

Constitution and Bylaws of the Faculty

Missouri State University

Revised August 2021

Constitution and Bylaws of the Faculty

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Constitution of the Faculty Missouri State University

PREAMBLE

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

ART I CREATION OF THE FACULTY SENATE

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

ART II PURPOSE OF THE FACULTY SENATE

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

ART III POWERS OF THE FACULTY SENATE

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

ART IV NOMENCLATURE FOR ACADEMIC ENTITIES AND PERSONNEL

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

ART V MEMBERSHIP OF THE 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 membership 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 instructors; one representative from senior instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or distinguished professor. Eligible department representatives include all ranked faculty, as well as those instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative appointments at or above head level of academic department are not eligible to serve as senators. Exception to this rule: if an academic department has three or fewer eligible representatives, then the head may serve as senator.

ART VI OFFICERS OF THE FACULTY SENATE

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

ART VII SESSIONS OF THE FACULTY

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

ART VIII SESSIONS OF THE FACULTY SENATE

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

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

ART IX PARLIAMENTARY AUTHORITY

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

ART X AMENDMENT OF CONSTITUTION

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

A substantive amendment to this Constitution may be proposed by the Faculty Senate or upon petition to the Faculty Senate by fifty (50) ranked faculty. A report, which must include the *exact* wording of the amendment and a rationale, shall be placed on the agenda of the next Faculty Senate session, unless that would place it on the May agenda, in which case it shall be placed on the September agenda. The report is for information and debate only: the constitutional amendment may not itself be amended in any way on the floor of the Senate, nor may it be withdrawn, nor is it voted upon by the Senate. The report shall be distributed electronically to the Faculty on the same day the report is presented to the Senate. Substantive amendments are voted upon electronically by the entire ranked faculty. The polls shall open on the first business day not less than thirty (30) days following the report, and shall remain open for a total of five (5) business days. An affirmative vote equal to a majority of the votes cast by the ranked faculty shall be necessary to make a proposed substantive 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 representative from senior instructors; one from clinical faculty; and representatives of the ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor; and (c) full or distinguished professor. Non-voting members of the Faculty Senate shall consist of the following delegates: one delegate from the Student Government Association and one delegate from the Graduate Student Senate; and one delegate from the Staff Senate.

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

SEC 3 Election of Members to Faculty Senate

A Election of Academic Department Representatives

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

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

B Election of Rank Representatives

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

C Election of Instructor and Senior Instructor Representatives

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

representatives.

- (2) Nomination of Instructor Representatives. No later than March 1, instructors and senior instructors in academic departments containing such faculty shall nominate one person to represent instructors and one person to represent senior instructors in the Faculty Senate. The head of each academic department shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
- (3) Annual Primary Election of Instructor Representatives. No later than March 22, the Secretary of the Faculty shall conduct the annual primary election of the instructor and senior instructor representatives. All instructors shall vote for one (1) instructor representative, and all senior instructors shall vote for one (1) senior instructor representative.
- (4) Annual General Election of Instructor and Senior Instructor Representatives. No later than April 15, the Secretary of the Faculty shall conduct the annual general election for a representative from among instructors and a representative among senior instructors. In this election, a ballot shall be prepared containing at least two (2) names for each position. Those receiving the highest number of votes, respectively, shall be elected as the instructor representative and the senior instructor representative; those receiving the second highest number of votes, respectively, shall be elected as the alternate representatives.

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

- (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic departments of the timeline for upcoming nominations and elections for clinical faculty representatives.
- (2) Nomination of Clinical Faculty Representative. No later than March 1 the members of the clinical faculty in academic departments containing such faculty shall nominate one person to represent clinical faculty in the Faculty Senate. The head of each academic department shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
- (3) Annual Primary Election of Clinical Faculty Representative. No later than March 22 the Secretary of the Faculty shall conduct the annual primary election of the clinical faculty representative. All clinical faculty shall vote for one (1) representative.
- (4) Annual General Election of Clinical Faculty Representative. No later than April 15 the Secretary of the Faculty shall conduct the annual general election for a representative from among clinical faculty. In this election a ballot shall be prepared containing at least two (2) names for the position. The person receiving the highest number of votes shall be elected as the clinical faculty representative; the person receiving the second highest number of votes shall be elected as the alternate clinical faculty representative.

E Election of Student and Staff Delegates

The delegates of the student government association, the graduate student senate, and the staff senate shall be chosen in a manner deemed appropriate by each group.

F Voting in Annual Primary and Annual General Election

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

G Terms of Member Service on Faculty Senate

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

H Filling Vacancies of Membership - Faculty Senate

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

- 307
308 (2) If an academic department ceases to exist, then it is no longer eligible for representation. If a new
309 department is formed, the Chair of the Faculty Senate shall immediately notify the head of the academic
310 department; and the academic department shall elect a replacement by the election process provided
311 above.
312
313 (3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the
314 nominee from the constituency where the vacancy occurs who received the next highest vote total in the
315 previous election shall serve the unexpired term or for the duration of the absence. If the vacancy
316 occurs from an academic department, the Chair of the Faculty Senate shall immediately notify the head
317 of the academic department without representation; and the academic department shall elect a
318 replacement.
319
320 (4) The person who fills the vacancy shall be considered as having served an elected term for purposes of
321 eligibility for reelection.
322

323 I Time for Taking Office
324

325 Newly-elected senators, new delegates, the Secretary of the Faculty, and the new chair shall take office at
326 the first session following the annual elections. The new chair will be responsible for setting the agenda for
327 that session.
328
329

330 **SEC 4 Election of Officers - Faculty Senate**
331

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

300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this requirement shall result in the withdrawal of the candidate from the election.

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

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

- A The Chair of the Faculty Senate

- (1) Shall preside at all sessions of the Faculty Senate.
- (2) Shall supervise the functioning of the Faculty Senate and its established bodies.
- (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.
- (4) Shall appoint members and chairs of the standing committees of the Faculty Senate, where appointive membership is provided for.
- (5) Shall organize and appoint *ad hoc* committees as necessary.
- (6) Shall represent the faculty to the administration and to the Board of Governors.
- (7) Shall convey all Faculty Senate Actions and resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.
- (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.
- (9) May attend the session of any college council or established body as an *ex officio* member.
- (10) Shall review all decisions of the Judicial Review Committee (JRC) and ensure the report of the following to the Faculty Senate within two meetings following a decision: 1) the initial charge considered by the JRC; 2) the determination reached by the JRC; 3) any resulting charge(s) from the Faculty Senate Chair to the Rules Committee emanating from a JRC decision. In addition, the Senate Chair should remind the Faculty Senators of their right to propose action relevant to the determination reached by the JRC.
- (11) Shall serve as chair of the Executive Committee of the Faculty Senate.
- (12) Shall serve as a member of the Committee on Policy Review.
- (13) Shall serve as an *ex officio* member of Graduate Council without vote.
- (14) Shall call the organizational session of the newly elected Educator Preparation Provider Council (EPPC) in May of each year.

