

# **Constitution and Bylaws of the Faculty**

Missouri State University

**Revised June 2022**

# Constitution and Bylaws of the Faculty

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..... 59

# 1 Constitution of the Faculty

## 2 Missouri State University

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### 3

### 4

### 5 **PREAMBLE**

### 6

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

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

### 15

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

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

### 22

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

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

### 28

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

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

44  
45 For brevity and simplicity, the Constitution and Bylaws refer only to academic departments with heads and  
46 colleges with deans. Some academic entities (including the Library, Greenwood Laboratory School, and the  
47 School of Agriculture) and associated personnel (including directors and chairs) do not fit this nomenclature.  
48 The Faculty Senate web page (<http://www.missouristate.edu/facultysenate/entities.htm>) indicates how such  
49 entities are treated with respect to the curricular process and representation on the Senate and its subcommittees.  
50  
51

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

53  
54 There are two classes of membership in the Faculty Senate: voting members (designated as senators) and non-  
55 voting members (designated as delegates). The voting membership of the Faculty Senate shall consist of the  
56 following senators: the Chair of the Senate; the Chair-Elect of the Senate; the Secretary of the Faculty;  
57 representatives of academic departments, one senator from each academic department; one representative from  
58 instructors; one representative from senior instructors; one from clinical faculty; and representatives of the  
59 ranked faculty, one senator from each rank: (a) assistant professor, (b) associate professor, (c) full or  
60 distinguished professor. Eligible department representatives include all ranked faculty, as well as those  
61 instructors and clinical faculty who have served no less than two consecutive academic years at Missouri State  
62 University by the September session of their term. Ranked faculty refers to tenure-track/tenured Assistant  
63 Professor, Associate Professor, or Professor or Distinguished Professor. Those who hold administrative  
64 appointments at or above head level of academic department are not eligible to serve as senators. Exception to  
65 this rule: if an academic department has three or fewer eligible representatives, then the head may serve as  
66 senator.  
67  
68

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

70  
71 The officers of the Faculty Senate shall include: Chair, Chair-Elect, and Secretary of the Faculty.  
72  
73

74 **ART VII SESSIONS OF THE FACULTY**

75  
76 The university faculty shall meet at the call of the Board of Governors, of the President of the university, of the  
77 Chair of the Faculty Senate, or upon the written petition to the President of the university of not less than ten  
78 percent (10%) of the voting faculty. The President of the university, or the President's designee, shall conduct  
79 sessions of the university faculty.  
80  
81  
82

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

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

87  
88 SEC 2 During the regular academic year, the Faculty Senate shall be scheduled to meet once a month at a time  
89 and place fixed by the Faculty Senate.  
90

91  
92 **ART IX PARLIAMENTARY AUTHORITY**

93  
94 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern sessions of the  
95 faculty, the Faculty Senate and established bodies of the Faculty Senate in all cases to which they are applicable  
96 and in which they are consistent with the *Bylaws*.  
97

98  
99 **ART X AMENDMENT OF CONSTITUTION**

100  
101 There are two classes of constitutional amendments: substantive and non-substantive. A non-substantive  
102 amendment includes only editorial and/or terminological changes that do not affect the intent of this  
103 Constitution. The rules governing non-substantive amendments to this Constitution are the same as those  
104 governing amendments to the Bylaws of the Faculty Senate. Non-substantive amendments are therefore voted  
105 upon only by the Faculty Senate. If there is any question as to whether a proposed amendment is substantive, it  
106 must be treated as substantive.  
107

108 A substantive amendment to this Constitution may be proposed by the Faculty Senate or upon petition to the  
109 Faculty Senate by fifty (50) ranked faculty. A report, which must include the *exact* wording of the amendment  
110 and a rationale, shall be placed on the agenda of the next Faculty Senate session, unless that would place it on  
111 the May agenda, in which case it shall be placed on the September agenda. The report is for information and  
112 debate only: the constitutional amendment may not itself be amended in any way on the floor of the Senate, nor  
113 may it be withdrawn, nor is it voted upon by the Senate. The report shall be distributed electronically to the  
114 Faculty on the same day the report is presented to the Senate. Substantive amendments are voted upon  
115 electronically by the entire ranked faculty. The polls shall open on the first business day not less than thirty (30)  
116 days following the report, and shall remain open for a total of five (5) business days. An affirmative vote equal  
117 to a majority of the votes cast by the ranked faculty shall be necessary to make a proposed substantive  
118 amendment part of this Constitution.  
119



# 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.

- 163 (2) No later than March 1 each academic department shall elect one (1) of its members to represent that  
164 academic department on the Faculty Senate; such elections shall occur only during years that vacancies  
165 exist. Eligible department representatives include all ranked faculty, as well as those instructors and  
166 clinical faculty who have served no less than two consecutive academic years at Missouri State  
167 University by the September session of their term. The head of each academic department shall  
168 prepare a ballot of all eligible department representatives within the academic department and conduct  
169 the election. Voting shall be by secret ballot and each eligible department representative may vote for  
170 one representative within the academic department. The Chair-Elect of the Faculty Senate shall not be  
171 eligible to be elected as an academic departmental representative. The head of each academic  
172 department shall notify the Secretary of the Faculty of the outcome of the election no later than March  
173 1.

174  
175 B Election of Rank Representatives

- 176  
177 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic  
178 departments of the timeline for upcoming nominations and elections.  
179  
180 (2) Nomination of Rank Representative. No later than March 1 the members of each faculty rank within  
181 each academic department, when appropriate, shall nominate one (1) person from within that academic  
182 department to represent that rank in the subsequent annual election for position of rank representative of  
183 the Faculty Senate. Voting shall be by secret ballot, and each ranked member may vote for a member of  
184 her/his rank only. A person currently serving as either rank representative or academic departmental  
185 representative of the Faculty Senate, and whose term will not expire with the current election, shall not  
186 be eligible for nomination as a rank representative, nor shall the Chair-Elect of the Faculty Senate nor  
187 nominees for Chair-Elect and Secretary of the Faculty Senate. The head of each academic department  
188 shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.  
189  
190 (3) Annual Primary Election of Members to Faculty Senate. After all nominations have been received, but  
191 no later than March 22, the Secretary of the Faculty shall conduct the annual primary election of rank  
192 representatives. All members of the ranked faculty of each rank may vote on previously nominated  
193 members of that rank to fill positions of rank representatives on the Faculty Senate. Each voter may vote  
194 for one (1) senator if there is a vacancy in the voter's rank representation.  
195  
196 (4) Annual General Election of Members to Faculty Senate. The annual general election shall be conducted  
197 no later than April 15. In the general election the ranked faculty of each rank may vote for one (1) rank  
198 representative if there is a vacancy in the voter's rank representation. In this election a ballot shall be  
199 prepared for each rank by the Secretary of the Faculty. This ballot shall contain at least two (2) names  
200 for the rank representative if there is a vacancy to be filled from that rank, and these shall be the names  
201 of those receiving the highest number of votes in the primary election, but in case of tie votes for first or  
202 second position, the ballot shall also contain the names of those tied for those positions. In the event that  
203 the person elected as Secretary of the Faculty is serving a term as a senator, a temporary replacement  
204 shall be chosen as specified in Bylaws, Article I, Section 3 H, after which the original senator shall  
205 serve any remaining portion of her/his term.  
206

207 C Election of Instructor and Senior Instructor Representatives

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

- 211 representatives.
- 212
- 213 (2) Nomination of Instructor Representatives. No later than March 1, instructors and senior instructors in
- 214 academic departments containing such faculty shall nominate one person to represent instructors and
- 215 one person to represent senior instructors in the Faculty Senate. The head of each academic department
- 216 shall notify the Secretary of the Faculty of the outcome of the election no later than March 1.
- 217
- 218 (3) Annual Primary Election of Instructor Representatives. No later than March 22, the Secretary of the
- 219 Faculty shall conduct the annual primary election of the instructor and senior instructor representatives.
- 220 All instructors shall vote for one (1) instructor representative, and all senior instructors shall vote for
- 221 one (1) senior instructor representative.
- 222
- 223 (4) Annual General Election of Instructor and Senior Instructor Representatives. No later than April 15, the
- 224 Secretary of the Faculty shall conduct the annual general election for a representative from among
- 225 instructors and a representative among senior instructors. In this election, a ballot shall be prepared
- 226 containing at least two (2) names for each position. Those receiving the highest number of votes,
- 227 respectively, shall be elected as the instructor representative and the senior instructor representative;
- 228 those receiving the second highest number of votes, respectively, shall be elected as the alternate
- 229 representatives.
- 230

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

232

- 233 (1) During the first week of the spring semester the Secretary of the Faculty shall notify academic
- 234 departments of the timeline for upcoming nominations and elections for clinical faculty representatives.
- 235
- 236 (2) Nomination of Clinical Faculty Representative. No later than March 1 the members of the clinical
- 237 faculty in academic departments containing such faculty shall nominate one person to represent clinical
- 238 faculty in the Faculty Senate. The head of each academic department shall notify the Secretary of the
- 239 Faculty of the outcome of the election no later than March 1.
- 240
- 241 (3) Annual Primary Election of Clinical Faculty Representative. No later than March 22 the Secretary of the
- 242 Faculty shall conduct the annual primary election of the clinical faculty representative. All clinical
- 243 faculty shall vote for one (1) representative.
- 244
- 245 (4) Annual General Election of Clinical Faculty Representative. No later than April 15 the Secretary of the
- 246 Faculty shall conduct the annual general election for a representative from among clinical faculty. In
- 247 this election a ballot shall be prepared containing at least two (2) names for the position. The person
- 248 receiving the highest number of votes shall be elected as the clinical faculty representative; the person
- 249 receiving the second highest number of votes shall be elected as the alternate clinical faculty
- 250 representative.

251 E Election of Student and Staff Delegates

252

253

254 The delegates of the student government association, the graduate student senate, and the staff senate shall

255 be chosen in a manner deemed appropriate by each group.

256

257 F Voting in Annual Primary and Annual General Election

258

- 259 (1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the  
260 Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6)  
261 school days after the day on which the ballots are distributed in order to be counted.  
262
- 263 (2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any  
264 election.  
265
- 266 (3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty  
267 shall determine the winner by lot in the presence of the nominees affected.  
268
- 269 (4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.  
270

271 G Terms of Member Service on Faculty Senate  
272

- 273 (1) (a) Each elected Senator of the Faculty Senate shall be elected for a two-year term. Each such person  
274 shall be eligible to serve two consecutive terms of two years each, but following the second term  
275 shall not be eligible to serve until after the lapse of an intervening year.  
276
- 277 (b) Exception to this rule: A person elected Chair-Elect during the third or fourth consecutive year as  
278 a Senator may serve the next two years as Chair-Elect and Chair of the Senate. A person elected  
279 Secretary of the Faculty during the third or fourth consecutive year as a senator may serve the next  
280 year as Secretary of the Faculty and is eligible for reelection as secretary for the next succeeding  
281 term. Upon completion of such a term as an officer of the Senate that person will not be eligible to  
282 serve on the Faculty Senate until the lapse of an intervening year. The past-chair, unless that  
283 person becomes a full-time administrator or leaves the University, will serve one year as the Chair  
284 of Judicial Review and is not eligible for any elected positions in the Senate. When the immediate  
285 past-chair is unable or ineligible to serve, the next most immediate past-chair will serve.  
286
- 287 (2) Senate members shall be available for sessions or other Senate work twelve months of the year. Should  
288 any senator be temporarily unavailable to fulfill the responsibilities of a senator, he/she shall arrange for  
289 a substitute to take his/her place in the Senate during the senator's absence and shall communicate the  
290 identity of that substitute to the Faculty Senate office prior to becoming unavailable.  
291
- 292 (3) Whenever a new Faculty Senate seat is necessitated, either by the creation of a new academic  
293 department or for any other reason, the Executive Committee shall determine whether the initial term  
294 for that seat shall be one year or two years in such a manner as to maintain a balance between the  
295 number of senators whose terms expire each year.  
296
- 297 (4) The Secretary of the Faculty shall serve a one-year term and shall be eligible to serve two consecutive  
298 terms, but following the second term shall not be eligible to serve until after the lapse of an intervening  
299 year.  
300
- 301 (5) Student and staff delegates shall serve one-year terms but may serve two (2) consecutive terms.  
302

