

# Original Bylaws with Edits/Changes

## 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 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.

***Rationale:** This section is being deleted because: (1) it is partially covered in the new Constitution of the Faculty; (2) all references to the number of academic units will refer to the Provost Office's list of academic units published by the Provost Office and verified by the Office of the Faculty Senate as stated later in Bylaws; (3) Internal Senate Actions will be discussed later in the Bylaws and the Provost Office and Administration of Missouri State University decide the Academic Units Structure and designate entities, not the Senate.*

### **SEC 2 SEC 1 Membership of Faculty Senate**

**A.** ~~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~~ **units (as indicated below), 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.

- 46 **B. Each academic unit and the Missouri State University Library, as designated by the**  
47 **Provost Office list of academic units, has the right to have at least one (1) senator. An**  
48 **academic unit with at least 20 Faculty Senate-eligible faculty members, but fewer than**  
49 **40, has the right to two (2) senators. An academic unit with at least 40, but fewer than**  
50 **60, Faculty Senate-eligible faculty members, has the right to three (3) senators. An**  
51 **academic unit with at least 60 Faculty Senate-eligible faculty members has the right to**  
52 **four (4) senators.**  
53
- 54 **C. Good-faith effort must be made by all faculty in an academic unit to support the**  
55 **rotation of faculty senators among the different disciplines within the unit.**  
56
- 57 **D. In odd-numbered years, prior to the beginning of the election cycle, the Office of the**  
58 **Faculty Senate shall evaluate the number of faculty in each academic unit to determine**  
59 **whether any changes in seat allocation are necessary. The Office of the Faculty Senate**  
60 **shall then inform each academic unit and the Faculty Senate of the updated seat count.**  
61

62 ***Rationale:** This section (Article I, Section 1) is almost entirely new and is based on the*  
63 *resolution passed by the Faculty Senate in Fall of 2024 requiring the Committee on Rules to stay*  
64 *as close to the Provost Office's list of academic units. The Committee on Rules has attempted,*  
65 *after much deliberation and effort, to satisfy the will of Faculty Senate and provide a model for a*  
66 *more representative body that is flexible enough to be modified based on any current and/or*  
67 *future academic unit alignment structure.*  
68

## 69 **SEC 3 2 Election of Members to Faculty Senate**

70

### 71 **A. Election of Academic ~~Department~~ Unit Representatives**

- 72 1. ~~During the first week of the spring semester the Secretary of the Faculty Office of~~  
73 ~~the Faculty Senate shall notify academic departments units of the timeline for~~  
74 ~~upcoming nominations and elections and the number of Faculty Senate~~  
75 ~~representatives allotted for each academic unit.~~
- 76 2. ~~No later than March 1, each academic department shall elect one (1) of its~~  
77 ~~members to represent that academic department on the Faculty Senate; such~~  
78 ~~elections shall occur only during years that vacancies exist. Eligible department~~  
79 ~~representatives include all ranked faculty, as well as those instructors and clinical~~  
80 ~~faculty who have served no less than two consecutive academic years at Missouri~~  
81 ~~State University by the September session of their term. The head of each~~  
82 ~~academic department shall prepare a ballot of all eligible department~~  
83 ~~representatives within the academic department and conduct the election. Voting~~  
84 ~~shall be by secret ballot and each eligible department representative may vote for~~  
85 ~~one representative within the academic department. The Chair Elect of the~~  
86 ~~Faculty Senate shall not be eligible to be elected as an academic departmental~~  
87 ~~representative. The head of each academic department shall notify the Secretary~~  
88 ~~of the Faculty of the outcome of the election no later than March 1. Faculty in~~  
89 ~~each academic unit shall elect the determined number of representatives for~~  
90 ~~their unit using a method chosen by that academic unit based on~~  
91 ~~parliamentary procedures. If a faculty member so requests, the vote shall be~~

conducted via secret ballot. A simple majority will determine the outcome of the vote.