B The Chair-Elect of the Faculty Senate

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

452
453 (4) Shall chair the Nominating Committee and appoint its members.
454

455 (5) Shall attend at least one session each month of the Student Government Association.
456

457 (6) Shall call the organizational session, and preside until the membership has elected a chair, for the
458 following standing committees and councils of the Faculty Senate:

459 (a) Committee on Faculty Concerns;

460 (b) Council on General Education and Intercollegiate Programs (CGEIP); and

461 (c) Committee on University Budget and Priorities.
462

463 (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:

464 (a) Committee on Faculty Concerns;

465 (b) Council on General Education and Intercollegiate Programs (CGEIP);

466 (c) Committee on Citizenship and Service Learning;

467 (d) Committee on Academic Relations;

468 (e) Committee on University Budget and Priorities; and

469 (f) Committee on Faculty Benefits.
470

471 (8) Shall serve as a member of the Executive Committee of the Faculty Senate.
472

473 C The Secretary of the Faculty

474
475 (1) Shall serve as Secretary of the Faculty Senate.
476

477 (2) Shall preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of
478 the Faculty Senate.
479

480 (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording
481 of motions and the votes thereon.
482

483 (4) Shall publish for the faculty the minutes of faculty sessions.
484

485 (5) Shall report decisions of the Faculty Senate and its established bodies to the administration.
486

487 (6) Shall publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to
488 the Provost.
489

490 (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.
491

492 (8) Shall supervise elections of faculty representatives in the governance process and publish election
493 results on the Faculty Senate web site.
494

495 (9) Shall participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.
496

497 (10) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:

498 (a) Educator Preparation Provider Council (EPPC);

499 (b) Committee on Rules.

(11) Shall serve as a member of the Executive Committee of the Faculty Senate.

D The Past-Chair of the Faculty Senate

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

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

SEC 6 Sessions of the Faculty Senate

A Schedule

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

B Attendance

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

C Time

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

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

D Agenda

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

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

- 548
549 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be
550 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate
551 membership.
552
553 (4) The agenda of all Faculty Senate bodies shall be submitted to the Chair of the Faculty Senate at the time
554 a request for publication of an announcement of the session is made. Agenda which involve curricular
555 proposals shall also be submitted to the deans of all colleges. These agenda shall be made available to
556 all interested parties.
557

558 E Voting

- 559
560 (1) Any member of the Faculty Senate may move for a roll call or ballot vote, and if that motion is
561 supported by twenty percent (20%) of the senators present, the vote by the designated method (roll call
562 or ballot) shall be so taken.
563
564 (2) Any person attending a session of the Faculty Senate or any established body of the Faculty Senate may
565 speak with the consent of the chair of the group involved. These persons shall have no vote.
566
567 (3) In case of the absence of a member of the Faculty Senate from a Faculty Senate session, a substitution
568 from the same constituency may be made.
569

570 F Minutes

- 571
572 (1) The Secretary of the Faculty shall send copies of the unapproved minutes of the Faculty Senate to the
573 faculty and administration within seven (7) school days after each session. This report must contain a
574 record of the Faculty Senate Actions (approved or not) as well as approved resolutions and committee
575 reports.
576
577 (2) The Secretary of the Faculty with the knowledge and consent of the Senate Chair, shall place
578 unapproved minutes on the Faculty Senate web site.
579
580 (3) A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site
581 within one week after they are approved.
582
583 (5) The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent
584 file in the Faculty Senate office within one week after the committee session. The minutes shall be
585 available to all interested parties.
586

587 G Special Meetings

588
589 Special circumstances may require the Faculty Senate to convene virtually or via some other format. The
590 Senate Executive Committee may enact special rules to temporarily convene the Faculty Senate to conduct
591 business. To the extent possible, these special rules for conducting meetings should follow the provisions for
592 conducting Faculty Senate Meetings described in Section 6 (A-F).
593
594

SEC 7 Faculty Senate Actions and Resolutions

A Faculty Senate Actions

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

- (1) The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within ten (10) calendar days after the expiration of the challenge period, forward the Faculty Senate Action to the president of the university with recommendation to approve or not approve.
- (2) The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate Action, report to the Faculty Senate Chair a decision to:
 - (a) Approve and implement at the appropriate time;
 - (b) Request an extension of sixty (60) calendar days to gather additional information prior to making the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10) calendar days after the sixty (60) day extension period expires;
 - (c) Reject, stating reasons and/or recommending changes.
- (3) The Faculty Senate, upon receipt of a Faculty Senate Action rejected by the university president may:
 - (a) Direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for the next Senate session for deliberation and disposition as herein stated;
 - (b) Approve by a simple majority a revision of the Faculty Senate Action and submit the revised version of the Faculty Senate Action to the Provost who, in turn, shall forward it to the university president with recommendation;
 - (c) Support the initial Faculty Senate Action by affirmative vote of two-thirds of the members present and request that the Faculty Senate Chair present the Faculty Senate Action directly to the Board of Governors for consideration and disposition;
 - (d) Direct the Chair of the Faculty Senate to discontinue consideration of the Faculty Senate Action.

B Resolutions

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

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

- (1) Reports on current Faculty Senate Actions and committee studies.
- (2) Resolutions passed by the Faculty Senate.

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

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

D Items to be presented to the Board of Governors

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

E Internal Actions

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

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

SEC 8 Challenge and Veto of Faculty Senate Action

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

SEC 9 Committees of the Faculty Senate

A Members of Committees

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

B Standing Committees

(1) Executive Committee of the Faculty Senate

(a) Purpose

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

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

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

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

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

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

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

- (aa) The Committee on Faculty Concerns shall consist of two representatives from each college, as well as representatives as defined in <http://www.missouristate.edu/facultysenate/entities.htm>. The Chair-Elect of the Faculty Senate shall serve as an *ex officio* member without vote. The Chair-Elect of the Faculty Senate shall call the first meeting each year and shall preside over that meeting until the members elect a chair from within.
- (bb) At the beginning of the spring semester, the eligible faculty in each academic department within each undergraduate college shall elect, by and from the eligible faculty in that academic department, one nominee for each vacancy for service on the Committee on Faculty Concerns. Eligible faculty are ranked faculty, as well as those instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State University by the September session of their term. The academic department head will prepare a ballot of all eligible faculty within the academic department and conduct the election. Voting shall be by secret ballot, and each voting Faculty member shall vote for one member for each vacancy within the academic department. The academic department head shall, in writing, notify the academic dean of the college, chair of the college council, and the Secretary of the Faculty of the outcome of the election.
- (cc) At the earliest possible session in the spring semester of each of the previously named college councils, each college council shall elect one faculty nominee per vacancy to serve on the Committee on Faculty Concerns. The chair of the college council will prepare a ballot of all departmental nominees of that college. Voting shall be by secret ballot, and each voting council member shall vote for one college faculty member per vacancy. The college faculty member receiving the most votes shall serve as a member of the Committee on Faculty Concerns. The remaining roster of departmental nominees shall serve as a replacement pool, should a vacancy occur. The council chair shall, in writing, notify the Secretary of the Faculty of the outcome of the election.
- (dd) Members normally serve three-year terms, but the Faculty Senate Executive committee may stagger terms as needed so that approximately one-third of the committee is replaced each year. If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on the Committee on Faculty Concerns, the college council where the vacancy occurred shall elect a replacement from the list of departmental nominees as specified above (Section 2, (b), (cc)).

(3) Committee on Academic Relations

(a) Purpose

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

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

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

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

(b) Membership

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

(5) Committee on Rules

(a) Purpose

- (aa) Shall review organization and operational procedures of the Faculty Senate as provided for by the *Constitution and Bylaws of the Faculty*.
- (bb) Shall prepare proposals for amendments to the *Constitution and Bylaws* to be voted on by the Faculty Senate and/or faculty of the university.