303 H Filling Vacancies of Membership - Faculty Senate  
304

- 305 (1) The constituency of the persons elected as Chair-Elect and Secretary of the Faculty shall elect new  
306 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

- 355 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this  
356 requirement shall result in the withdrawal of the candidate from the election.  
357
- 358 E Candidates for Chair-Elect and Secretary of the Faculty shall participate in a Candidate Forum which will be  
359 held during the April session after announcements and approval of the minutes of the March session.  
360
- 361 F After the Candidate Forum is concluded, senators shall vote by secret ballot for offices with at least two  
362 candidates. Unopposed candidates are automatically elected without vote.  
363
- 364 G The winners must receive an absolute majority of the votes cast. In the event that no candidate receives a  
365 majority vote the two candidates receiving the most votes will participate in a run-off. The run-off vote  
366 will also occur at the April session.  
367
- 368 H The newly elected Faculty Senate Officers' terms begin immediately after the conclusion of the April  
369 session in which they are elected.  
370
- 371 I The Chair-Elect shall become Chair after serving a one-year term.  
372
- 373 J In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair. The Chair and/or  
374 Chair-Elect and/or Secretary of the Faculty will immediately vacate their office upon accepting an oral or  
375 written offer to become an administrator, at the level of academic department head or higher.  
376
- 377 K In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the Faculty Senate shall  
378 elect a new Chair-Elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of  
379 the pending election shall be made as a part of the agenda for the session. The nominations and election  
380 will be held immediately following the approval of the minutes and announcements. Nominees must meet  
381 the criteria as established in Article I, Sec 4, Part A of these Bylaws. Any Senator may nominate a candidate  
382 or self-nominate. Nominees must accept the nomination and be seconded by a Senator. Once all nominees  
383 have been identified they will participate in a Candidate Forum to be held immediately following the  
384 nominating process. Following the Candidate Forum a vote shall be conducted following the criteria  
385 established in Article I, Sec 4, Parts F-G of these Bylaws. The newly elected officer shall immediately begin  
386 service in the elected office.  
387
- 388 If such a vacancy occurs after the agenda is set for the final spring-semester session of the Faculty Senate  
389 and before the Monday preceding the first day of fall semester classes, the Chair of the Faculty Senate shall  
390 ask the immediate Past Chair to serve in the capacity of the vacated office on an interim basis and only until  
391 a new officer is elected during the first Senate session of the fall semester. If the immediate Past Chair is  
392 unable or unwilling to serve, then the Chair will ask the Chair-Elect or Secretary of the Faculty Senate  
393 (depending on the vacated office) to serve in the capacity of the vacated office on an interim basis and only  
394 until a new officer is elected during the first Senate session of the fall semester. The Chair of the Faculty  
395 Senate shall notify all Senators of the interim appointment.  
396
- 397 L The removal of a Chair, Chair-Elect, or Secretary of the Faculty from office is initiated by submitting a  
398 petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on  
399 the agenda of the next regularly scheduled Senate session. The office will become vacant if a two-thirds  
400 vote approves the motion to remove the officer and such votes account for at least a majority of the voting  
401 Senate membership.  
402

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

404  
405 A The Chair of the Faculty Senate

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

446  
447 B The Chair-Elect of the Faculty Senate

- 448  
449 (1) Shall preside at sessions of the Faculty Senate in the absence of the Chair.  
450

- 451 (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the Faculty  
452 Senate or by the Chair of the Faculty Senate.  
453
- 454 (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.  
455
- 456 (4) Shall chair the Nominating Committee and appoint its members.  
457
- 458 (5) Shall attend at least one session each month of the Student Government Association.  
459
- 460 (6) Shall call the organizational session, and preside until the membership has elected a chair, for the  
461 following standing committees and councils of the Faculty Senate:  
462 (a) Committee on Faculty Concerns;  
463 (b) Council on General Education and Intercollegiate Programs (CGEIP); and  
464 (c) Committee on University Budget and Priorities.  
465
- 466 (7) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:  
467 (a) Committee on Faculty Concerns;  
468 (b) Council on General Education and Intercollegiate Programs (CGEIP);  
469 (c) Committee on Citizenship and Service Learning;  
470 (d) Committee on Academic Relations;  
471 (e) Committee on University Budget and Priorities; and  
472 (f) Committee on Faculty Benefits.  
473
- 474 (8) Shall serve as a member of the Executive Committee of the Faculty Senate.  
475

476 C The Secretary of the Faculty  
477

- 478 (1) Shall serve as Secretary of the Faculty Senate.  
479
- 480 (2) Shall preside at sessions of the Faculty Senate in the absence of both the Chair and the Chair-Elect of  
481 the Faculty Senate.  
482
- 483 (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording  
484 of motions and the votes thereon.  
485
- 486 (4) Shall publish for the faculty the minutes of faculty sessions.  
487
- 488 (5) Shall report decisions of the Faculty Senate and its established bodies to the administration.  
489
- 490 (6) Shall publish for the faculty a synopsis of Faculty Senate Actions and of curricular matters forwarded to  
491 the Provost.  
492
- 493 (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.  
494
- 495 (8) Shall supervise elections of faculty representatives in the governance process and publish election  
496 results on the Faculty Senate web site.  
497
- 498 (9) Shall participate in the curricular process as described in ART VI SEC 8 of these *Bylaws*.



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- (10) Shall attend, or may send a designee to attend, the following as an *ex officio* member without vote:
  - (a) Educator Preparation Provider Council (EPPC);
  - (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

547 the Faculty Senate.

548

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

551  
552 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be  
553 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate  
554 membership.

555  
556 (4) The agenda of all Faculty Senate bodies shall be submitted to the Chair of the Faculty Senate at the time  
557 a request for publication of an announcement of the session is made. Agenda which involve curricular  
558 proposals shall also be submitted to the deans of all colleges. These agenda shall be made available to  
559 all interested parties.

560

#### 561 E Voting

562

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

566

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

569

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

572

#### 573 F Minutes

574

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

579

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

582

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

585

586 (5) The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent  
587 file in the Faculty Senate office within one week after the committee session. The minutes shall be  
588 available to all interested parties.

589

#### 590 G Special Meetings

591

592 Special circumstances may require the Faculty Senate to convene virtually or via some other format. The  
593 Senate Executive Committee may enact special rules to temporarily convene the Faculty Senate to conduct  
594 business. To the extent possible, these special rules for conducting meetings should follow the provisions for

595 conducting Faculty Senate Meetings described in Section 6 (A-F).

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597  
598 **SEC 7 Faculty Senate Actions and Resolutions**

599  
600 A Faculty Senate Actions

601  
602 Faculty Senate Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of  
603 the faculty through its governance process as to policies and procedures to be followed by the University  
604 and are communicated to the university administration for approval and implementation.

605  
606 (1) The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within  
607 ten (10) calendar days after the expiration of the challenge period, forward the Faculty Senate Action to  
608 the president of the university with recommendation to approve or not approve.

609  
610 (2) The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate  
611 Action, report to the Faculty Senate Chair a decision to:

612  
613 (a) Approve and implement at the appropriate time;

614  
615 (b) Request an extension of sixty (60) calendar days to gather additional information prior to making  
616 the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10)  
617 calendar days after the sixty (60) day extension period expires;

618  
619 (c) Reject, stating reasons and/or recommending changes.

620  
621 (3) The Faculty Senate, upon receipt of a Faculty Senate Action rejected by the university president may:

622  
623 (a) Direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for  
624 the next Senate session for deliberation and disposition as herein stated;

625  
626 (b) Approve by a simple majority a revision of the Faculty Senate Action and submit the revised  
627 version of the Faculty Senate Action to the Provost who, in turn, shall forward it to the university  
628 president with recommendation;

629  
630 (c) Support the initial Faculty Senate Action by affirmative vote of two-thirds of the members present  
631 and request that the Faculty Senate Chair present the Faculty Senate Action directly to the Board of  
632 Governors for consideration and disposition;

633  
634 (d) Direct the Chair of the Faculty Senate to discontinue consideration of the Faculty Senate Action.

635  
636 B Resolutions

637  
638 Resolutions passed by the Faculty Senate state the collective reasoning of the Faculty Senate on specific  
639 issues and shall be forwarded for information to the appropriate administrators.

640  
641 C Faculty Senate reports to the Board of Governors shall include:

- 643 (1) Reports on current Faculty Senate Actions and committee studies.  
644  
645 (2) Resolutions passed by the Faculty Senate.  
646  
647 (3) Faculty Senate Actions that have been rejected by the president but have subsequently passed by a two-  
648 thirds Faculty Senate vote.  
649  
650 (4) Faculty Senate Actions not acted upon by the president.

651  
652 D Items to be presented to the Board of Governors

653  
654 Items shall be submitted by the Chair of the Faculty Senate to the Provost and the University President at  
655 least seven (7) calendar days prior to the scheduled session of the Board of Governors.  
656

657 E Internal Actions

658  
659 (1) Internal Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the  
660 Senate as to policies and procedures to be followed by the Senate in conducting Senate business.  
661 Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not  
662 subject to Administrative approval or disapproval.  
663

664 (2) Internal Actions must be consistent with the *Constitution and Bylaws of the Faculty*.  
665

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

667  
668 The faculty, which include ranked faculty as well as those instructors and clinical faculty who have served no  
669 less than two consecutive academic years at Missouri State University, shall have the inherent right to challenge  
670 any Faculty Senate Action, as described in Article VII Section 4 of these Bylaws.  
671

672 **SEC 9 Committees of the Faculty Senate**

673  
674 A Members of Committees

675  
676 Candidates for appointive vacancies on Faculty Senate committees may be members of the Faculty Senate,  
677 the faculty, the administration, the staff, the student body, the alumni body, and emeriti professors.  
678

679 B Standing Committees

680  
681 (1) Executive Committee of the Faculty Senate

682  
683 (a) Purpose

684  
685 (aa) Shall participate in the curricular process as described in Article VI, Section 9.  
686

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

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

- 691  
692 (dd) Shall prepare, revise and supervise the use of forms utilized in faculty governance processes.  
693  
694 (ee) Shall assign or approve special charges to committees of the Faculty Senate.  
695  
696 (ff) Shall ensure that each standing committee and council of the Faculty Senate understands and addresses  
697 its charges by providing an *ex officio* member without vote.  
698

699 (b) Membership

700  
701 Shall consist of the Chair of the Faculty Senate, who shall be chair of the Executive Committee; the  
702 Chair-Elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty  
703 Senate. A past-chair who has been appointed to a full-time administrative position will not be  
704 eligible to serve on the Executive Committee. When the immediate past-chair is unable or  
705 ineligible to serve, the Executive Committee shall consist of the Chair of the Faculty Senate, the  
706 Chair-Elect of the Faculty Senate, and the Secretary of the Faculty. The Chair may appoint a  
707 parliamentarian to serve as an *ex officio* member of the Executive Committee if additional  
708 parliamentarian expertise is desired.  
709

710 (2) Committee on Faculty Concerns

711 (a) Purpose

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

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

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883
- (ee) Shall every year report on student credit hour (SCH) production and ranked and unranked 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 without vote 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



- 884  
885 (aa) Shall adjudicate in questions of interpretation of the *Constitution and Bylaws of the Faculty*.  
886  
887 (bb) Shall consider questions originating from any faculty member when presented through the  
888 Chair of the Faculty Senate.  
889  
890 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for  
891 Faculty Senate membership.  
892

893 (b) Membership

894  
895 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not  
896 hold full-time administrative positions. The most immediate past chair of the Faculty Senate who  
897 is serving on this committee shall serve as chair of the committee.  
898

899 (7) Committee on Citizenship and Service Learning

900  
901 (a) Purpose

- 902  
903 (aa) Shall advise departments regarding departments' proposed attachment of service learning  
904 components to existing courses as part of the Citizenship and Service Learning program in  
905 order to ensure compliance with the service learning course criteria established in Faculty  
906 Senate Action 10-95/96, which created the Citizenship and Service Learning program.  
907  
908 (bb) Shall monitor the service learning courses and program to ensure compliance with established  
909 service learning criteria.  
910  
911 (cc) Shall periodically review service learning courses, program, and assessment data and  
912 recommend changes to the Faculty Senate.  
913  
914 (dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service  
915 Learning program.  
916  
917 (ee) Shall report annually to the Faculty Senate.  
918

919 (b) Membership

920  
921 The Committee on Citizenship and Service Learning shall comprise the following: one faculty  
922 member from each undergraduate college, appointed by the Chair of the Faculty Senate; one faculty  
923 member from each entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>,  
924 appointed by the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate, ex officio  
925 without vote; and the director of the Citizenship and Service Learning program, ex officio without  
926 vote. At least half the members shall be faculty with experience in service learning courses.  
927 Members shall serve for a term of three (3) years and may be reappointed for one succeeding term.  
928 Members shall serve staggered three-year terms, so that one-third of the membership shall be  
929 replaced each year. The Chair of the Faculty Senate shall appoint the chair of the Committee.  
930

931 (8) Committee on Honorary Degrees

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(a) Purpose

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

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

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(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; if warranted 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.

