

# ARTICLE I – FACULTY SENATE

## Section 1 – Membership of Faculty Senate

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

## Section 2 – Election of Senators

### A. Election of Academic Unit Representatives

1. During the first week of the spring semester the Office of the Faculty Senate shall notify academic units of the timeline for upcoming nominations and elections and the number of Faculty Senate representatives allotted for each academic unit.
2. Faculty in each academic unit shall elect the determined number of representatives for their unit using a method chosen by that 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.

### B. Election of Rank Representatives

1. During the first week of the spring semester the Office of the Faculty Senate shall notify academic units of the timeline for upcoming nominations and elections.

- 46 2. **Nomination of Rank Representatives.** No later than March 1 the members of  
47 each faculty rank within each academic unit, when appropriate, shall nominate  
48 one (1) person from within that academic department unit to represent that rank in  
49 the subsequent annual election for position of rank representative of the Faculty  
50 Senate. Ranked faculty in each academic unit shall elect a representative of their  
51 respective rank using a method chosen by the unit based on parliamentary  
52 procedures. If a faculty member so requests, the vote shall be conducted via secret  
53 ballot. A simple majority will determine the outcome of the vote.

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55 A person currently serving as either rank representative or academic unit  
56 representative of the Faculty Senate, and whose term will not expire with the  
57 current election, shall not be eligible for nomination as a rank representative, nor  
58 shall the Chair-Elect of the Faculty Senate, nor nominees for Chair-Elect and  
59 Secretary of the Faculty Senate. Each Academic Unit leader shall notify the Office  
60 of the Faculty Senate of the outcome of the election no later than March 1.

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62 3. **Annual Primary Election of Members to Faculty Senate.** After all nominations  
63 have been received, but no later than March 22, the Secretary of the Faculty shall  
64 conduct the annual primary election of rank representatives. All members of the  
65 ranked faculty of each rank may vote on previously nominated members of that  
66 rank to fill positions of rank representative on the Faculty Senate. Each voter may  
67 vote for one (1) senator if there is a vacancy in the voter's rank representation.

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69 4. **Annual General Election of Members to Faculty Senate.** The annual general  
70 election shall be conducted no later than April 15th. In the general election the  
71 ranked faculty of each rank may vote for one (1) rank representative if there is a  
72 vacancy in the voter's rank representation. In this election a ballot shall be  
73 prepared for each rank by the Secretary of the Faculty. This ballot shall contain at  
74 least two (2) names for the rank representative if there is a vacancy to be filled  
75 from that rank, and these shall be the names of those receiving the highest number  
76 of votes in the primary election, but in case of tie votes for first or second  
77 position, the ballot shall also contain the names of those tied for those positions.

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79 If the person elected as Secretary of the Faculty is serving a term as a senator, a  
80 temporary replacement shall be chosen as specified in Bylaws, Article I, Section  
81 2, Part E, after which the original senator shall serve any remaining portion of  
82 his/her term.

### 83 84 **C. Election of Representatives for Those Holding Non-Tenure Track Positions**

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86 1. During the first week of the spring semester, the Office of the Faculty Senate shall  
87 notify academic units of the timeline for upcoming nominations and elections of  
88 non-tenure track positions.  
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90 2. **Nomination of Representatives for Those Holding Non-Tenure Track**  
91 **Positions.** No later than March 1 those holding non-tenure track positions in

academic units containing such faculty shall nominate one person each to represent the instructors, senior instructors, and clinical faculty. 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 unit shall notify the Office of the Faculty Senate of the outcome of the election(s) no later than March 1.

3. **Annual Primary Election of Representatives for Those Holding Non-Tenure Track Positions.** No later than March 22, the Office of the Faculty Senate shall conduct the annual primary election 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 Representatives for Those Holding Non-Tenure Track Positions.** No later than April 15, the Office of the Faculty Senate shall conduct the annual general election for a representative from among instructor nominees, a representative from among senior instructor 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; those receiving the second highest number of votes, respectively, shall be elected as the alternate representatives.

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

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

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- 140 1. If a temporary vacancy occurs (one semester or less) and/or should any senator be
- 141 temporarily unavailable to fulfill the responsibilities of senator, that senator shall
- 142 arrange for a substitute to take her/his place in the Senate during that Senators
- 143 absence and shall communicate that to the Office of the Faculty Senate and to
- 144 their respective academic unit leader.
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- 146 2. If a vacancy longer than one semester occurs, the academic unit, rank, or non-
- 147 tenure track constituency experiencing the vacancy must nominate and elect a
- 148 new Senate representative per usual parliamentary procedures or unless a member
- 149 of the faculty requests a secret ballot.
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- 151 3. The Office of the Faculty Senate, in odd years, and in consultation with the
- 152 Provost Office's list of identified academic unites and number of Faculty Senate-
- 153 eligible faculty, will determine whether or not academic units are allotted the
- 154 correct number of senators and will make any necessary subtractions or additions
- 155 per Article I, Section 1, Part B, of the Bylaws of the Faculty.
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157 **Section 3 – Liaisons**

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- 159 A. Liaisons of the Faculty Senate may attend and speak at Faculty Senate meetings. Liaisons
- 160 shall consist of the following: one liaison from the Student Government Association, one
- 161 liaison from the Graduate Student Senate, and one liaison from the Staff Senate.
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- 163 B. The Liaisons serve in an *ex-officio* capacity and may be appointed, or elected, by the
- 164 group they represent. Liaisons shall serve one-year terms but may serve consecutive
- 165 terms if the groups they represent so decide.