(b) Membership

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

(6) Committee on Judicial Review

(a) Purpose

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

- 884 (bb) Shall consider questions originating from any faculty member when presented through the
885 Chair of the Faculty Senate.
886
- 887 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for
888 Faculty Senate membership.
889
- 890 (b) Membership
891
- 892 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not
893 hold full-time administrative positions. The most immediate past chair of the Faculty Senate who
894 is serving on this committee shall serve as chair of the committee.
895
- 896 (7) Committee on Citizenship and Service Learning
897
- 898 (a) Purpose
899
- 900 (aa) Shall advise departments regarding departments' proposed attachment of service learning
901 components to existing courses as part of the Citizenship and Service Learning program in
902 order to ensure compliance with the service learning course criteria established in Faculty
903 Senate Action 10-95/96, which created the Citizenship and Service Learning program.
904
- 905 (bb) Shall monitor the service learning courses and program to ensure compliance with established
906 service learning criteria.
907
- 908 (cc) Shall periodically review service learning courses, program, and assessment data and
909 recommend changes to the Faculty Senate.
910
- 911 (dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service
912 Learning program.
913
- 914 (ee) Shall report annually to the Faculty Senate.
915
- 916 (b) Membership
917
- 918 The Committee on Citizenship and Service Learning shall comprise the following: one faculty
919 member from each undergraduate college, appointed by the Chair of the Faculty Senate; one faculty
920 member from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>,
921 appointed by the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate, ex officio
922 without vote; and the director of the Citizenship and Service Learning program, ex officio without
923 vote. At least half the members shall be faculty with experience in service learning courses.
924 Members shall serve for a term of three (3) years and may be reappointed for one succeeding term.
925 Members shall serve staggered three-year terms, so that one-third of the membership shall be
926 replaced each year. The Chair of the Faculty Senate shall appoint the chair of the Committee.
927
- 928 (8) Committee on Honorary Degrees
929
- 930 (a) Purpose
931

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

(b) Membership

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

academic 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 dean of the Graduate College or an appointed representative; the Provost or an appointed representative; and one student selected from either the Honors College or the Graduate College. The Chair of the Faculty Senate shall appoint one of the faculty representatives to serve as chair of the committee. The Past-Chair of the Faculty Senate shall serve on the Committee on Honorary Degrees as an *ex officio* member without vote.

(9) Committee on Faculty Benefits

(a) Purpose

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

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

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

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

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

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

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

(b) Membership

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

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

- 1033 (cc) The Chair of the Faculty Senate shall appoint one of the college representatives to serve as
1034 chair of the Committee on Faculty Benefits.
1035
1036
- 1037 (10) Study Away Advisory Committee
1038
1039 (a) Purpose
1040
1041 (aa) Shall meet on a regular basis (as determined necessary by committee members and the Study
1042 Away Office) to award exploratory travel away funds to faculty who have completed all
1043 application requirements for such, and to determine the winners of the annual Award for
1044 Excellence in Study Away Programming.
1045
1046 (bb) Shall serve as an advisory committee to the director of the Study Away Office.
1047
1048 (cc) Shall serve as an advisory resource for faculty, department heads, and deans who wish to
1049 consult the committee regarding their own Study Away programs.
1050
1051 (b) Membership
1052
1053 (aa) The Study Away Advisory Committee shall include seven (7) full-time faculty members
1054 from at least four different colleges of the University, appointed by the Chair of the Faculty
1055 Senate (or their designee) after consultation with the Director of the Study Away Office.
1056 The Chair of the Faculty Senate shall strive to appoint a majority of committee members
1057 with experience leading a Study Away trip. The Director of the Study Away Office **and the**
1058 **Past-Chair of the Faculty Senate** shall serve as *ex officio* members without vote.
1059
1060 (bb) Members shall serve for a term of three (3) years and may be reappointed for one succeeding
1061 term. Terms shall be staggered so that approximately one-third of the members are replaced
1062 or reappointed each year. (cc) The Chair of the Faculty Senate shall appoint the
1063 chairperson of the committee.
1064
- 1065 (11) Committee on Policy Review
1066
1067 (a) Purpose
1068
1069 (aa) Shall meet up to twice monthly to discuss pending policies under consideration by university
1070 leadership and to review current content in the university Policy Library.
1071
1072 (bb) Shall identify current and emerging content in the university Policy Library (excluding the
1073 Faculty Handbook) that should be reviewed by the Faculty Handbook Revision Committee or
1074 warrants further review by the faculty.
1075
1076 (cc) Shall prepare and present periodic reports with recommendations to the Faculty Senate
1077 regarding policies being referred to the Faculty Handbook Revision Committee, pending
1078 operating policies (OP) under consideration by university leadership, and other Policy Library
1079 content that should be further reviewed by the faculty.
1080

(b) Membership

- (aa) The Chair of the Faculty Senate, the Chair-Elect of the Faculty Senate, and the Chair of the Faculty Handbook Revision Committee shall be members of the Policy Review Committee.
- (bb) A minimum of three additional faculty members will be appointed by the Chair of the Faculty Senate, so as to provide representation from various academic colleges. These additional faculty members will serve a two year term and may be reappointed for up to two consecutive terms. One of these faculty members will be appointed by the Chair of the Faculty Senate to serve as committee chair.
- (cc) The Student Government Association shall provide a representative to the committee who will be *ex officio* without vote.
- (dd) The Director of Human Resources, the Provost, a representative from the Registrar's office, and Chief General Counsel will be *ex officio* members without vote.

(12) Committee of Past Senate Chairs

(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.

1129
1130 (2) Membership
1131

1132 Appointed by the Chair of the Faculty Senate.
1133

1134 D Committee Responsibilities
1135

1136 Committees of the Faculty Senate shall be responsive to the will of the Senate. Committees shall discharge
1137 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges
1138 designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may initiate
1139 special charges or take action only with the approval of the Executive Committee of the Faculty Senate.
1140

1141 The chair of each Faculty Senate committee shall report directly to the Chair of the Faculty Senate, and
1142 normally the chair of the Faculty Senate committee shall present a committee report when it is on the
1143 agenda for a session of the Faculty Senate.
1144

SEC 10 Councils of the Faculty Senate

A Definition and Duties of Councils

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

B Council Responsibilities

Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils 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 Councils may initiate special charges only with the approval of the Executive Committee of the Faculty Senate.

C Council Actions

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

D Challenges and Appeals of Council Actions

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

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

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

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

ART II COLLEGE COUNCILS

SEC 1 Establishment of College Councils

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

SEC 2 Purpose of College Councils

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

SEC 3 Powers of College Councils

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

SEC 4 Membership of College Councils

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

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

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

SEC 5 Election of Members to College Councils

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

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

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

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

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

E Vacancy

- (1) If the duly-elected departmental unit representative on a college council is subsequently elected as Chair or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs shall elect a new member to the affected college council for a one-year term.
- (2) If for any reason a permanent vacancy (one semester or more) occurs on a college council, its chair shall immediately notify the appropriate administrator for the academic department without representation which shall elect a replacement by the election process provided above. If the vacancy is a student position, the replacement will be selected as provided above.
- (3) A college council member who serves during a leave or an unexpired term shall be considered as having served an elected term for the purpose of eligibility for reelection.