- 1032 (bb) College representatives shall serve for a term of three (3) years and may be reappointed  
1033 indefinitely. Terms shall be staggered so that one-third of the membership is appointed each  
1034 year.
- 1035
- 1036 (cc) The Chair of the Faculty Senate shall appoint one of the college representatives to serve as  
1037 chair of the Committee on Faculty Benefits.
- 1038
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- 1040 (10) Study Away Advisory Committee
- 1041
- 1042 (a) Purpose
- 1043
- 1044 (aa) Shall meet on a regular basis (as determined necessary by committee members and the Study  
1045 Away Office) to award exploratory travel away funds to faculty who have completed all  
1046 application requirements for such, and to determine the winners of the annual Award for  
1047 Excellence in Study Away Programming.
- 1048
- 1049 (bb) Shall serve as an advisory committee to the director of the Study Away Office.
- 1050
- 1051 (cc) Shall serve as an advisory resource for faculty, department heads, and deans who wish to  
1052 consult the committee regarding their own Study Away programs.
- 1053
- 1054 (b) Membership
- 1055
- 1056 (aa) The Study Away Advisory Committee shall include seven (7) full-time faculty members  
1057 from at least four different colleges of the University, appointed by the Chair of the Faculty  
1058 Senate (or their designee) after consultation with the Director of the Study Away Office.  
1059 The Chair of the Faculty Senate shall strive to appoint a majority of committee members  
1060 with experience leading a Study Away trip. The Director of the Study Away Office **and the**  
1061 **Past-Chair of the Faculty Senate** shall serve as *ex officio* members without vote.
- 1062
- 1063 (bb) Members shall serve for a term of three (3) years and may be reappointed for one succeeding  
1064 term. Terms shall be staggered so that approximately one-third of the members are replaced  
1065 or reappointed each year. (cc) The Chair of the Faculty Senate shall appoint the  
1066 chairperson of the committee.
- 1067
- 1068 (11) Committee on Policy Review
- 1069
- 1070 (a) Purpose
- 1071
- 1072 (aa) Shall meet up to twice monthly to discuss pending policies under consideration by university  
1073 leadership and to review current content in the university Policy Library.
- 1074
- 1075 (bb) Shall identify current and emerging content in the university Policy Library (excluding the  
1076 Faculty Handbook) that should be reviewed by the Faculty Handbook Revision Committee or  
1077 warrants further review by the faculty.
- 1078
- 1079 (cc) Shall prepare and present periodic reports with recommendations to the Faculty Senate

1080 regarding policies being referred to the Faculty Handbook Revision Committee, pending  
1081 operating policies (OP) under consideration by university leadership, and other Policy Library  
1082 content that should be further reviewed by the faculty.  
1083

1084 (b) Membership

1085  
1086 (aa) The Chair of the Faculty Senate, the Chair-Elect of the Faculty Senate, and the Chair of the  
1087 Faculty Handbook Revision Committee shall be members of the Policy Review Committee.  
1088

1089 (bb) A minimum of three additional faculty members will be appointed by the Chair of the Faculty  
1090 Senate, so as to provide representation from various academic colleges. These additional  
1091 faculty members will serve a two year term and may be reappointed for up to two consecutive  
1092 terms. One of these faculty members will be appointed by the Chair of the Faculty Senate to  
1093 serve as committee chair.  
1094

1095 (cc) The Student Government Association shall provide a representative to the committee who  
1096 will be *ex officio* without vote.  
1097

1098 (dd) The Director of Human Resources, the Provost, a representative from the Registrar's office,  
1099 and Chief General Counsel will be *ex officio* members without vote.  
1100  
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1102 (12) Committee of Past Senate Chairs

1103  
1104 (a) Purpose

1105  
1106 (aa) Advises current Senate Chairs by providing institutional memory and historic perspectives  
1107 pertinent to Senate initiatives.  
1108

1109 (bb) Provides oversight relevant to Senate initiatives and priorities that span across terms of Senate  
1110 Executive Committees.  
1111

1112 (cc) Drafts recommendations for Senate action that address issues pertinent to the Faculty Senate and  
1113 MSU faculty.  
1114

1115 (b) Membership

1116 (aa) The Faculty Senate Chair, Faculty Senate Chair Elect, and Prior Senate Chairs who are full-time or  
1117 emeritus faculty are eligible to serve on the Committee of Past Senate Chairs, unless they hold  
1118 current administrative appointments at or above head level of an academic department.  
1119

1120 (bb) A Committee Chair is elected each year by the committee in the first fall meeting.  
1121  
1122

1123 C Ad Hoc Committees

1124  
1125 To carry on the work of the Faculty Senate, *ad hoc* committees may be organized from time to time on the  
1126 initiative of the Chair of the Faculty Senate or as directed by the Faculty Senate.  
1127

1128 (1) Purpose

1129  
1130 Upon activation of a specific committee, the Chair of the Faculty Senate shall prepare a specific charge  
1131 for the committee and include the form and timing of the response requested.

1132  
1133 (2) Membership

1134  
1135 Appointed by the Chair of the Faculty Senate.

1136  
1137 D Committee Responsibilities

1138  
1139 Committees of the Faculty Senate shall be responsive to the will of the Senate. Committees shall discharge  
1140 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges  
1141 designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may initiate  
1142 special charges or take action only with the approval of the Executive Committee of the Faculty Senate.

1143  
1144 The chair of each Faculty Senate committee shall report directly to the Chair of the Faculty Senate, and  
1145 normally the chair of the Faculty Senate committee shall present a committee report when it is on the  
1146 agenda for a session of the Faculty Senate.

1147

1148 **SEC 10 Councils of the Faculty Senate**

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1150 A Definition and Duties of Councils

1151

1152 Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are  
1153 empowered by the Senate to review curricular proposals and either reject them or recommend their approval  
1154 to the Senate. Some Councils have secondary functions outside of the curricular process. The Councils of  
1155 the Faculty Senate include the College Councils (one for each discipline-based undergraduate college),  
1156 Graduate Council, the Council on General Education and Intercollegiate Programs (CGEIP), and the  
1157 Educator Preparation Provider Council (EPPC). The establishment, operation, and specific duties of these  
1158 Councils are described in Articles II-V of the Bylaws.

1159

1160 B Council Responsibilities

1161

1162 Councils of the Faculty Senate shall be responsive to the will of the Senate. Councils shall discharge  
1163 responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special charges  
1164 designated by the Faculty Senate or its Executive Committee. Faculty Senate Councils may initiate  
1165 special charges only with the approval of the Executive Committee of the Faculty Senate.

1166

1167 C Council Actions

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1169 Council Actions include all formal recommendations or decisions made by a Council in response to its  
1170 charges. Council Actions include rejections of curricular proposals, recommendations to approve curricular  
1171 proposals, and all formal recommendations and decisions made while engaged in non-curricular duties.

1172

1173 D Challenges and Appeals of Council Actions

1174

1175 The ranked faculty of the University shall have the inherent right to challenge and appeal Council Actions as  
1176 described in ART VII SEC 2 and ART VII SEC 3 of these Bylaws.

1177

1178 **SEC 11 Non-Senate Bodies in which Senate Plays a Role**

1179

1180 A Faculty-Student Judicial Commission. The Faculty Senate elects faculty representatives to the Faculty-  
1181 Student Judicial Commission. The nominations of persons of faculty rank for service on the Commission  
1182 shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees  
1183 numbering at least twice the number of positions to be filled will be prepared by the Secretary of the  
1184 Faculty which will include at least two names of ranked faculty from each undergraduate college as  
1185 nominated by their college council. This list of nominees shall be presented as the election ballot for  
1186 faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as  
1187 many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and  
1188 report the results.

1189

1190 B University Hearing Committee. The Faculty Senate elects the members of the University Hearing  
1191 Committee as described in section 12.4.1.1. of the Faculty Handbook.

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1194 **ART II COLLEGE COUNCILS**

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1196 **SEC 1 Establishment of College Councils**

1197  
1198 As an integral part of Faculty Senate structure, each discipline-based undergraduate college faculty within the  
1199 university shall organize a college council.  
1200

1201 **SEC 2 Purpose of College Councils**

1202  
1203 The primary purpose of each discipline-based undergraduate college council is to act upon curricular matters  
1204 that are referred to it by academic departments within the college.  
1205

1206 **SEC 3 Powers of College Councils**

1207  
1208 Each discipline-based undergraduate college council is empowered to recommend the approval of a  
1209 departmental curricular proposal or reject and return a proposal to the originator.  
1210

1211 **SEC 4 Membership of College Councils**

1212  
1213 A A discipline-based undergraduate college council shall consist of one member from each academic  
1214 department of the college, and one student representative, majoring in a discipline in that college.\* Both the  
1215 academic dean of the college and the student representative shall be *ex officio* members of the college  
1216 council without vote. The Chair of the Faculty Senate may attend the session of any college council as an *ex*  
1217 *officio* member without vote.  
1218

1219 \* For purposes of this section only, any student working toward a Bachelor of Science in Education degree  
1220 may be considered a major in Education.  
1221

1222 B Each college council member shall serve for a term of two years and may be reelected for one immediately  
1223 succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.  
1224 Department heads are not eligible for election except in the case where a department head is the only  
1225 member of an academic department.  
1226

1227 **SEC 5 Election of Members to College Councils**

1228  
1229 A On the same date as the election of departmental representatives to the Faculty Senate, the eligible faculty in  
1230 each academic department within each discipline-based undergraduate college shall elect, by and from the  
1231 eligible faculty in that academic department, a college council representative. Eligible faculty are ranked  
1232 faculty, as well as those instructors and clinical faculty who have served no less than two consecutive  
1233 academic years at Missouri State University by the September session of their term. The academic  
1234 department head will prepare a ballot of all eligible faculty within the academic department and conduct the  
1235 election. Voting shall be by secret ballot and each voting faculty member shall vote for one member within  
1236 the academic department. The academic department head shall, in writing, notify the academic dean of the  
1237 college and the Secretary of the Faculty of the outcome of the election.  
1238

1239 B An undergraduate student representative shall be selected by the faculty of each college to be a member of  
1240 each discipline-based undergraduate college council for a one-year term.  
1241

1242 C At the beginning of the spring semester, the faculty in each academic department within each undergraduate  
1243 college shall elect, from the undergraduate majors within each academic department, two nominees for the



1244 student representative of each College Council. Nominees must have completed a minimum of 75 credit  
1245 hours and be in good academic standing. The academic department head will prepare a ballot of all eligible  
1246 students within each academic department and conduct the election. Voting shall be by secret ballot, and  
1247 each voting faculty member shall vote for up to two students. The academic department head shall contact  
1248 the selected students to determine their willingness to serve. Should a student refuse, then the student  
1249 receiving the next highest number of votes will be contacted. This process shall continue until two students  
1250 accept the nomination. The academic department head shall, in writing, notify the academic dean of the  
1251 college and the chair of the college council of the outcome of the election.  
1252

1253 D At the first organizational meeting of each year's new college council, the voting members shall elect one  
1254 student from the nominees submitted by the departments to serve on the college council. The outgoing chair  
1255 of each college council will prepare a ballot of all nominees as elected by the departments. Voting shall be  
1256 by secret ballot, and each voting council member shall vote for one student representative. The student  
1257 receiving the most votes shall be elected to serve as a member of the college council for a one-year term.  
1258 The new chair of the college council will then notify the student of their election. Should the student refuse,  
1259 then the student receiving the next highest number of votes will be contacted. This process shall continue  
1260 until a student has accepted the position. Upon acceptance, the college council chair shall, in writing, notify  
1261 the Secretary of the Faculty and the chair of the SGA of the outcome of the election.  
1262