B. Election of Rank Representatives

1. During the first week of the spring semester the ~~Secretary of the Faculty~~ **Office of the Faculty Senate** shall notify academic ~~departments~~ **units** 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~~ **unit**, when appropriate, shall nominate one (1) person from within that academic ~~department~~ **unit** 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.~~ **Ranked faculty in each academic unit shall elect a representative of their respective rank using a method chosen by the unit based on parliamentary procedures. If a faculty member so requests, the vote shall be conducted via secret ballot. A simple majority will determine the outcome of the vote.**

A person currently serving as either rank representative or academic ~~departmental~~ **unit** 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~~ **Each academic unit leader** shall notify the ~~Secretary of the Faculty~~ **Office of the Faculty Senate** 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~~ **If** 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~~ **Section 2 Part E**, after which the original senator shall serve any remaining portion of his/her term.

C. ~~Election of Instructor and Senior Instructor Representatives~~ **for Those Holding Non-Tenure Track Positions**

1. During the first week of the spring semester, the ~~Secretary of the Faculty Office~~ **of the Faculty Senate** shall notify academic ~~departments~~ **units** of the timeline for upcoming nominations and elections for ~~instructor and senior representatives~~ **non-tenure track positions**.
2. Nomination of ~~Instructor~~ **Representatives for Those Holding Non-Tenure Track Positions**. No later than March 1, ~~instructors and senior instructors~~ **those holding non-tenure track positions** in academic ~~departments~~ **units** containing such faculty shall nominate one person **each** to represent instructors, **senior instructors, and clinical faculty**. ~~and one person to represent senior instructors in the Faculty Senate.~~ **Instructors and Clinical Faculty in each academic unit shall elect a nominee of their respective rank using a method chosen by the academic unit based on parliamentary procedures. If a faculty member so requests, the vote shall be conducted via secret ballot. A simple majority will determine the outcome of the vote.** The head of each academic ~~department~~ **unit** 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 for Those Holding Non-Tenure Track Positions**. No later than March 22, the ~~Secretary of the Faculty Office of the Faculty Senate~~ 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~~ for each of the three non-tenure track representatives. All instructors shall vote for one (1) instructor representative, and all senior instructors shall vote for one (1) senior instructor representative, and all clinical faculty shall vote for one (1) clinical faculty representative.
4. Annual General Election of ~~Instructor and Senior Instructor~~ **Representatives for Those Holding Non-Tenure Track Positions**. No later than April 15, the ~~Secretary of the Faculty~~ **Office of the Faculty Senate** shall conduct the annual general election for a representative from among instructors **nominees**, ~~and~~ a representative **from** among senior instructors **nominees**, **and a representative from among clinical faculty nominees**. 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, **the senior instructor, and clinical faculty 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.~~

*(Rationale: This section has been substantially rewritten. The old Section 3 of the Bylaws contained substantial redundancies in language. We have consolidated all non-tenure track faculty representative elections into one Part, which is Part C. Also, the above Section (new Section 2, had all language of academic departments changed to academic units. In many places above and throughout this document, the "Secretary of the Faculty," has been replaced by the "Office of the Faculty Senate," considering where some work revolving elections will be centered. Many academic units have been conducting elections in several various ways even though the original bylaws stated "by secret ballot." We have changed the language to provide each academic unit flexibility and for faculty to reserve the right to call for secret ballots in line with parliamentary procedures.)*

#### **D. Terms of Service on Faculty Senate**

- 1. The Chair of the Faculty Senate, the Secretary of the Faculty, newly elected senators, and liaisons shall take office at the first session following the annual elections. The new Chair is responsible for setting the agenda for that session.**

*(Rationale: Part D #1 above is the old Part I at the end of Article I related to "Time for Taking Office." This is regarding terms of service and when members take office and/or begin their term in the Senate. It has been moved up to this spot, which seemed to make more sense to the Committee. In addition, this entire new section D was gleamed from various points throughout the old Section 3. We felt the need to make a more concise, clean version of each item in regard to terms of service. Additionally, as you will see in the latter portion of this document, some of the wording will be taken up in later portions of the Bylaws Article I.)*