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

SEC 6 Election of College Council Chair

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

SEC 7 Duties of College Council Chair

- 1289 A The chair of a college council shall preside at all sessions of the council and shall supervise the functioning
1290 of the council.
1291
- 1292 B The minutes of each college council session shall be recorded and distributed by the secretary in the office
1293 of the appropriate dean.
1294
- 1295 C At the first college council meeting of the academic year, the chair shall provide a copy of the council's
1296 current rules to each council member.
1297
- 1298 D After the college council's last meeting of an academic year, but before the end of the spring semester, the
1299 chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the
1300 Faculty.
1301

1302 **SEC 8 Sessions of College Councils**

1303

- 1304 A In addition to the organizational session, each college council shall meet during the first or second month of
1305 the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined
1306 by the chair.
1307
- 1308 B The time, the date, and the place of all sessions of each college council shall be announced on the Faculty
1309 Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made
1310 through the Faculty Senate office. The chairs of the college councils shall forward to the Faculty Senate
1311 office a request for publication of the announcements.
1312
- 1313 C The chair of each college council shall direct the distribution of the agenda together with all proposals for
1314 council consideration in writing to each college council member, to all department heads of the university,
1315 and to all academic deans of the university and will ensure that they are received at least five (5) school days
1316 before each college council session. Proposals for college council consideration which have not been
1317 previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds
1318 of the entire college council membership.
1319
- 1320 D The chair of each college council shall submit the agenda of all college council sessions to the chair of the
1321 Faculty Senate at least five (5) school days before the college council session.
1322
- 1323 E The chair of each college council shall place a copy of the minutes of each session of that council in a
1324 permanent file in the Faculty Senate office within one week after the college council session. The minutes
1325 of each college council session shall be available to all interested parties.
1326
- 1327 F Any member of a college council may receive a roll call or ballot vote on any matter by so requesting.
1328
- 1329 G Any non-member attending a session of a college council may speak with the consent of the chair of the
1330 group involved. These persons shall have no vote.
1331
- 1332 H In case of the necessary absence of an elected representative from a college council session, the absent
1333 member may choose a member of the respective academic department to serve. Substitutions shall be
1334 cleared with the chair of the college council prior to the applicable session. Each substitute shall have a
1335 vote.
1336

SEC 9 Duties of College Councils

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

SEC 10 Challenges and Appeals of College Council Actions

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

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

SEC 11 College Council Rules

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

ART III EDUCATOR PREPARATION PROVIDER COUNCIL

SEC 1 Establishment of the Educator Preparation Provider Council

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

SEC 2 Purpose of the Educator Preparation Provider Council

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

SEC 3 Responsibilities of the Educator Preparation Provider Council

A Develops policy and makes recommendations concerning educator preparation programs.

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

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

- 1384
- 1385 D The EPPC reviews proposals for substantive changes to educator preparation programs and courses as
- 1386 described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate
- 1387 for approval.
- 1388
- 1389 E Promotes collaboration among and ensures professional development opportunities for members of the EPP
- 1390 and between EPP and the public schools to enhance the quality of educator preparation.
- 1391
- 1392 F Ensures curricular coherence in educator preparation.
- 1393
- 1394 G Develops quality control procedures for educator preparation programs.
- 1395
- 1396 H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or
- 1397 requirement and makes recommendations.
- 1398
- 1399 I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are
- 1400 consistent with national, regional, state, and university standards and requirements.
- 1401

1402 **SEC 4 Membership of the Educator Preparation Provider Council**

1403

- 1404 A An EPPC member who represents the faculty must be a member of the EPP.
- 1405
- 1406 B 1 The EPPC shall include at least one EPP faculty member from each academic department, or special
- 1407 academic program, and from each entity so identified in
- 1408 <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All
- 1409 departments, or special academic programs, are required to have at least one representative.
- 1410 Departments, or special academic programs, with more than 250 combined graduate and undergraduate
- 1411 teacher education majors have the option of electing one representative per 250 majors in teacher
- 1412 education. If an academic department, special academic program, or entity so identified in
- 1413 <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then
- 1414 its head may serve as an ex officio EPPC member without voting privileges. The BSED-Secondary
- 1415 Oversight Committee is not considered to be a special academic program and does not have separate
- 1416 representation on EPPC.
- 1417
- 1418 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two
- 1419 consecutive terms but following the second term shall not be eligible to serve until after the lapse of an
- 1420 intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive
- 1421 year as a EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon
- 1422 completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse
- 1423 of an intervening year. A second exception shall be those academic departments in which only one or
- 1424 two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
- 1425
- 1426 C Three school teachers (elementary, secondary, K12) from the community and one full-time school
- 1427 administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve
- 1428 two consecutive terms of two years each, but following the second term shall not be eligible to serve until
- 1429 after the lapse of an intervening year. These members shall be full voting members except they shall be
- 1430 excluded from discussions and decisions regarding confidential personnel matters.
- 1431

- 1432 D Membership shall also include two Missouri State University undergraduate students and two Missouri State
1433 University graduate students. Student members shall serve a term of two years as full voting members.
1434 They shall be excluded from discussions and decisions regarding confidential personnel matters.
1435
- 1436 E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without
1437 voting privileges. The administrator responsible for DESE and CAEP accreditation process shall also serve
1438 as *ex officio* member to the EPPC without voting privileges.
1439

1440 **SEC 5 Election of Members to the Educator Preparation Provider Council**

1441

- 1442 A Each academic department/unit that offers a educator preparation program shall elect one representative
1443 who is a member of the EPP as the departmental representative and forward the name to the Chair of the
1444 EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more
1445 undergraduate education programs shall elect two additional members and forward the names to the chair of
1446 the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined
1447 graduate and undergraduate teacher education majors have the option of electing additional representatives
1448 as described above.
1449
- 1450 B The President of the Student Government Association shall select one full-time undergraduate student who
1451 has been admitted into an educator preparation program at Missouri State University to serve a two-year
1452 term.
1453
- 1454 C The President of the Graduate Student Senate shall select one full-time graduate student who has been
1455 admitted into an educator preparation program at Missouri State University to serve a two-year term.
1456
- 1457 D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the
1458 community and one full-time school administrator from the community to the EPPC by May 1. The
1459 representative shall be elected to a two-year term by the EPPC at the organizational session in May.
1460
- 1461 E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will
1462 immediately request the election of a replacement according to the election process indicated in this section.
1463

1464 **SEC 6 Election of Chair-Elect – Educator Preparation Provider Council**

1465

- 1466 A Nominees for the position of Chair-Elect must be tenured and familiar with national accreditation standards,
1467 state certification requirements, and university governance. The nominees will be presented to the EPPC
1468 no later than the March session.
1469
- 1470 B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March
1471 session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than
1472 April 1.
1473
- 1474 C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-Elect of the
1475 EPPC.
1476
- 1477 D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.
1478
- 1479 E At that session, the Chair-Elect from the previous year shall assume duties as the Chair of the newly elected

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

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

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

SEC 7 Duties of Officers – Educator Preparation Provider Council

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

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

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

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

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

SEC 8 Sessions of Educator Preparation Provider Council

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

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

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

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

SEC 9 Duties of the Educator Preparation Provider Council

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

SEC 10 Appeals of Educator Preparation Provider Council Actions

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

SEC 11 Committees of the Educator Preparation Provider Council

- A Faculty appointed to EPPC committees shall be members of the EPP.
- B The following standing committees will be established and the duties of each are as follows:
 - 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of Chair-Elect. The membership shall consist of the Chair, the Chair-Elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the Director of Secondary Education and the administrator responsible for DESE and the CAEP accreditation process are non-voting *ex officio* members.
 - 2 The Committee on Program Review shall establish and carry out a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current

Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation process will serve as *ex officio* member of this committee.