1263 E Vacancy  
1264

1265 (1) If the duly-elected departmental unit representative on a college council is subsequently elected as Chair  
1266 or Chair-Elect of the Faculty Senate, the academic department to which the Chair or Chair-Elect belongs  
1267 shall elect a new member to the affected college council for a one-year term.  
1268

1269 (2) If for any reason a permanent vacancy (one semester or more) occurs on a college council, its chair shall  
1270 immediately notify the appropriate administrator for the academic department without representation  
1271 which shall elect a replacement by the election process provided above. If the vacancy is a student  
1272 position, the replacement will be selected as provided above.  
1273

1274 (3) A college council member who serves during a leave or an unexpired term shall be considered as having  
1275 served an elected term for the purpose of eligibility for reelection.  
1276

1277 F Newly-elected college council members shall take office at the first session following their elections.  
1278

## 1279 **SEC 6 Election of College Council Chair** 1280

1281 A Within seven (7) school days after the annual election of college council members, each college council  
1282 shall meet to elect a chair. The appropriate academic dean shall call the session and preside until the voting  
1283 members have elected a chair from among the ranked faculty of each respective college council, who shall  
1284 serve a one-year term, and may be reelected for one immediately succeeding term but shall not then be  
1285 eligible for reelection until after the lapse of an intervening year.  
1286

1287 B In case a vacancy occurs in the office of chair of a college council, the appropriate dean shall call for the  
1288 election of a new chair at the next college council session.  
1289

## 1290 **SEC 7 Duties of College Council Chair** 1291

- 1292 A The chair of a college council shall preside at all sessions of the council and shall supervise the functioning  
 1293 of the council.  
 1294
- 1295 B The minutes of each college council session shall be recorded and distributed by the secretary in the office  
 1296 of the appropriate dean.  
 1297
- 1298 C At the first college council meeting of the academic year, the chair shall provide a copy of the council's  
 1299 current rules to each council member.  
 1300
- 1301 D After the college council's last meeting of an academic year, but before the end of the spring semester, the  
 1302 chair shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the  
 1303 Faculty.  
 1304

1305 **SEC 8 Sessions of College Councils**  
 1306

- 1307 A In addition to the organizational session, each college council shall meet during the first or second month of  
 1308 the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined  
 1309 by the chair.  
 1310
- 1311 B The time, the date, and the place of all sessions of each college council shall be announced on the Faculty  
 1312 Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made  
 1313 through the Faculty Senate office. The chairs of the college councils shall forward to the Faculty Senate  
 1314 office a request for publication of the announcements.  
 1315
- 1316 C The chair of each college council shall direct the distribution of the agenda together with all proposals for  
 1317 council consideration in writing to each college council member, to all department heads of the university,  
 1318 and to all academic deans of the university and will ensure that they are received at least five (5) school days  
 1319 before each college council session. Proposals for college council consideration which have not been  
 1320 previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds  
 1321 of the entire college council membership.  
 1322
- 1323 D The chair of each college council shall submit the agenda of all college council sessions to the chair of the  
 1324 Faculty Senate at least five (5) school days before the college council session.  
 1325
- 1326 E The chair of each college council shall place a copy of the minutes of each session of that council in a  
 1327 permanent file in the Faculty Senate office within one week after the college council session. The minutes  
 1328 of each college council session shall be available to all interested parties.  
 1329
- 1330 F Any member of a college council may receive a roll call or ballot vote on any matter by so requesting.  
 1331
- 1332 G Any non-member attending a session of a college council may speak with the consent of the chair of the  
 1333 group involved. These persons shall have no vote.  
 1334
- 1335 H In case of the necessary absence of an elected representative from a college council session, the absent  
 1336 member may choose a member of the respective academic department to serve. Substitutions shall be  
 1337 cleared with the chair of the college council prior to the applicable session. Each substitute shall have a  
 1338 vote.  
 1339

1340 **SEC 9 Duties of College Councils**

1341  
1342 A college council shall receive, review, and act upon curricular proposals as described in ART VI SEC 4.  
1343

1344 **SEC 10 Challenges and Appeals of College Council Actions**

1345  
1346 A The ranked faculty members of each academic college have an inherent right to challenge any Action of  
1347 their College Council, as set forth in ART VII SEC 2 of these Bylaws.  
1348

1349 B The ranked faculty members of the University have an inherent right to appeal any Action of any College  
1350 Council, as set forth in ART VII SEC 3 of these Bylaws.  
1351

1352 **SEC 11 College Council Rules**

1353  
1354 Every College Council shall adopt, by a majority vote of the ranked faculty in its college, rules governing its  
1355 deliberations and activities in connection with the carrying out of its responsibilities related to curricular matters  
1356 and the curricular process as set forth in the Constitution and Bylaws of the Faculty. These rules must be  
1357 consistent with the Constitution and Bylaws of the Faculty, and must include (1) a provision requiring that new  
1358 courses be approved prior to, and independently from, new program proposals of which they are a part, and (2)  
1359 the procedures by which the council's rules may be amended.  
1360  
1361

1362 **ART III EDUCATOR PREPARATION PROVIDER COUNCIL**

1363  
1364 **SEC 1 Establishment of the Educator Preparation Provider Council**

1365  
1366 As an integral part of the Faculty Senate structure, an Educator Preparation Provider Council (EPPC). shall be  
1367 established.  
1368

1369 **SEC 2 Purpose of the Educator Preparation Provider Council**

1370  
1371 The primary purpose of the EPPC is to review courses and programs and to define those policies and procedures  
1372 that ensure educator preparation programs at Missouri State University (MSU) meet state and national  
1373 guidelines for preparing qualified school personnel. The EPPC represents the EPP (Educator Preparation  
1374 Provider) as a governing body that is part of the Faculty Senate. Missouri State University is organized such  
1375 that educator preparation programs are offered in each of the six academic colleges. One of the central purposes  
1376 of the EPPC is to review curricular proposals for programs leading to certification for teachers and school  
1377 administrators. Programs that are relevant to educational preparation but do not require certification will flow  
1378 through EPPC for review, but not approval.  
1379

1380 **SEC 3 Responsibilities of the Educator Preparation Provider Council**

1381  
1382 A Develops policy and makes recommendations concerning educator preparation programs.  
1383

1384 B Conducts on-going reviews of all educator preparation programs and participates in the preparation of  
1385 accreditation reports.  
1386

- 1387 C Monitors changing regulations and accreditation standards and makes recommendations for program  
1388 revisions to accommodate new requirements.
- 1389
- 1390 D The EPPC reviews proposals for curricular changes to educator preparation programs and courses as  
1391 described in Article VI of the *Bylaws*. A reviewed proposal is either rejected or recommended to the Senate  
1392 for approval.
- 1393
- 1394 E Promotes collaboration among and ensures professional development opportunities for members of the EPP  
1395 and between EPP and the public schools to enhance the quality of educator preparation.
- 1396
- 1397 F Ensures curricular coherence in educator preparation.
- 1398
- 1399 G Develops quality control procedures for educator preparation programs.
- 1400
- 1401 H Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or  
1402 requirement and makes recommendations.
- 1403
- 1404 I Reviews and makes recommendations to the Head of the EPP to ensure that unit policies and practices are  
1405 consistent with national, regional, state, and university standards and requirements.
- 1406

#### 1407 **SEC 4 Membership of the Educator Preparation Provider Council**

- 1408
- 1409 A An EPPC member who represents the faculty must be a member of the EPP.
- 1410
- 1411 B 1 The EPPC shall include at least one EPP faculty member from each academic department, or special  
1412 academic program, and from each entity so identified in  
1413 <http://www.missouristate.edu/facultysenate/entities.htm>, that has one or more education programs. All  
1414 departments, or special academic programs, are required to have at least one representative.  
1415 Departments, or special academic programs, with more than 250 combined graduate and undergraduate  
1416 teacher education majors have the option of electing one representative per 250 majors in teacher  
1417 education. If an academic department, special academic program, or entity so identified in  
1418 <http://www.missouristate.edu/facultysenate/entities.htm> has three or fewer EPP faculty members, then  
1419 its head may serve as an ex officio EPPC member without voting privileges. The BSED-Secondary  
1420 Oversight Committee is not considered to be a special academic program and does not have separate  
1421 representation on EPPC.
- 1422
- 1423 2 Eligible members from the faculty shall be elected for a two-year term and shall be eligible to serve two  
1424 consecutive terms but following the second term shall not be eligible to serve until after the lapse of an  
1425 intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive  
1426 year as an EPPC member may serve a fifth year as chair-elect and a sixth year as chair. Upon  
1427 completion of a term as chair, that person will not be eligible to serve on the EPPC until after the lapse  
1428 of an intervening year. A second exception shall be those academic departments in which only one or  
1429 two faculty meet EPPC membership requirements. These faculty may be reelected without limit.
- 1430
- 1431 C Three school teachers (elementary, secondary, K12) from the community and one full-time school  
1432 administrator from the community shall be elected to the EPPC by the EPPC and shall be eligible to serve  
1433 two consecutive terms of two years each, but following the second term shall not be eligible to serve until  
1434 after the lapse of an intervening year. These members shall be full voting members except they shall be

1435 excluded from discussions and decisions regarding confidential personnel matters.

1436

1437 D Membership shall also include two Missouri State University undergraduate students and two Missouri State  
1438 University graduate students. Student members shall serve a term of two years as full voting members.  
1439 They shall be excluded from discussions and decisions regarding confidential personnel matters.

1440

1441 E The Head of the EPP and the Secretary of the Faculty shall be *ex officio* members to the EPPC without  
1442 voting privileges. The administrator responsible for the DESE accreditation process shall also serve as *ex*  
1443 *officio* member to the EPPC without voting privileges.

1444

## 1445 **SEC 5 Election of Members to the Educator Preparation Provider Council**

1446

1447 A Each academic department/unit that offers an educator preparation program shall elect one representative  
1448 who is a member of the EPP as the departmental representative and forward the name to the Chair of the  
1449 EPPC and the Chair of the Faculty Senate by April 1. Each academic department/unit having four or more  
1450 undergraduate education programs shall elect two additional members and forward the names to the chair of  
1451 the EPPC and the Chair of the Faculty Senate by May 1. Departments with more than 250 combined  
1452 graduate and undergraduate teacher education majors have the option of electing additional representatives  
1453 as described above.

1454

1455 B The President of the Student Government Association shall select one full-time undergraduate student who  
1456 has been admitted into an educator preparation program at Missouri State University to serve a two-year  
1457 term.

1458

1459 C The President of the Graduate Student Senate shall select one full-time graduate student who has been  
1460 admitted into an educator preparation program at Missouri State University to serve a two-year term.

1461

1462 D The EPP members shall nominate at least three full-time school teachers (see Section 4 C) from the  
1463 community and one full-time school administrator from the community to the EPPC by May 1. The  
1464 representative shall be elected to a two-year term by the EPPC at the organizational session in May.

1465

1466 E If for any reason a permanent vacancy (one semester or more) occurs on the EPPC, the Chair will  
1467 immediately request the election of a replacement according to the election process indicated in this section.

1468

## 1469 **SEC 6 Election of Chair-elect – Educator Preparation Provider Council**

1470

1471 A Nominees for the position of Chair-elect must be tenured and familiar with national accreditation standards,  
1472 state certification requirements, and university governance. The nominees will be presented to the EPPC  
1473 no later than the March session.

1474

1475 B Members of the EPPC shall have the opportunity to nominate additional eligible candidates at the March  
1476 session or by submitting nominations, with an appropriate second, to the Chair of the EPPC no later than  
1477 April 1.

1478

1479 C At the April session of the EPPC, members shall vote by secret ballot on the nominees for Chair-elect of the  
1480 EPPC.

