session in which the vote on the motion to be reconsidered was  
2698 taken. All other requirements for the motion to Reconsider remain as stipulated in the parliamentary  
2699 authority. For example, if a motion was voted on during a meeting of the February session, then that motion  
2700 may be Reconsidered (assuming all other requirements are met) at that meeting or any subsequent meeting  
2701 of the February session.

2702  
2703 **6. Proposed actions and resolutions contained within reports from councils  
2704 and committees**  
2705 Proposed actions and resolutions contained within reports from councils and committees of the Faculty  
2706 Senate will automatically move to the floor after the report has been presented to the Senate by a member of  
2707 the council or committee. Such motions do not require a second.

2708