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

- 1624
- 1625 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the
- 1626 BSED-Secondary Education program. The committee shall have responsibility for initiating program
- 1627 changes within common elements of the program and reporting those recommended changes to the
- 1628 EPPC. Every academic department having a BSED-Secondary Education program shall select a
- 1629 representative from their full-time EPP faculty. The Reading, Foundations and Technology department
- 1630 shall select two representatives from their full-time EPP faculty who have responsibility for core courses
- 1631 in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or
- 1632 his/her designee, the Director of Student Services, and a representative from the Education Field
- 1633 Experience office shall serve as non-voting, *ex officio* members of this committee. At the April
- 1634 session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee
- 1635 and a new chair-elect from the current committee membership shall be elected and assume duties as
- 1636 chair-elect. The chair of the committee shall be a voting delegate to EPPC.
- 1637
- 1638 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the
- 1639 MSED-Secondary Education program. The committee shall have responsibility for initiating program
- 1640 changes within the common elements of the program and reporting those recommended changes to the
- 1641 EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall
- 1642 select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have
- 1643 the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and
- 1644 Technology Department shall select two representatives from their EPP graduate faculty. The Director
- 1645 of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair-
- 1646 elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-
- 1647 elect from the current committee membership shall be elected and assume duties as chair-elect. The
- 1648 chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a
- 1649 voting member of EPPC representing an academic department, then the membership of the MSED-
- 1650 Secondary Oversight Committee shall select another member of that committee to be their voting
- 1651 representative on EPPC.
- 1652
- 1653 C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article
- 1654 B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these
- 1655 standing committees shall consist of at least one COE faculty EPP member and at least one EPP member
- 1656 from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of a EPPC
- 1657 standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC
- 1658 without voting privileges. Each college not represented by the chair or chair-elect have the option of
- 1659 appointing an EPP member from that College upon consultation with two EPPC members and the Executive
- 1660 Committee. All voting members must be members of the EPP. None may hold administrative
- 1661 appointments.
- 1662
- 1663 D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and
- 1664 submit them to the EPPC office, where they shall be archived on the EPP website. Committees making
- 1665 recommendations that directly affect any EPP program shall consult with EPP members in that program
- 1666 before bringing the recommendation to the EPPC for approval.
- 1667
- 1668 E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be
- 1669 organized from time to time on the initiative of the chair or as directed by the EPPC.
- 1670

SEC 12 Amendments of *Bylaws*

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

ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 1 Establishment of Council on General Education and Intercollegiate Programs

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

SEC 2 Purpose of Council on General Education and Intercollegiate Programs

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

SEC 3 Powers of Council on General Education and Intercollegiate Programs

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

SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs

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

curricular structures on campus.

- E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals from the Honors College.
- F Reviews and acts on proposals from academic departments and special academic programs affecting undergraduate degrees that are offered by two or more undergraduate colleges.
- G Reviews and acts on proposals related to individualized majors and minors, serving in the role of College Council for such proposals.
- H Reviews and acts upon proposals from academic departments and special academic programs affecting the general requirements for undergraduate certificates.
- I If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates a curricular proposal at its discretion.
- J Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree program.

SEC 5 Membership of Council on General Education and Intercollegiate Programs

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

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

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

- 1766
- 1767 C At the earliest possible session in the spring semester of each of the previously named college councils, each
- 1768 college council shall elect one faculty nominee per vacancy to serve on the Council on General Education
- 1769 and Intercollegiate Programs. The chair of the college council will prepare a ballot of all departmental
- 1770 nominees of that college. Voting shall be by secret ballot, and each voting council member shall vote for
- 1771 one college faculty member per vacancy. The college faculty member receiving the most votes shall serve
- 1772 as a member of the Council on General Education and Intercollegiate Programs. The remaining roster of
- 1773 departmental nominees shall serve as a replacement pool, should a vacancy occur. The council chair shall,
- 1774 in writing, notify the Secretary of the Faculty of the outcome of the election.
- 1775
- 1776 D If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on
- 1777 the Council on General Education and Intercollegiate Programs, the college council where the vacancy
- 1778 occurred shall elect a replacement from the list of departmental nominees as specified above (Section 6B).
- 1779

1780 **SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs**

1781

1782 The Chair-Elect of the Faculty Senate shall call the organizational session of the council at the May meeting and

1783 preside until the membership has elected a chair-elect and a secretary.

1784

- 1785 A Officers will include a chair, a chair-elect, and a secretary. The chair and chair-elect may hold that position
- 1786 only once during any three-year period. The secretary may be reelected without limit.
- 1787
- 1788 B The Chair-Elect of the Faculty Senate shall call the organizational session of the council at its May meeting
- 1789 and preside until the membership has elected a chair-elect and a secretary.
- 1790

1791 **SEC 8 Duties of Officers - Council on General Education and Intercollegiate Programs**

1792

1793 The chair of the Council on General Education and Intercollegiate Programs shall preside at all sessions of the

1794 council and shall supervise the functioning of the council. The chair-elect of the council will assist the chair.

1795 The minutes of each council session will be recorded and distributed by the secretary of the council.

1796

1797 **SEC 9 Sessions of the Council on General Education and Intercollegiate Programs**

1798

- 1799 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the
- 1800 chair at a time and place determined by the chair.
- 1801
- 1802 B The time, the date, and the place of all sessions of the Council on General Education and Intercollegiate
- 1803 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.
- 1804 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Council
- 1805 on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for
- 1806 publication of the announcements.
- 1807
- 1808 C The chair of the Council on General Education and Intercollegiate Programs shall direct the distribution of
- 1809 the agenda together with all proposals for council consideration in writing to each council member, to all
- 1810 department heads of the university, special academic program heads, and to all academic deans of the
- 1811 university and will ensure that they are received at least five (5) school days before each council session.
- 1812 Proposals for council consideration which have not been previously distributed as agenda may be
- 1813 considered at council sessions with an approving vote of two-thirds of the entire council membership.

- 1814
- 1815 D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5)
- 1816 school days before the council session. These agenda shall be made available to all interested parties.
- 1817
- 1818 E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the
- 1819 minutes of each session of that council in a permanent file in the Faculty Senate office within one week after
- 1820 approval of the minutes by the Council on General Education and Intercollegiate Programs. The minutes of
- 1821 each council session shall be available to all interested parties.
- 1822
- 1823 F Any member of this council may receive a roll call or ballot vote on any matter by so requesting.
- 1824
- 1825 G Any non-member attending a session of the Council on General Education and Intercollegiate Programs
- 1826 may speak with the consent of the chair.
- 1827

1828 **SEC 10 Duties of Council on General Education and Intercollegiate Programs**

1829

1830 The council shall recommend the approval of a curricular proposal or reject and return a proposal to the

1831 originator. A proposal may be withdrawn from consideration without motion or vote by the originating units

1832 before final disposition by the council upon specific request to the council chair. All curricular proposals

1833 recommended for approval by the council shall be forwarded to the Secretary of the Faculty for disposition as

1834 described in ART VI. The Council shall also approve or deny applications for admission to the Bachelor of

1835 General Studies degree program.

1836

1837 **SEC 11 Committees of the Council on General Education and Intercollegiate**

1838 **Programs**

1839

1840 A The Bachelor of General Studies (BGS) Admissions Committee.

1841

- 1842 (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General
- 1843 Studies degree program and shall approve or deny such applications.
- 1844
- 1845 (2) The voting members of the BGS Admissions Committee shall be appointed by the chair of CGEIP.
- 1846 The voting membership shall consist of a minimum of four faculty with the same eligibility as for
- 1847 Council on General Education and Intercollegiate Programs Membership (See 6A). The voting
- 1848 membership must come from at least four different colleges/entities, one of whom must come from an
- 1849 education preparation program in one of the six academic colleges. Voting members will serve two-
- 1850 year terms that are staggered such that not all terms expire in the same year. Members may be
- 1851 reappointed for multiple terms. If no members of the committee are serving on CGEIP, then the
- 1852 CGEIP chair or the chair's designee will sit on the committee as *ex officio* without vote. The Associate
- 1853 Provost for Student Success and the Bachelor of General Studies Advisor(s) from the Academic
- 1854 Advisement Center shall be *ex officio* members without vote.
- 1855
- 1856 (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in
- 1857 which at least one completed application has been submitted no less than two weeks prior to the
- 1858 scheduled meeting time.
- 1859
- 1860 (4) Approval of an application will require a 75% majority of the voting members.
- 1861

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

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

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

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

ART V GRADUATE COUNCIL

SEC 1 Establishment of the Graduate Council

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

SEC 2 Purpose of the Graduate Council

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

SEC 3 Powers of the Graduate Council

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

SEC 4 Membership of the Graduate Council

The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student Senate; one member of the graduate faculty from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate programs; and one member of the graduate faculty from each academic department offering one or more graduate programs, or in the case of an interdisciplinary program, a representative from the sponsoring entity. The term of office for members of the Graduate Council is one year for the student representative and two years for each faculty representative. A faculty representative to Graduate Council may be elected for two consecutive terms, but

following the second term shall not be eligible to serve until after the lapse of an intervening year. A person elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for election except in the case where an academic department head is the only graduate faculty member in an academic department. The following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.