1481

1482 D The Chair of the Faculty Senate shall call the organizational session of the newly elected EPPC in May.

- 1483
- 1484 E At that session, the Chair-elect from the previous year shall assume duties as the Chair of the newly elected
- 1485 EPPC and the newly elected Chair-elect shall assume duties as Chair-elect.
- 1486
- 1487 F In case a vacancy occurs in the office of Chair, the Chair-elect shall become Chair.
- 1488
- 1489 G In case a vacancy occurs in the office of Chair-elect, the EPPC shall elect a new Chair-elect at its next
- 1490 session. Notification of the pending election shall be made as part of the agenda for the session.
- 1491

1492 **SEC 7 Duties of Officers – Educator Preparation Provider Council**

- 1493
- 1494 A The chair of the EPPC shall preside at all meetings of the EPPC; shall supervise the functioning of the EPPC
- 1495 and its established committees; shall prepare an agenda for each meeting of the EPPC; shall appoint
- 1496 members of the standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a
- 1497 delegate to Faculty Senate; and shall serve as an *ex officio* member of the Graduate Council Curriculum
- 1498 Screening Committee. The chair of EPPC shall represent the unit at relevant university administrative
- 1499 meetings without voting privilege. (These meetings are for informational sharing, oversight and when
- 1500 needed policy making of educator preparation items across colleges). The chair of the EPPC also shall
- 1501 consider and in some manner address any suggestions, or other matters directed to the EPPC by any member
- 1502 or group of the faculty or students, and consult with the Head of the EPP to ensure all accreditation matters
- 1503 are dealt with in an appropriate manner.
- 1504
- 1505 B The Chair-elect of the EPPC shall preside at sessions of the EPPC in the absence of the Chair; shall assist in
- 1506 supervision as directed by the EPPC or the Chair; shall serve on the Executive Committee; and shall serve
- 1507 as an *ex officio* member of all other standing and *ad hoc* committees of the EPPC without voting privileges.
- 1508
- 1509 C The Immediate Past Chair is a voting member of the Executive Committee. The Immediate Past Chair
- 1510 shall review current bylaws and the EPP membership process to ensure continuity and updating.
- 1511
- 1512 D The Head of the EPP, or a designee, shall attend all sessions of the EPPC as well as the sessions of the
- 1513 Missouri Advisory Council for Certification of Education (MACCE); remain familiar with state and national
- 1514 accreditation requirements; maintain all documents needed for DESE visitations; and prepare the yearly
- 1515 reports required from the unit to accrediting agencies. The Head of the EPP is a resource person for the
- 1516 Executive Committee and the EPPC. The Head of the EPP shall provide for the recording and distribution
- 1517 of the minutes for all sessions of the EPPC.
- 1518
- 1519 E The Director of Secondary Education, or a designee, shall attend all meetings of the EPPC and EPPC
- 1520 Executive Committee. The Director of Secondary Education facilitates the effective operation of the
- 1521 Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED)
- 1522 Oversight Committees or other governance committee structures focusing on K-12 and secondary programs.
- 1523 The director is a resource person for the EPPC and EPPC Executive Committee and shall serve as a non-
- 1524 voting *ex officio* member.
- 1525

1526 **SEC 8 Sessions of Educator Preparation Provider Council**

- 1527
- 1528 A The time, date, and place of all regular sessions of the EPPC shall be established and distributed by the
- 1529 Faculty Senate office.
- 1530

- 1531 B The EPPC Chair shall call any additional sessions. The EPPC members shall be notified by e-mail and the
- 1532 session shall be announced on the EPPC web page a minimum of five working days prior to the session.
- 1533
- 1534 C The Chair of the EPPC shall direct the distribution of the agenda, together with copies of all proposals for
- 1535 EPPC consideration, to each EPPC member at least five working days before each EPPC session. A copy
- 1536 of the agenda and all proposals shall be placed in the EPPC office, on the EPPC website, and, with the
- 1537 exception of personnel matters, be made available to any interested party. Proposals for EPPC
- 1538 consideration which have not been previously distributed as agenda items may be considered at EPPC
- 1539 sessions with an approving vote of two-thirds of the council membership present.
- 1540
- 1541 D The agenda of all EPPC sessions shall be submitted to the Chair of the Faculty Senate at least five working
- 1542 days before the EPPC session. The agendas shall be made available to all interested parties.
- 1543
- 1544 E A copy of the approved minutes of each session of the EPPC shall be placed in the Faculty Senate office.
- 1545 The minutes of each EPPC session shall be available to all interested parties.
- 1546

1547 **SEC 9 Duties of the Educator Preparation Provider Council**

- 1548
- 1549 A The EPPC shall recommend approval of a curricular proposal or reject and return a curricular proposal to
- 1550 the originator. A curricular proposal shall be withdrawn from consideration before final disposition by the
- 1551 EPPC upon specific request to the EPPC Chair by the EPPC representative of the originating body without
- 1552 motion or vote. All undergraduate curricular proposals recommended by the EPPC shall be forwarded to
- 1553 the Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate curricular
- 1554 proposals recommended by the EPPC shall be forwarded to the Graduate Council.
- 1555
- 1556 B The EPPC shall be responsible for reviewing and recommending policy related to EPP faculty, EPP
- 1557 students, and EPP programs for purposes of maintaining compliance with state and national accreditation
- 1558 guidelines.
- 1559

1560 **SEC 10 Appeals of Educator Preparation Provider Council Actions**

1561

1562 The ranked faculty members of the University have an inherent right to appeal any EPPC Action, as set forth in

1563 ART VII SEC 3 of these Bylaws.

1564

1565 **SEC 11 Committees of the Educator Preparation Provider Council**

- 1566
- 1567 A Faculty appointed to EPPC committees shall be members of the EPP.
- 1568
- 1569 B The following standing committees will be established and the duties of each are as follows:
- 1570
- 1571 1 The Executive Committee shall provide the Chair with advice regarding session agendas, rules, and
- 1572 accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a
- 1573 slate of candidates for the office of Chair-elect. The membership shall consist of the Chair, the Chair-
- 1574 elect, and the Immediate Past Chair. The Head of the EPP, the Dean of the College of Education, the
- 1575 Director of Secondary Education and the administrator responsible for the DESE accreditation process
- 1576 are non-voting *ex officio* members.
- 1577
- 1578 2 The Committee on Program Review shall establish and carry out a periodic review with a written report

- 1579 for each accredited program in order to affirm that the programs are in compliance with current  
1580 Missouri Department of Elementary and Secondary Education philosophies, regulations, accreditation  
1581 standards, and guidelines of accrediting agencies. The administrator responsible for the accreditation  
1582 process will serve as *ex officio* member of this committee.  
1583
- 1584 3 The Committee on Membership and Professional Development shall review all applications and five-  
1585 year plans for EPP membership and recommend qualified applicants to the EPPC for admittance. The  
1586 Committee will also review the needs of the staff and faculty and make recommendations for  
1587 professional development opportunities. The Committee will assist in coordination of professional  
1588 development activities as needed. The Head of the EPP shall serve as a non-voting *ex officio* member.  
1589
- 1590 4 The Committee on Diversity shall monitor the EPP Diversity Strategic Plan. On an annual basis the  
1591 committee shall evaluate and report on the alignment of EPP education programs' diversity components  
1592 with the EPP Diversity Strategic Plan. Membership on this committee shall include the Vice President  
1593 for Diversity and Inclusion, University Equal Opportunity Officer, the Director of the Multicultural  
1594 Student Services Office, one representative from each of the EPP education programs (colleges with  
1595 more than one program shall appoint at least one representative), representatives from student  
1596 organizations of historically underrepresented groups, and community members.  
1597
- 1598 5 The Committee on Appeals and Compliance shall review and make recommendations on any appeal  
1599 submitted by a student concerning any Educator preparation program requirement except course  
1600 substitutions. The Appeals and Compliance Committee shall monitor student compliance with  
1601 alternative routes for admission to teacher education and make recommendations to the EPPC. The  
1602 Appeals and Compliance Committee shall report all exceptions granted to EPP program requirements  
1603 and all course substitutions granted on EPP programs to the EPPC. Voting members will consist of one  
1604 representative from each college. The Committee on Appeals and Compliance shall include the chair  
1605 of the Committee on Membership and Professional Development; a minimum of one representative  
1606 from each college with an undergraduate teacher education program; two faculty representatives from  
1607 the College of Education; one faculty representative from the School of Agriculture; and one *ex officio*  
1608 non-voting representative from each of the following: Educator Preparation Provider and Secondary  
1609 Education Office and the Professional Education Advisement Center.  
1610  
1611
- 1612 6 The Curriculum Screening Committee shall review all curricular proposals submitted to EPPC and shall  
1613 recommend rejection or approval by the deadlines published in the Faculty Senate session  
1614 schedule/planning calendar. The committee shall suggest corrections or changes to the originating  
1615 academic department or faculty oversight committee in order to expedite the curriculum review process  
1616 and shall make a recommendation to the EPPC regarding disposition for each proposal.  
1617
- 1618 7 The Guiding Principles Committee shall monitor the EPP Guiding Principles and EPP Assessment Plan,  
1619 the Strategic Plan, and make recommendations to insure the EPP is in compliance with current  
1620 philosophies, regulations, accreditation standards, and guidelines of accrediting agencies and work with  
1621 the EPPC Executive Committee on reviewing the EPPC *Bylaws* annually. In addition, the committee  
1622 shall ensure that all official information (e.g. websites, handbooks, etc.) coincides with the Guiding  
1623 Principles and other regulations. The committee shall conduct a periodic review of all EPPC /EPP  
1624 sanctioned websites and publications and present to the EPP on an annual basis. The committee shall  
1625 facilitate the dissemination of the shared vision of the EPP to all stakeholders, including public school  
1626 partners. The Immediate Past Chair of EPPC shall serve as a voting *ex officio* member of the Guiding



- 1627 Principles Committee that academic year.  
1628
- 1629 8 The BSED-Secondary Education Oversight Committee shall monitor the common elements of the  
1630 BSED-Secondary Education program. The committee shall have responsibility for initiating program  
1631 changes within common elements of the program and reporting those recommended changes to the  
1632 EPPC. Every academic department having a BSED-Secondary Education program shall select a  
1633 representative from their full-time EPP faculty. The Reading, Foundations and Technology department  
1634 shall select two representatives from their full-time EPP faculty who have responsibility for core courses  
1635 in the BSED-Secondary Education program. The EPP of Secondary Education, Head of the EPP or  
1636 his/her designee, the Director of Student Services, and a representative from the Education Field  
1637 Experience office shall serve as non-voting, *ex officio* members of this committee. At the April  
1638 session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee  
1639 and a new chair-elect from the current committee membership shall be elected and assume duties as  
1640 chair-elect. The chair of the committee shall be a voting delegate to EPPC.  
1641
- 1642 9 The MSED-Secondary Education Oversight Committee shall monitor the common elements of the  
1643 MSED-Secondary Education program. The committee shall have responsibility for initiating program  
1644 changes within the common elements of the program and reporting those recommended changes to the  
1645 EPPC. Every college having an emphasis area within the MSED-Secondary Education program shall  
1646 select a representative from the EPP graduate faculty. Colleges with two or more emphasis areas have  
1647 the option for two representatives from their EPP graduate faculty. The Reading, Foundations, and  
1648 Technology Department shall select two representatives from their EPP graduate faculty. The Director  
1649 of Secondary Education shall serve as a non-voting *ex officio* member. At the April session, the chair-  
1650 elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-  
1651 elect from the current committee membership shall be elected and assume duties as chair-elect. The  
1652 chair of the committee shall be a voting member of EPPC. If the chair of this committee is already a  
1653 voting member of EPPC representing an academic department, then the membership of the MSED-  
1654 Secondary Oversight Committee shall select another member of that committee to be their voting  
1655 representative on EPPC.  
1656
- 1657 C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article  
1658 B8), and the MSED Oversight Committee (as described in Article B9), the membership of each of these  
1659 standing committees shall consist of at least one COE faculty EPP member and at least one EPP member  
1660 from outside the COE. The chair and chair-elect must be members of the EPP. If the chair of an EPPC  
1661 standing committee is not a current EPPC member, he or she will become an *ex officio* member of EPPC  
1662 without voting privileges. Each college not represented by the chair or chair-elect have the option of  
1663 appointing an EPP member from that College upon consultation with two EPPC members and the Executive  
1664 Committee. All voting members must be members of the EPP. None may hold administrative  
1665 appointments.  
1666
- 1667 D Each committee shall record the minutes of every session, make monthly reports at the EPPC sessions, and  
1668 submit them to the EPPC office, where they shall be archived on the EPP website. Committees making  
1669 recommendations that directly affect any EPP program shall consult with EPP members in that program  
1670 before bringing the recommendation to the EPPC for approval.  
1671
- 1672 E *Ad hoc* committees may be appointed to carry out the work of the EPPC. *Ad hoc* committees may be  
1673 organized from time to time on the initiative of the chair or as directed by the EPPC.  
1674