- 2. Each elected Senator shall be elected for an initial two-year term.**
- 3. Past-chairs may be elected by their academic unit to serve as a Senator beyond the year the Past-chair serves as Chair of Judicial Review.**

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- 229           **4. Senators should bear in mind that the Senate Chair may, under**
- 230           **extraordinary circumstances, call a meeting during a university break. While**
- 231           **nine-month faculty are not contractually obligated to attend such meetings,**
- 232           **they will be expected to make a good faith effort to attend.**
- 233
- 234           **5. The Secretary of the Faculty shall serve a one-year term and shall be eligible**
- 235           **to serve two consecutive terms if re-elected.**
- 236
- 237

238       ~~E. Election of Student and Staff Delegates~~

- 239           ~~1. The delegates of the student government association, the graduate student senate,~~
- 240           ~~and the staff senate shall be chosen in a manner deemed appropriate by each~~
- 241           ~~group.~~
- 242

243       *(Rationale: This part is now a new section – new Bylaw Article 1, Section 3 – dealing*

244       *specifically with Liaisons of the Faculty Senate in order to separate those out from other Faculty*

245       *Senate representatives)*

246

247       **E. Filling Vacancies and Determination of New Seats**

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- 249           **1. If a temporary vacancy occurs (one semester or less) and/or should any**
- 250           **senator be temporarily unavailable to fulfill the responsibilities of senator,**
- 251           **that senator shall arrange for a substitute to take her/his place in the Senate**
- 252           **during that Senators absence and shall communicate that to the Office of the**
- 253           **Faculty Senate and to their respective academic unit leader.**
- 254
- 255           **2. If a vacancy longer than one semester occurs, the academic unit, rank, or**
- 256           **non-tenure track constituency experiencing the vacancy must nominate and**
- 257           **elect a new Senate representative per usual parliamentary procedures or**
- 258           **unless a member of the faculty requests a secret ballot.**
- 259
- 260           **3. The Office of the Faculty Senate, in odd years, and in consultation with the**
- 261           **Provost Office’s list of identified academic unites and number of Faculty**
- 262           **Senate-eligible faculty, will determine whether or not academic units are**
- 263           **allotted the correct number of senators and will make any necessary**
- 264           **subtractions or additions per Article I, Section 1, Part B, of the Bylaws of the**
- 265           **Faculty.**
- 266

267       *(Rationale: Part E above includes language from the old Part H – located below; it has been*

268       *substantially rewritten.)*

269

270       ~~F. Voting in Annual Primary and Annual General Election~~

- 271           ~~1. Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and~~
- 272           ~~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.~~

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

332 I. ~~Time for Taking Office~~

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334 Newly elected senators, new delegates, the Secretary of the Faculty, and the new chair  
335 shall take office at the first session following the annual elections. The new chair will be  
336 responsible for setting the agenda for that session.  
337

338 **Section 3 – Liaisons**

- 339  
340 **A. Liaisons of the Faculty Senate may attend and speak at Faculty Senate meetings.**  
341 **Liaisons shall consist of the following: one liaison from the Student Government**  
342 **Association, one liaison from the Graduate Student Senate, and one liaison from the**  
343 **Staff Senate.**  
344  
345 **B. The Liaisons serve in an ex-officio capacity and may be appointed, or elected, by the**  
346 **group they represent. Liaisons shall serve one-year terms but may serve consecutive**  
347 **terms if the groups they represent so decide.**  
348

349 *(Rationale: As stated earlier, this new Section 3 was created to separate out the Liaisons – the*  
350 *administrative staff and student government representatives – from the rest of the Faculty Senate*  
351 *membership. It is also clarifying their role.)*  
352