SEC 5 Chair of the Graduate Council

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

SEC 6 Sessions of the Graduate Council

- A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office, usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee shall preside.
- B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any member of the Graduate Council for the transaction of only such business as stated in the call for the session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of one day prior to the special session.
- C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council. Sessions of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive Committee and guests invited by the Chair of the Graduate Council.
- D An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the preparation of the agenda has conformed to the provisions outlined in this section.
- E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a

1957 detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the
1958 motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by
1959 the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college
1960 deans, associate and assistant deans, and all academic department heads.

- 1961
1962 F In case of the necessary absence of an elected faculty representative from a Graduate Council session, the
1963 absent member may choose a member of the represented entity to serve. In case of the necessary absence
1964 of a student representative from a Graduate Council session, the President of the Graduate Student Senate
1965 may appoint a substitute from the Graduate Student Senate. Both faculty and student substitutions shall be
1966 cleared with the chair of the Graduate Council prior to the applicable session. Each substitute shall have a
1967 vote.
1968

1969 **SEC 7 Committees of the Graduate Council**

- 1970
1971 A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate
1972 Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The
1973 committees and duties of each are as follows:
1974

- 1975 (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is
1976 responsible for : (a) reviewing all applications for graduate faculty status and making recommen-
1977 dations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to
1978 graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for
1979 graduate faculty status; (d) communicating to appropriate programs all relevant policies of the
1980 Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a
1981 recommendation to the Graduate Council concerning the criteria for graduate faculty status and the
1982 appropriateness of the faculty when the Council is considering a new graduate program.
1983
- 1984 (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for
1985 (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean a
1986 nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate
1987 student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer, and
1988 expand scholarship and award opportunities of all kinds for graduate students.
1989
- 1990 (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is
1991 responsible for screening and reviewing all curricular proposals for graduate level courses (600 and
1992 above), graduate programs, graduate degrees, and graduate certificates, and making recommendations
1993 regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee
1994 shall require that all programs affected by a particular graduate level curricular proposal be
1995 appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate
1996 Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records
1997 and Registration, and the Educator Preparation Provider Council.
1998
- 1999 (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible
2000 for reviewing any grievance other than for a curricular matter brought to the council by (a) a graduate
2001 student, (b) the Executive Committee of the Graduate Council, (c) the Graduate Council itself, (d) any
2002 member of the graduate faculty, or (e) the office of the Graduate Dean. The Grievance Committee
2003 makes a recommendation for disposition by the Graduate Council or the Graduate Dean. This
2004 includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for

2005 completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts
2006 upon all appeals to decisions made by the Graduate Council Membership Committee and informs all
2007 involved parties of its decision. A membership decision of the Graduate Council Grievance
2008 Committee regarding an appeal is binding on the Council.

- 2009
- 2010 (5) Graduate Recruiting Committee. The Graduate Recruiting Committee is responsible for (a)
- 2011 monitoring growth of the graduate programs at the university; (b) working with departments
- 2012 throughout the university to streamline the graduate recruitment process; and (c) identifying effective
- 2013 recruitment practices, both on campus and elsewhere to suggest changes to the graduate recruitment
- 2014 process as university policies and practices change.
- 2015

- 2016 B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the
- 2017 Chairs from each of the standing committees of the Graduate Council, and one other member of the
- 2018 Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of
- 2019 the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate
- 2020 Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council
- 2021 shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive
- 2022 Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the
- 2023 Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by
- 2024 the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program
- 2025 planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to
- 2026 graduate education at Missouri State University not delegated to the standing committees of the Graduate
- 2027 Council; and (5) recommend specific proposals to be debated by the Graduate Council.
- 2028

- 2029 C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of special
- 2030 problems. These committees will serve until the completion of the work for which they were appointed.
- 2031

- 2032
- 2033 D All committees are to make reports to the Graduate Council and act only on the Graduate Council's
- 2034 instruction.
- 2035

2036 **SEC 8 Challenges and Appeals of Graduate Council Actions**

2037

- 2038 A The ranked members of the Graduate Faculty have an inherent right to challenge any Action of the Graduate
- 2039 Council, as set forth in ART VII SEC 2 of these Bylaws.
- 2040
- 2041 B The ranked faculty of the University have an inherent right to appeal any Action of the Graduate Council, as
- 2042 set forth in ART VII SEC 3 of these Bylaws.
- 2043

2044 **SEC 9 Amendments of *Bylaws***

2045

2046 These *Bylaws* may be amended by a two-thirds vote of the Graduate Council after the amendment has been

2047 considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments

2048 shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.

2049

2050 **ART VI CURRICULAR PROCESS**

2051

SEC 1 Responsibility for Curricular Matters

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

SEC 2 Definitions and Structures in Curricular Process

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

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

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

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

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

SEC 3 Responsibility of Academic Departments

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

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

- 2100
- 2101 (1) After review/comment by the college dean as described in SEC 5 below, course and program
- 2102 proposals for MS in Education and Educational Specialist Degrees shall be forwarded to the chair,
- 2103 Educator Preparation Provider Council.
- 2104
- 2105 (2) After review/comment by the college dean as described in SEC 5 below, program proposals for
- 2106 general education, course and program proposals for special academic programs, proposals for other
- 2107 multi-college courses and programs, proposals affecting undergraduate degrees offered by two or
- 2108 more colleges, and proposals affecting the general requirements for undergraduate certificates shall be
- 2109 forwarded to the chair, Council on General Education and Intercollegiate Programs.
- 2110
- 2111 (3) After review/comment by the college dean as described in SEC 5 below, proposals affecting graduate
- 2112 courses (600 level and above), graduate programs, graduate degrees, and graduate certificates shall be
- 2113 forwarded to the chair, Graduate Council.
- 2114
- 2115 (4) All other course and program proposals, including one-time-only, experimental, and intersession
- 2116 proposals, shall be forwarded to the chair of the college council of the college in which the academic
- 2117 department serves.
- 2118

2119 **SEC 4 Responsibility of College Councils**

- 2120
- 2121 A A College Council shall receive, deliberate on, and expedite curricular proposals from the academic
- 2122 departments within a college.
- 2123
- 2124 B Proposed general education courses shall be evaluated for alignment with general education learning
- 2125 objectives in addition to other criteria that may be applied to courses offered by the college.
- 2126
- 2127 C A College Council shall reject or recommend approval of a departmental curricular proposal.
- 2128
- 2129 D All Department Heads/Directors and Faculty Senators from within the College shall be notified of the
- 2130 disposition of each curricular proposal and shall be given access to either a digital or paper copy of the
- 2131 proposal. This notification shall constitute dissemination to the College faculty and shall initiate the
- 2132 challenge period within the College.
- 2133
- 2134 E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge,
- 2135 the originator, the Department Head/Director, and the Faculty Senator representing the academic department
- 2136 or special academic program from which the proposal originated shall be notified. This notification shall
- 2137 initiate the appeals period for the College Council Action.
- 2138
- 2139 F Curricular proposals recommended for approval by a College Council shall be forwarded to the College
- 2140 Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may
- 2141 be concurrent with the challenge period.
- 2142
- 2143 G After review and comment by the College Dean, or after the expiration of the review/comment period, and
- 2144 after expiration of the challenge period or adjudication of a challenge, a proposal recommended for approval
- 2145 shall be forwarded by the College Council Chair as follows:
- 2146
- 2147 (1) Program proposals for Bachelor of Science in Education and Bachelor of Music Education degrees, and

proposals for Professional Education courses, to the Chair of the Education Preparation Provider Council. Criteria for designation as a Professional Education course and a list of current Professional Education courses can be found on the EPP web site.