1675 **SEC 12 Amendments of *Bylaws***

1676  
1677 Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the EPPC or the  
1678 EPP. Such proposed changes shall be submitted in writing to the Chair of the EPPC 30 days prior to being  
1679 voted upon. It shall require a simple majority vote of the EPPC members present to suggest a proposed  
1680 amendment of the *Bylaws* to the Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws*  
1681 not presented in writing 30 days prior to the vote shall require a two-thirds majority of the members present and  
1682 voting to suggest a proposed amendment of these *Bylaws* to the Rules Committee of the Faculty Senate. Voting  
1683 shall be by secret ballot. Amendments to these *Bylaws* may also be proposed directly to the Faculty Senate  
1684 Rules Committee by the Faculty Senate Executive Committee or by the Faculty Senate as a whole.  
1685  
1686

1687 **ART IV COUNCIL ON GENERAL EDUCATION AND INTERCOLLEGIATE**  
1688 **PROGRAMS**

1689  
1690 **SEC 1 Establishment of Council on General Education and Intercollegiate Programs**

1691  
1692 As an integral part of the Faculty Senate structure, a Council on General Education and Intercollegiate Programs  
1693 shall be established.  
1694

1695 **SEC 2 Purpose of Council on General Education and Intercollegiate Programs**

1696  
1697 This Council shall act upon all curricular proposals affecting the General Education Program, undergraduate  
1698 courses and programs offered collaboratively by academic departments in two or more colleges, undergraduate  
1699 degrees offered by two or more colleges, and the general requirements for undergraduate certificates. This  
1700 Council shall also act on applications for admission to the Bachelor of General Studies degree program.  
1701

1702 **SEC 3 Powers of Council on General Education and Intercollegiate Programs**

1703  
1704 This council is empowered to recommend the approval of curricular proposals or reject and return proposals to  
1705 the originator, and to approve or deny applications for admission to the Bachelor of General Studies degree  
1706 program.  
1707

1708 **SEC 4 Responsibilities of Council on General Education and Intercollegiate Programs**

- 1709  
1710 A Reviews and acts upon general education course proposals to ensure compliance with established general  
1711 education course criteria. A recommendation for the approval of a course proposal will be forwarded to the  
1712 Secretary of the Faculty for review and disposition as described in ART VI.  
1713  
1714 B Reviews and acts upon changes in the general education program including changes in the general education  
1715 course and program criteria. A recommendation to approve changes will be forwarded to the Secretary of  
1716 the Faculty for review and disposition as described in ART VI.  
1717  
1718 C Periodically reviews the general education program and assessment data and recommends changes in the  
1719 general education program to the Faculty Senate.  
1720  
1721 D Oversees the relationships of the general education program with other parts of the curriculum and other

- 1722 curricular structures on campus.  
 1723  
 1724 E Reviews and acts on intercollegiate proposals, proposals from special academic programs, and proposals  
 1725 from the Honors College.  
 1726  
 1727 F Reviews and acts on proposals from academic departments and special academic programs affecting  
 1728 undergraduate degrees that are offered by two or more undergraduate colleges.  
 1729  
 1730 G Reviews and acts on proposals related to individualized majors and minors, serving in the role of College  
 1731 Council for such proposals.  
 1732  
 1733 H Reviews and acts upon proposals from academic departments and special academic programs affecting the  
 1734 general requirements for undergraduate certificates.  
 1735  
 1736 I If so charged by the Senate Chair, CGEIP initiates curricular proposals to add undergraduate degrees, delete  
 1737 undergraduate degrees, modify the requirements for existing undergraduate degrees, and modify the general  
 1738 requirements for undergraduate certificates, or investigates the merits of such proposed changes and initiates  
 1739 a curricular proposal at its discretion.  
 1740  
 1741 J Reviews and acts upon applications from students for admission to the Bachelor of General Studies degree  
 1742 program.  
 1743

## 1744 **SEC 5 Membership of Council on General Education and Intercollegiate Programs**

1746 The Council shall comprise the following: two persons from each undergraduate college; one person from each  
 1747 entity so identified in <http://www.missouristate.edu/facultysenate/entities.htm>; and the Chair-Elect of the  
 1748 Faculty Senate, *ex officio* without vote. Members shall serve for a term of three (3) years and may be reelected.  
 1749 At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-  
 1750 third of the council has each term length. Thereafter, members shall serve staggered three (3) year terms, so  
 1751 that one-third of the membership shall be replaced each year. The Provost and/or designees of the Provost shall  
 1752 be *ex officio* members without vote.  
 1753

## 1754 **SEC 6 Election of Members to Council on General Education and Intercollegiate Programs**

- 1755  
 1756  
 1757 A At the beginning of the spring semester, the Faculty Senate Executive Committee shall send out  
 1758 notifications and instructions for selection of new Council on General Education and Intercollegiate  
 1759 Programs Members.  
 1760  
 1761 B the eligible faculty in each academic department within each undergraduate college shall elect, by and from  
 1762 the eligible faculty in that academic department, one nominee for each vacancy for service on the Council  
 1763 on General Education and Intercollegiate Programs. Eligible faculty are ranked faculty, as well as those  
 1764 instructors and clinical faculty who have served no less than two consecutive academic years at Missouri  
 1765 State University by the September session of their term. The academic department head will prepare a ballot  
 1766 of all eligible faculty within the academic department and conduct the election. Voting shall be by secret  
 1767 ballot, and each voting Faculty member shall vote for one member for each vacancy within the academic  
 1768 department. The academic department head shall, in writing, notify the academic dean of the college, chair  
 1769 of the college council, and the Secretary of the Faculty of the outcome of the election.

- 1770  
 1771 C At the earliest possible session in the spring semester of each of the previously named college councils, each  
 1772 college council shall elect one faculty nominee per vacancy to serve on the Council on General Education  
 1773 and Intercollegiate Programs. The chair of the college council will prepare a ballot of all departmental  
 1774 nominees of that college. Voting shall be by secret ballot, and each voting council member shall vote for  
 1775 one college faculty member per vacancy. The college faculty member receiving the most votes shall serve  
 1776 as a member of the Council on General Education and Intercollegiate Programs. The remaining roster of  
 1777 departmental nominees shall serve as a replacement pool, should a vacancy occur. The council chair shall,  
 1778 in writing, notify the Secretary of the Faculty of the outcome of the election.  
 1779  
 1780 D If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on  
 1781 the Council on General Education and Intercollegiate Programs, the college council where the vacancy  
 1782 occurred shall elect a replacement from the list of departmental nominees as specified above (Section 6B).  
 1783

1784 **SEC 7 Election of Officers - Council on General Education and Intercollegiate Programs**

1785  
 1786 The Chair-Elect of the Faculty Senate shall call the organizational session of the council at the May meeting and  
 1787 preside until the membership has elected a chair-elect and a secretary.  
 1788

- 1789 A Officers will include a chair, a chair-elect, and a secretary. The chair and chair-elect may hold that position  
 1790 only once during any three-year period. The secretary may be reelected without limit.  
 1791  
 1792 B The Chair-Elect of the Faculty Senate shall call the organizational session of the council at its May meeting  
 1793 and preside until the membership has elected a chair-elect and a secretary.  
 1794

1795 **SEC 8 Duties of Officers - Council on General Education and Intercollegiate Programs**

1796  
 1797 The chair of the Council on General Education and Intercollegiate Programs shall preside at all sessions of the  
 1798 council and shall supervise the functioning of the council. The chair-elect of the council will assist the chair.  
 1799 The minutes of each council session will be recorded and distributed by the secretary of the council.  
 1800

1801 **SEC 9 Sessions of the Council on General Education and Intercollegiate Programs**

- 1802  
 1803 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the  
 1804 chair at a time and place determined by the chair.  
 1805  
 1806 B The time, the date, and the place of all sessions of the Council on General Education and Intercollegiate  
 1807 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.  
 1808 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Council  
 1809 on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for  
 1810 publication of the announcements.  
 1811  
 1812 C The chair of the Council on General Education and Intercollegiate Programs shall direct the distribution of  
 1813 the agenda together with all proposals for council consideration in writing to each council member, to all  
 1814 department heads of the university, special academic program heads, and to all academic deans of the  
 1815 university and will ensure that they are received at least five (5) school days before each council session.  
 1816 Proposals for council consideration which have not been previously distributed as agenda may be  
 1817 considered at council sessions with an approving vote of two-thirds of the entire council membership.

- 1818  
 1819 D The agenda of all council sessions shall be submitted to the Chair of the Faculty Senate at least five (5)  
 1820 school days before the council session. These agenda shall be made available to all interested parties.  
 1821  
 1822 E The chair of the Council on General Education and Intercollegiate Programs shall place a copy of the  
 1823 minutes of each session of that council in a permanent file in the Faculty Senate office within one week after  
 1824 approval of the minutes by the Council on General Education and Intercollegiate Programs. The minutes of  
 1825 each council session shall be available to all interested parties.  
 1826  
 1827 F Any member of this council may receive a roll call or ballot vote on any matter by so requesting.  
 1828  
 1829 G Any non-member attending a session of the Council on General Education and Intercollegiate Programs  
 1830 may speak with the consent of the chair.  
 1831

1832 **SEC 10 Duties of Council on General Education and Intercollegiate Programs**  
 1833

1834 The council shall recommend the approval of a curricular proposal or reject and return a proposal to the  
 1835 originator. A proposal may be withdrawn from consideration without motion or vote by the originating units  
 1836 before final disposition by the council upon specific request to the council chair. All curricular proposals  
 1837 recommended for approval by the council shall be forwarded to the Secretary of the Faculty for disposition as  
 1838 described in ART VI. The Council shall also approve or deny applications for admission to the Bachelor of  
 1839 General Studies degree program.  
 1840

1841 **SEC 11 Committees of the Council on General Education and Intercollegiate**  
 1842 **Programs**  
 1843

- 1844 A The Bachelor of General Studies (BGS) Admissions Committee.  
 1845  
 1846 (1) The BGS Admissions Committee shall review applications for admission to the Bachelors of General  
 1847 Studies degree program and shall approve or deny such applications.  
 1848  
 1849 (2) The voting members of the BGS Admissions Committee shall be appointed by the chair of CGEIP.  
 1850 The voting membership shall consist of a minimum of four faculty with the same eligibility as for  
 1851 Council on General Education and Intercollegiate Programs Membership (See 6A). The voting  
 1852 membership must come from at least four different colleges/entities, one of whom must come from an  
 1853 education preparation program in one of the six academic colleges. Voting members will serve two-  
 1854 year terms that are staggered such that not all terms expire in the same year. Members may be  
 1855 reappointed for multiple terms. If no members of the committee are serving on CGEIP, then the  
 1856 CGEIP chair or the chair's designee will sit on the committee as *ex officio* without vote. The Associate  
 1857 Provost for Student Success and the Bachelor of General Studies Advisor(s) from the Academic  
 1858 Advisement Center shall be *ex officio* members without vote.  
 1859  
 1860 (3) The committee will schedule a monthly meeting time. A meeting will be convened for any month in  
 1861 which at least one completed application has been submitted no less than two weeks prior to the  
 1862 scheduled meeting time.  
 1863  
 1864 (4) Approval of an application will require a 75% majority of the voting members.  
 1865

- 1866 (5) The Associate Provost for Student Success will keep a written record of each application that is  
1867 reviewed, including whether the application was approved or denied and, if denied, the reason(s) for the  
1868 denial. The decision will be conveyed to the student and to the Assistant Director of Interdisciplinary  
1869 Programs in the Academic Advisement Center.  
1870  
1871 (6) The BGS Admissions Committee will submit a written annual report to the chair of CGEIP who will  
1872 forward the report to the Chair of the Faculty Senate.  
1873  
1874

## 1875 **SEC 12 Appeals of Council on General Education and Intercollegiate Programs Actions**

1876  
1877 The ranked faculty members of the University have an inherent right to appeal any Action of the Council on  
1878 General Education and Intercollegiate Programs, as set forth in ART VII SEC 3 of these Bylaws.  
1879

## 1880 1881 **ART V GRADUATE COUNCIL**

### 1882 1883 **SEC 1 Establishment of the Graduate Council**

1884  
1885 As an integral part of the Faculty Senate structure, a Graduate Council shall be established.  
1886

### 1887 **SEC 2 Purpose of the Graduate Council**

1888  
1889 The primary purpose of the Graduate council is to act upon graduate level curricular matters that are referred to  
1890 it by academic departments.  
1891

### 1892 **SEC 3 Powers of the Graduate Council**

1893  
1894 The Graduate Council is empowered, for courses numbered 600 or higher, for graduate degree programs, for  
1895 graduate degrees, and for the general requirements for graduate certificates, to recommend approval of a  
1896 curricular proposal from an academic department or special academic program or to reject and return a proposal  
1897 to the originator. If so charged by the Senate Chair, the Graduate Council is also empowered to initiate  
1898 curricular proposals to add graduate degrees, delete graduate degrees, modify the requirements for existing  
1899 graduate degrees, and modify the general requirements for graduate certificates, or to investigate the merits of  
1900 such a proposed change and initiate a curricular proposal at its discretion. It must approve all members of the  
1901 graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the  
1902 Graduate College.  
1903

### 1904 **SEC 4 Membership of the Graduate Council**

1905  
1906 The Graduate Council shall comprise the following: the Chair, one representative from the Graduate Student  
1907 Senate; one member of the graduate faculty from each entity so identified in  
1908 <http://www.missouristate.edu/facultysenate/entities.htm> that offers one or more graduate programs; and one  
1909 member of the graduate faculty from each academic department offering one or more graduate programs, or in  
1910 the case of an interdisciplinary program, a representative from the sponsoring entity. The term of office for  
1911 members of the Graduate Council is one year for the student representative and two years for each faculty  
1912 representative. A faculty representative to Graduate Council may be elected for two consecutive terms, but

1913 following the second term shall not be eligible to serve until after the lapse of an intervening year. A person  
1914 elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as  
1915 chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council  
1916 until after the lapse of an intervening year. Department heads are not eligible for election except in the case  
1917 where an academic department head is the only graduate faculty member in an academic department. The  
1918 following individuals shall be *ex officio* members of the Graduate Council without vote: the Dean and the  
1919 Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the  
1920 Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.  
1921

## 1922 **SEC 5 Chair of the Graduate Council**

1923  
1924 The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the time  
1925 of election. The Chair of the Graduate Council is elected by a majority vote of the members present at an  
1926 organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate College  
1927 (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the Graduate  
1928 Council shall serve for a term of one year and may be elected for a second consecutive one-year term. After  
1929 serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until after a  
1930 lapse of an intervening year. Once the Chair is chosen, he/she becomes a non-voting member of the Graduate  
1931 Council (except in the case of a tie), and therefore, the academic department he/she represents shall elect a new  
1932 representative to the Graduate Council who will serve as that academic department's representative for the  
1933 duration of the Chair's term.  
1934

## 1935 **SEC 6 Sessions of the Graduate Council**

- 1936  
1937 A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office,  
1938 usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions  
1939 of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee  
1940 shall preside.  
1941  
1942 B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any  
1943 member of the Graduate Council for the transaction of only such business as stated in the call for the  
1944 session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of  
1945 one day prior to the special session.  
1946  
1947 C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest  
1948 edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council. Sessions  
1949 of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive  
1950 Committee and guests invited by the Chair of the Graduate Council.  
1951  
1952 D An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate  
1953 faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on  
1954 the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the  
1955 Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit  
1956 them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council  
1957 session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the  
1958 preparation of the agenda has conformed to the provisions outlined in this section.  
1959  
1960 E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a

1961 detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the  
1962 motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by  
1963 the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college  
1964 deans, associate and assistant deans, and all academic department heads.

1965  
1966 F In case of the necessary absence of an elected faculty representative from a Graduate Council session, the  
1967 absent member may choose a member of the represented entity to serve. In case of the necessary absence  
1968 of a student representative from a Graduate Council session, the President of the Graduate Student Senate  
1969 may appoint a substitute from the Graduate Student Senate. Both faculty and student substitutions shall be  
1970 cleared with the chair of the Graduate Council prior to the applicable session. Each substitute shall have a  
1971 vote.

1972  
1973 **SEC 7 Committees of the Graduate Council**

1974  
1975 A Five standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate  
1976 Council. The Graduate Council Chair is an *ex officio* member of all committees, without a vote. The  
1977 committees and duties of each are as follows:

1978  
1979 (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is  
1980 responsible for : (a) reviewing all applications for graduate faculty status and making recommen-  
1981 dations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to  
1982 graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for  
1983 graduate faculty status; (d) communicating to appropriate programs all relevant policies of the  
1984 Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a  
1985 recommendation to the Graduate Council concerning the criteria for graduate faculty status and the  
1986 appropriateness of the faculty when the Council is considering a new graduate program.

1987  
1988 (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for  
1989 (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean a  
1990 nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate  
1991 student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer, and  
1992 expand scholarship and award opportunities of all kinds for graduate students.

1993  
1994 (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is  
1995 responsible for screening and reviewing all curricular proposals for graduate level courses (600 and  
1996 above), graduate programs, graduate degrees, and graduate certificates, and making recommendations  
1997 regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee  
1998 shall require that all programs affected by a particular graduate level curricular proposal be  
1999 appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate  
2000 Curriculum Screening Committee includes *ex officio* members who represent Meyer Library, Records  
2001 and Registration, and the Educator Preparation Provider Council.

2002  
2003 (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible  
2004 for reviewing any grievance other than for a curricular matter brought to the council by (a) a graduate  
2005 student, (b) the Executive Committee of the Graduate Council, (c) the Graduate Council itself, (d) any  
2006 member of the graduate faculty, or (e) the office of the Graduate Dean. The Grievance Committee  
2007 makes a recommendation for disposition by the Graduate Council or the Graduate Dean. This  
2008 includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for



2009 completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts  
2010 upon all appeals to decisions made by the Graduate Council Membership Committee and informs all  
2011 involved parties of its decision. A membership decision of the Graduate Council Grievance  
2012 Committee regarding an appeal is binding on the Council.

2013  
2014 (5) Graduate Recruiting Committee. The Graduate Recruiting Committee is responsible for (a)  
2015 monitoring growth of the graduate programs at the university; (b) working with departments  
2016 throughout the university to streamline the graduate recruitment process; and (c) identifying effective  
2017 recruitment practices, both on campus and elsewhere to suggest changes to the graduate recruitment  
2018 process as university policies and practices change.

2019  
2020 B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the  
2021 Chairs from each of the standing committees of the Graduate Council, and one other member of the  
2022 Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of  
2023 the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate  
2024 Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council  
2025 shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive  
2026 Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the  
2027 Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by  
2028 the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program  
2029 planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to  
2030 graduate education at Missouri State University not delegated to the standing committees of the Graduate  
2031 Council; and (5) recommend specific proposals to be debated by the Graduate Council.

2032  
2033 C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of special  
2034 problems. These committees will serve until the completion of the work for which they were appointed.

2035  
2036  
2037 D All committees are to make reports to the Graduate Council and act only on the Graduate Council's  
2038 instruction.

2039

## 2040 **SEC 8 Challenges and Appeals of Graduate Council Actions**

2041  
2042 A The ranked members of the Graduate Faculty have an inherent right to challenge any Action of the Graduate  
2043 Council, as set forth in ART VII SEC 2 of these Bylaws.

2044  
2045 B The ranked faculty of the University have an inherent right to appeal any Action of the Graduate Council, as  
2046 set forth in ART VII SEC 3 of these Bylaws.

2047

## 2048 **SEC 9 Amendments of *Bylaws***

2049

2050 These *Bylaws* may be amended by a two-thirds vote of the Graduate Council after the amendment has been  
2051 considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments  
2052 shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.

2053

## 2054 **ART VI CURRICULAR PROCESS**

2055

2056 **SEC 1 Responsibility for Curricular Matters**

2057  
2058 The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board of  
2059 Governors. Curricular proposals approved by the Faculty Senate become Faculty Senate Actions that are  
2060 subject to approval and implementation by the president of the university and, where necessary, to approval by  
2061 the Board of Governors.

2062  
2063 **SEC 2 Definitions and Structures in Curricular Process**

2064  
2065 A For the purpose of this document, curricular proposals include proposals for:

- 2066  
2067 (1) New degree or certificate programs  
2068 (2) New options within an existing degree or certificate program  
2069 (3) New courses  
2070 (4) Changes in any of the above  
2071 (5) Changes to degree or certificate policies and requirements  
2072 (6) Changes to General Education program requirements

2073  
2074 B Curricular matters shall be acted upon by the following bodies including such internal structures of each  
2075 named body as may be established for dealing with their specific curricular matters:

- 2076  
2077 (1) Academic departments or special academic programs  
2078 (2) College councils  
2079 (3) Academic deans  
2080 (4) Graduate council  
2081 (5) Educator Preparation Provider Council  
2082 (6) Council on General Education and Intercollegiate Programs  
2083 (7) Secretary of the Faculty  
2084 (8) Executive Committee of the Faculty Senate  
2085 (9) Faculty Senate  
2086 (10) University administration

2087  
2088  
2089 **SEC 3 Responsibility of Academic Departments**

2090  
2091 A Each academic department or special academic program shall have autonomy in originating and perfecting;  
2092 or in considering, altering, adopting, or deleting courses and programs of study as part of the curriculum in  
2093 its discipline when such courses or programs are referred to the academic department.

2094  
2095 B After being perfected by the academic department or special academic program, the academic department  
2096 head or the chair of the special academic program shall forward proposals in this manner:

- 2097  
2098 (1) After review/comment by the college dean as described in SEC 5 below, course and program  
2099 proposals for MS in Education and Educational Specialist Degrees shall be forwarded to the chair,  
2100 Educator Preparation Provider Council.  
2101  
2102 (2) After review/comment by the college dean as described in SEC 5 below, program proposals for  
2103 general education, course and program proposals for special academic programs, proposals for other

2104 multi-college courses and programs, proposals affecting undergraduate degrees offered by two or  
2105 more colleges, and proposals affecting the general requirements for undergraduate certificates shall be  
2106 forwarded to the chair, Council on General Education and Intercollegiate Programs.

2107  
2108 (3) After review/comment by the college dean as described in SEC 5 below, proposals affecting graduate  
2109 courses (600 level and above), graduate programs, graduate degrees, and graduate certificates shall be  
2110 forwarded to the chair, Graduate Council.

2111  
2112 (4) All other course and program proposals, including one-time-only, experimental, and intersession  
2113 proposals, shall be forwarded to the chair of the college council of the college in which the academic  
2114 department serves.

2115

#### 2116 **SEC 4 Responsibility of College Councils**

2117

2118 A A College Council shall receive, deliberate on, and expedite curricular proposals from the academic  
2119 departments within a college.

2120

2121 B Proposed general education courses shall be evaluated for alignment with general education learning  
2122 objectives in addition to other criteria that may be applied to courses offered by the college.

2123

2124 C A College Council shall reject or recommend approval of a departmental curricular proposal.

2125

2126 D All Department Heads/Directors and Faculty Senators from within the College shall be notified of the  
2127 disposition of each curricular proposal and shall be given access to either a digital or paper copy of the  
2128 proposal. This notification shall constitute dissemination to the College faculty and shall initiate the  
2129 challenge period within the College.

2130

2131 E If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a challenge,  
2132 the originator, the Department Head/Director, and the Faculty Senator representing the academic department  
2133 or special academic program from which the proposal originated shall be notified. This notification shall  
2134 initiate the appeals period for the College Council Action.

2135

2136 F Curricular proposals recommended for approval by a College Council shall be forwarded to the College  
2137 Dean for review and comment as stipulated in Section 5 of this Article. Review by the College Dean may  
2138 be concurrent with the challenge period.

2139

2140 G After review and comment by the College Dean, or after the expiration of the review/comment period, and  
2141 after expiration of the challenge period or adjudication of a challenge, a proposal recommended for approval  
2142 shall be forwarded by the College Council Chair as follows:

2143

2144 (1) Program proposals for Bachelor of Science in Education and Bachelor of Music Education degrees, and  
2145 proposals for Professional Education courses, to the Chair of the Education Preparation Provider  
2146 Council. Criteria for designation as a Professional Education course and a list of current Professional  
2147 Education courses can be found on the EPP web site.

2148

2149 (2) All proposals affecting general education to the Chair of the Council on General Education and  
2150 Intercollegiate Programs.