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

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

SEC 5 Responsibility of Academic Deans

- A All curricular proposals passed by College Councils shall be forwarded to the Dean of the College, who may review and make comment. Such review/comment shall be completed within 10 days of receipt of the matters, after which time the proposals shall be returned to the College Council Chair for disposition as stipulated above. The dean may not withdraw any matter from consideration, though any curricular proposal may be withdrawn from consideration before final comment of the dean, upon specific request to the dean by the originating academic department. If the dean does not review/comment on a given matter, the matters shall be forwarded by the College Council Chair to the Secretary of the Faculty after expiration of the review/comment period.
- B Proposals for graduate level (600-level and above) courses and programs prepared by academic departments shall be submitted to the Dean of the College for review/comment. Such review/comment shall be completed within 10 days of receipt of the matters, after which time the proposals shall be returned to the originating academic department for disposition as stipulated below. The dean may not withdraw any matter from consideration, though any curricular proposal may be withdrawn from consideration before final comment of the dean, upon specific request to the dean by the originating academic department. If the dean does not review/comment on a given matter, the matters shall be forwarded by the academic department to the Graduate Council after expiration of the review/comment period.
- C Proposals for general education courses and for interdisciplinary courses and programs prepared by academic departments shall be submitted to the Dean of each college in which a course for that program is housed for review/comment. Such review/comment shall be completed within 10 days of receipt of the matters, after which time the proposals shall be forwarded to CGEIP for disposition as stipulated below. No dean may withdraw any matter from consideration, though any curricular proposal may be withdrawn from consideration before final comment of the dean, upon specific request by the originating academic department. If the dean does not review/comment on a given matter, the matters shall be forwarded by the academic department to CGEIP after expiration of the review/comment period.

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

- A Shall receive, deliberate on, and expedite curricular proposals from academic departments or special academic programs in the university.
- B Shall reject or recommend the approval of a curricular proposal. A curricular proposal shall be withdrawn from consideration before final disposition by the council, upon specific request to the council chair by the

originator, without motion or vote.

C Council on General Education and Intercollegiate Programs

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

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

D Educator Preparation Provider Council

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

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

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

E Graduate Council

(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.

(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.

(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.

SEC 7 Rights to Challenge and Appeal Council Actions

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.

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.

- 2244
2245 C The ranked faculty members of the University have an inherent right to appeal the rejection or
2246 recommended approval of any curricular proposal by any Council of the Faculty Senate, as set forth in ART
2247 VII SEC 3 of these Bylaws.
2248
2249

2250 **SEC 8 Responsibility of Secretary of the Faculty**

2251

- 2252 A Shall receive curricular proposals that have been recommended for approval by college councils, graduate
2253 council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate
2254 Programs.
2255
2256 B Shall examine all recommended curricular proposals for procedural and typographical errors. Curricular
2257 proposals containing errors shall be declined and a description of the errors shall be provided to the
2258 originator. Corrected proposals must be resubmitted to the full curricular review process.
2259
2260 C All Department Heads/Directors of academic programs, all Faculty Senators, and the Faculty Senate
2261 Executive Committee shall be notified of recommended curricular proposals that are error-free and shall be
2262 given access to digital copies. This notification shall constitute dissemination to the ranked faculty and
2263 shall initiate the appeals period for Council Actions.
2264
2265 D After lapse of the appeals period for Council Actions, recommended curricular proposals that are error-free
2266 shall be forwarded to the Faculty Senate Executive Committee for disposition as described in ART VI SEC
2267 9.
2268
2269 E Curricular proposals that have been approved by the Faculty Senate Executive Committee shall be
2270 distributed to all college deans, department heads, and faculty senators by the Secretary of the Faculty.
2271 This initiates the challenge period for Senate Actions.
2272
2273 F Approved curricular proposals shall be forwarded to the Provost after the challenge period for Senate
2274 Actions has lapsed without a challenge being submitted, or after a challenge to the Senate Action has been
2275 denied.
2276

2277 **SEC 9 Responsibility of Executive Committee of Faculty Senate**

2278

- 2279 A On behalf of the full Senate, the Executive Committee of the Faculty Senate issues final faculty approval on
2280 all curricular changes. For curricular proposals that must be considered by the full Senate as described in
2281 ART VI SEC 10, the Executive Committee issues final approval only after the proposal has been approved
2282 by a vote of the full Senate. For curricular proposals that are not required to be considered by the full
2283 Senate, the Executive Committee is authorized to issue final faculty approval without vote of the full Senate.
2284 This normally is a pro forma process; however, if within an appeals period any member of the committee
2285 determines that a curricular change warrants further review by the faculty then the committee has the right
2286 to bring the proposal to the floor of the Faculty Senate, in which case approval or rejection of the proposal is
2287 determined by a vote of the full Senate.
2288
2289 B Approved curricular proposals shall be forwarded to the Secretary of the Faculty for dissemination as
2290 described in ART VI SEC 8E and 8F.
2291

- C The Executive Committee must reject any curricular proposal that has been rejected by a vote of the full Senate. However, the Executive Committee is not empowered to reject a curricular proposal that has been recommended by all councils that reviewed it and has not been rejected by a vote of the full Senate, unless the proposal contains procedural or typographical errors that were not detected by the Secretary of the Faculty. If a proposal is rejected due to procedural or typographical errors, the corrected proposal must be resubmitted to the full curricular review process.
- D The Executive Committee shall have authority to recommend to departments or special academic programs, to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs or alterations (including deletion or addition) to existing courses or programs.

SEC 10 Responsibility of Faculty Senate

The Faculty Senate shall consider and take action:

- A On all curricular matters forwarded to it by the Executive Committee of Faculty Senate.
- B On all appeals of curricular proposals forwarded to the Executive Committee of Faculty Senate by the college councils, Graduate Council, Educator Preparation Provider Council, and Council on General Education and Intercollegiate Programs. Senate actions on such appeals are separate from senate actions on the curricular proposals and must be resolved before the curricular process may advance. If the appeal of a recommendation to approve a proposal is upheld by Faculty Senate, then the curricular proposal is rejected and the curricular process ends. If the appeal of a proposal denial is upheld by Faculty Senate, then the curricular proposal moves forward as otherwise described. If the appeal of a proposal denial is denied by Faculty Senate, then the curricular proposal is rejected and the curricular process ends. If the appeal of a recommendation to approve a proposal is denied by Faculty Senate, then the curricular proposal moves forward as otherwise described.
- C On all proposals to add or delete academic programs.
- D On all proposals to change degree policies and requirements.
- E On all proposals affecting the structure of General Education. This includes but is not limited to:
- (1) Changes to the aims and goals of General Education
 - (2) Changes to the learning outcomes of General Education
 - (3) Changes to the focus areas of General Education
 - (4) Changes to the credit hour requirements within General Education
 - (5) Course additions to and deletions from General Education
- F On all challenges to approved curricular proposals.

SEC 11 Right to Challenge Senate Actions

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

SEC 12 Responsibility of University Administration

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

SEC 13 Origination of Curricular Proposals

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

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

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

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

question can formally begin at the lowest level of the faculty governance structure.

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

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

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

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

SEC 16 Accelerated Course Approval Procedure

- A This section applies *only* to new courses that cannot fit under existing variable content or special topics course designations. Before any course approved through this accelerated process may be offered for a third time, it must go through the regular curricular approval process outlined in Sections 3 through 13 of Article VI.
- B Each proposal for a new course must originate in an academic department or equivalent department-level entity, e.g., special academic program. Any department may require approval by its curriculum committee or by a majority of its faculty. Each proposal must receive the signatures of the department head and dean.

- 2437 C Any college council may promulgate more stringent requirements than these; all councils should, however,
2438 observe at least the following minimum requirements:
2439
- 2440 (1) Originating department requests that council chair grant consideration of accelerated approval.
 - 2441
 - 2442 (2) Council chair decides whether request merits this special consideration.
 - 2443
 - 2444 (3) If special consideration is granted, the chair distributes materials to council members and arranges
2445 Internet posting. Each council member must respond to the Council Chair within five calendar days.
2446
 - 2447 (4) The chair collects individual council members' votes and disseminates the decision to council
2448 members, to the originating department, and to all other involved parties.
2449
- 2450 D The rights of challenge and appeal of Council Actions in the accelerated process shall be the same as set
2451 forth in ART VII, SEC 2 and SEC 3, except that the challenge and appeal periods shall each consist of five
2452 calendar days.
2453
- 2454 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the
2455 incoming council chair determines that the proposal cannot wait until the fall semester. In such a case, the
2456 Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or
2457 their designees), shall serve as the course approval committee. The other provisions of the accelerated
2458 procedure apply to proposals initiated in the summer.
2459
- 2460 F This request for acceleration shall NOT be considered by the college council if an originating department
2461 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that
2462 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has
2463 not had time to initiate the course proposal through the usual means, (2) student demand that was not made
2464 known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished
2465 individual at the last minute.
2466

2467 **SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and** 2468 **Certificate Requirements** 2469

- 2470 A The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to
2471 investigate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the
2472 requirements for an existing undergraduate degree, or modify the general requirements for undergraduate
2473 certificates.
2474
- 2475 B The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate
2476 degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the
2477 general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to
2478 investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.
2479
- 2480 C An academic department or special academic program may submit a proposal to add a degree, delete a
2481 degree, modify the requirements for an existing degree, or modify the general requirements for
2482 undergraduate or graduate certificates.
2483
- 2484 (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the
2485 college council of that college for review and evaluation.
2486

(2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the general requirements for undergraduate certificates, must be submitted to the Council on General Education and Intercollegiate Programs for review and evaluation.

(3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate certificates, must be submitted to Graduate Council for review and evaluation.

D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal initiated by CGEIP or Graduate Council, will be reviewed and acted on by the full Senate during the course of two successive Senate sessions, beginning no later than the March session of an academic year. The proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next regularly scheduled session of the Senate.

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

A The Director of the Honors College shall fulfill the responsibilities of the Academic Dean as described in ART VI SEC 5.

B Proposals approved by the Honors College Council shall be forwarded to the Council on General Education and Intercollegiate Programs.

C In all other regards the review of such proposals shall be governed by the entirety of ART VI.

ART VII CHALLENGES AND APPEALS OF COUNCIL AND SENATE ACTIONS

SEC 1 Overview of Challenges and Appeals

A The ranked faculty have an inherent right to contest any Council Action (as defined in ART I SEC 10C) and any Faculty Senate Action (as defined in ART I SEC 7A).

B Summary of the process for challenges and appeals:

(1) The ranked faculty of an undergraduate college may challenge any Action of their College Council within 10 days of its dissemination to the college faculty, as described in SEC 2 below.

(2) Ranked members of the Graduate Faculty may challenge any Action of the Graduate Council within 10 days of its dissemination to the Graduate Faculty, as described in SEC 2 below.

(3) The ranked faculty of the University may appeal any Action of any Council of the Faculty Senate within 10 days of dissemination of the Action to the University faculty, as described in SEC 3 below.

(4) The ranked faculty of the University may challenge any Senate Action within 20 days of its dissemination to the faculty, as described in SEC 4 below.

(5) Challenges of Council Actions and Senate Actions may be initiated only by petition from the ranked faculty. Appeals of Council Actions may be initiated by petition from the ranked faculty, by a

2536 Department Head, or by a Council Chair.

2537 **SEC 2 Challenge and Veto of College Council and Graduate Council Actions**

2538 **A Right of Challenge**

2539 The ranked faculty of each undergraduate college shall have the inherent right to challenge any College Council
2540 Action from its own college. The ranked members of the Graduate Faculty shall have the inherent right to
2541 challenge any Graduate Council Action. Such faculty challenges must be made within ten (10) calendar days
2542 following distribution of the Council Action to the college faculty.

2543 **B Form of Challenge**

2544 A college faculty challenge of its own Council Action or a graduate faculty challenge of a Graduate Council
2545 Action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the Graduate
2546 College. Said challenge shall be made in writing and copies submitted to the chair of their college or graduate
2547 council, chair of the Faculty Senate and the Secretary of the Faculty.

2548 The chair of the college or graduate council shall send a copy of such challenge to each ranked member of the
2549 college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days after
2550 copies of the challenge have been distributed to the faculty, the chair of the council shall call a session of the
2551 faculty for the discussion of the challenge. The dean of the college or his or her designee shall preside at this
2552 session. The secretary to the dean shall attend this session and record arguments for and against the challenge.
2553 No later than five (5) school days after the session, the secretary shall distribute to all ranked faculty members
2554 ballots for voting on the challenge. A summary of arguments for and against the challenge shall be prepared by
2555 the council chair and shall be sent with the ballots.

2556 **C Disposition of Challenge**

2557 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of the
2558 college or by the graduate faculty, shall constitute a veto of the challenged Council Action.

2559 **SEC 3 Appeal and Veto of Council Actions**

2560 **A Right of Appeal**

2561 The ranked faculty of the University shall have the inherent right to appeal Actions of a College Council,
2562 Graduate Council, Educator Preparation Provider Council, and Council on General Education and
2563 Intercollegiate Programs. Appeals must be made no later than ten (10) calendar days during the regular
2564 academic year when classes are in session, excluding terminal week, following distribution of the Council
2565 Action to the University faculty.

2566 **B Form of Appeal**

2567 An appeal of a Council Action may be made by an academic department through the Department Head or
2568 Director, by a council through the Council Chair or by petition of no fewer than thirty (30) members of the
2569 ranked faculty. Said appeal shall be made in writing to the Executive Committee of the Faculty Senate. If an
2570 appeal is made, the Executive Committee of the Faculty Senate shall place the issue on the agenda for the next
2571 Faculty Senate session.

C Disposition of Appeal

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

SEC 4 Challenge and Veto of Faculty Senate Action

A Right of Challenge

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

B Form of Challenge

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

C Disposition of Challenge

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

D Vote on Challenge

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

ART VIII AMENDMENT OF BYLAWS

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

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

C) Presence of FHRC Members

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

D) Proposed Handbook Amendments Outside the Scope of an FHRC Report

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

5. Time Limit on Reconsideration

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

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

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