2151

2152 (3) All other proposals to the Secretary of the Faculty for disposition as hereinafter stipulated.  
2153  
2154

## 2155 **SEC 5 Responsibility of Academic Deans** 2156

- 2157 A All curricular proposals passed by College Councils shall be forwarded to the Dean of the College, who  
2158 may review and make comment. Such review/comment shall be completed within 10 days of receipt of  
2159 the matters, after which time the proposals shall be returned to the College Council Chair for disposition  
2160 as stipulated above. The dean may not withdraw any matter from consideration, though any curricular  
2161 proposal may be withdrawn from consideration before final comment of the dean, upon specific request to  
2162 the dean by the originating academic department. If the dean does not review/comment on a given  
2163 matter, the matters shall be forwarded by the College Council Chair to the Secretary of the Faculty after  
2164 expiration of the review/comment period.  
2165
- 2166 B Proposals for graduate level (600-level and above) courses and programs prepared by academic  
2167 departments shall be submitted to the Dean of the College for review/comment. Such review/comment  
2168 shall be completed within 10 days of receipt of the matters, after which time the proposals shall be  
2169 returned to the originating academic department for disposition as stipulated below. The dean may not  
2170 withdraw any matter from consideration, though any curricular proposal may be withdrawn from  
2171 consideration before final comment of the dean, upon specific request to the dean by the originating  
2172 academic department. If the dean does not review/comment on a given matter, the matters shall be  
2173 forwarded by the academic department to the Graduate Council after expiration of the review/comment  
2174 period.  
2175
- 2176 C Proposals for general education courses and for interdisciplinary courses and programs prepared by  
2177 academic departments shall be submitted to the Dean of each college in which a course for that program is  
2178 housed for review/comment. Such review/comment shall be completed within 10 days of receipt of the  
2179 matters, after which time the proposals shall be forwarded to CGEIP for disposition as stipulated below.  
2180 No dean may withdraw any matter from consideration, though any curricular proposal may be withdrawn  
2181 from consideration before final comment of the dean, upon specific request by the originating academic  
2182 department. If the dean does not review/comment on a given matter, the matters shall be forwarded by  
2183 the academic department to CGEIP after expiration of the review/comment period.  
2184

## 2185 **SEC 6 Responsibility of Graduate Council, Educator Preparation Provider Council, and** 2186 **Council on General Education and Intercollegiate Programs** 2187

- 2188 A Shall receive, deliberate on, and expedite curricular proposals from academic departments or special  
2189 academic programs in the university.  
2190
- 2191 B Shall reject or recommend the approval of a curricular proposal. A curricular proposal shall be withdrawn  
2192 from consideration before final disposition by the council, upon specific request to the council chair by the  
2193 originator, without motion or vote.  
2194
- 2195 C Council on General Education and Intercollegiate Programs  
2196
- 2197 (1) If a proposal is rejected, the CGEIP Chair shall notify the originator, the Department Head/Director,  
2198 and the Faculty Senator representing the academic department or special academic program from  
2199 which the proposal originated. This notification shall initiate the appeals period for the CGEIP

2200 Action.

2201

2202 (2) The CGEIP Chair shall forward to the Secretary of the Faculty all proposals recommended for  
2203 approval.

2204

2205 D Educator Preparation Provider Council

2206

2207 (1) If a proposal is rejected, the EPPC Chair shall notify the originator, the Department Head/Director, and the  
2208 Faculty Senator representing the academic department or special academic program from which the proposal  
2209 originated. This notification shall initiate the appeals period for the EPPC Action.

2210

2211 (2) Recommended proposals affecting graduate programs or courses shall be forwarded to the Chair of  
2212 Graduate Council.

2213

2214 (3) Recommended proposals affecting undergraduate programs or courses shall be forwarded to the  
2215 Secretary of the Faculty.

2216

2217 E Graduate Council

2218

2219 (1) After a curricular proposal has been reviewed, all members of Graduate Council and all Faculty  
2220 Senators shall be notified of the disposition of the proposal and shall be given access to either a digital  
2221 or paper copy of the proposal. This notification shall constitute dissemination to the Graduate  
2222 Faculty and shall initiate the challenge period within the Graduate College.

2223

2224 (2) If a curricular proposal stands rejected at the end of the challenge period or after adjudication of a  
2225 challenge, the originator, the Department Head/Director, and the Faculty Senator representing the  
2226 academic department or special academic program from which the proposal originated shall be  
2227 notified. This notification shall initiate the appeals period for the Graduate Council Action.

2228

2229 (3) If a curricular proposal is recommended for approval at the end of the challenge period or after  
2230 adjudication of a challenge, the Graduate Council Chair shall forward the recommended proposal to  
2231 the Secretary of the Faculty.

2232

## 2233 **SEC 7 Rights to Challenge and Appeal Council Actions**

2234

2235 A Members of the ranked faculty of each academic college have a right to challenge the rejection or  
2236 recommended approval of any curricular proposal by their College Council, as set forth in ART VII SEC 2  
2237 of these Bylaws.

2238

2239 B Ranked members of the graduate faculty have a right to challenge the rejection or recommended approval of  
2240 any curricular proposal by Graduate Council, as set forth in ART VII SEC 2 of these Bylaws.

2241

2242 C The ranked faculty members of the University have an inherent right to appeal the rejection or  
2243 recommended approval of any curricular proposal by any Council of the Faculty Senate, as set forth in ART  
2244 VII SEC 3 of these Bylaws.

2245

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2247 **SEC 8 Responsibility of Secretary of the Faculty**

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

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

2295  
2296 D The Executive Committee shall have authority to recommend to departments or special academic programs,  
2297 to college councils, to the graduate council, to the Educator Preparation Provider Council, to the Council on  
2298 General Education and Intercollegiate Programs or to the Faculty Senate, ideas for new curricular programs  
2299 or alterations (including deletion or addition) to existing courses or programs.  
2300

## 2301 **SEC 10 Responsibility of Faculty Senate**

2302  
2303 The Faculty Senate shall consider and take action:  
2304

- 2305 A On all curricular matters forwarded to it by the Executive Committee of Faculty Senate.
- 2306 B On all appeals of curricular proposals forwarded to the Executive Committee of Faculty Senate by the  
2307 college councils, Graduate Council, Educator Preparation Provider Council, and Council on General  
2308 Education and Intercollegiate Programs. Senate actions on such appeals are separate from senate  
2309 actions on the curricular proposals and must be resolved before the curricular process may advance. If  
2310 the appeal of a recommendation to approve a proposal is upheld by Faculty Senate, then the curricular  
2311 proposal is rejected and the curricular process ends. If the appeal of a proposal denial is upheld by  
2312 Faculty Senate, then the curricular proposal moves forward as otherwise described. If the appeal of a  
2313 proposal denial is denied by Faculty Senate, then the curricular proposal is rejected and the curricular  
2314 process ends. If the appeal of a recommendation to approve a proposal is denied by Faculty Senate, then  
2315 the curricular proposal moves forward as otherwise described.
- 2316 C On all proposals to add or delete academic programs.
- 2317 D On all proposals to change degree policies and requirements.
- 2318 E On all proposals affecting the structure of General Education. This includes but is not limited to:
  - 2319 (1) Changes to the aims and goals of General Education
  - 2320 (2) Changes to the learning outcomes of General Education
  - 2321 (3) Changes to the focus areas of General Education
  - 2322 (4) Changes to the credit hour requirements within General Education
  - 2323 (5) Course additions to and deletions from General Education
- 2324 F On all challenges to approved curricular proposals.  
2325

## 2326 **SEC 11 Right to Challenge Senate Actions**

2327  
2328 The faculty members of the University, which include ranked faculty as well as those instructors and clinical  
2329 faculty who have served no less than two consecutive academic years at Missouri State University, have an  
2330 inherent right to challenge any Faculty Senate Action, as set forth in ART VII SEC 4 of these Bylaws. Within  
2331 the curricular process, Senate Actions include the approval of a curricular proposal and the upholding of an  
2332 appeal of a Council Action.  
2333

## 2334 **SEC 12 Responsibility of University Administration**

2335  
2336 All curricular proposals approved by the Faculty Senate become Faculty Senate Actions and shall be forwarded  
2337 to the Provost by the Secretary of the Faculty after the lapse of the challenge period for Senate Actions.  
2338

## 2339 **SEC 13 Origination of Curricular Proposals**

2340  
2341 The primary responsibility for developing and revising curriculum resides with the faculty, and the initial formal

2342 stages of any such process should be accomplished at the lowest levels of organization within the faculty.  
2343 Therefore, the curricular development and review process shall be reaffirmed and amplified as follows:  
2344

2345 Any new academic degree program, major, minor, option, or certificate must originate with the formal  
2346 sponsorship of one or more academic departments. Any new interdisciplinary or cross-disciplinary academic  
2347 degree program, major, minor, option, or certificate which is to be administered from outside the structure of a  
2348 single academic department must originate with the formal sponsorship of two or more academic departments/  
2349 schools, including every academic department whose courses will constitute either nine or more credit hours or  
2350 30% or more of the total credit hours listed as requirements and/or options. All such required sponsorship at  
2351 the academic department level must be obtained before the proposed new academic degree program, major,  
2352 minor, option, or certificate can be formally considered by any higher level of the faculty governance structure  
2353 (College Council, Graduate Council, CGEIP, EPPC, Faculty Senate). (As a courtesy, each academic  
2354 department that will have one or more courses included in a proposed new degree program, major, minor,  
2355 option, or certificate should be consulted to determine that they intend to continue offering the course(s) in  
2356 question and that they will be able to accommodate the anticipated increase in demand. However, in the case of  
2357 an interdisciplinary or cross-disciplinary program, formal sponsorship is not required unless the number of  
2358 courses reaches the nine-hour or 30% threshold, and in the case of a non-interdisciplinary program (i.e., a  
2359 program to be administered from within the structure of a single academic department), formal sponsorship by  
2360 outside academic departments is not required regardless of the number of their courses included.)  
2361

2362 Any change to an existing academic degree program, major, minor, option, or certificate must originate with the  
2363 formal sponsorship of the academic unit responsible for overseeing that program, major, minor, option, or  
2364 certificate. In the case of a degree program, major, minor, option, or certificate offered through an individual  
2365 academic department, the relevant academic unit would be that department. In the case of each “Special  
2366 Academic Program,” any interdisciplinary or cross-disciplinary degree program, major, minor, option, or  
2367 certificate offered outside the structure of a single academic department, the relevant academic unit would be the  
2368 faculty committee charged with overseeing the program, major, minor, option, or certificate in question;  
2369 references to “academic department” within these Bylaws related to the curricular process shall be understood to  
2370 apply to the faculty committee. Such formal sponsorship by the relevant academic unit must be obtained before  
2371 the proposed change can be formally considered by any higher level of the faculty governance structure (College  
2372 Council, Graduate Council, CGEIP, EPPC, Faculty Senate).  
2373

2374 Under no circumstance should a proposal for a new academic degree program, major, minor, option, or  
2375 certificate, or a proposal for a change to an existing academic degree program, major, minor, option, or  
2376 certificate formally originate from one of the academic college councils, the Graduate Council, CGEIP, the  
2377 EPPC, or any other higher-level body within the faculty governance structure. Likewise, under no  
2378 circumstances should a proposal for a new academic degree program, major, minor, option, or certificate, or a  
2379 proposal for a change to an existing academic degree program, major, minor, option, or certificate formally  
2380 originate from the administration of one of the academic colleges, the Graduate College, or any other unit of the  
2381 administration. Ideas for new curriculum or changes to existing curriculum are always welcome, regardless of  
2382 where they originate, but such ideas should be communicated to the relevant groups of faculty members as  
2383 efficiently as possible so that the process of developing or revising the curriculum in question can formally  
2384 begin at the lowest level of the faculty governance structure.  
2385

## 2386 **SEC 14 Approval Process for Individual Sections of Variable Content Courses and** 2387 **Special Topics Courses** 2388

2389 A New sections of existing variable content courses and special topics courses, whether taught during a regular  
2390 semester or during an intersession, may be offered the first time with the approval of the department head  
2391 and the college dean and may be offered a second time without additional approval.



- 2392  
 2393 B Before a specific section (topic) of an existing variable content course or special topics course may be  
 2394 offered for the third time, it must be proposed and approved by means of the procedures outlined in Sections  
 2395 3 through 13 of Article VI, as a “regular” section of that course just as if it were a new stand-alone course.  
 2396  
 2397 C The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction  
 2398 or supervision of individual students (practicum, internship, research, independent study, etc.).  
 2399

2400 **SEC 15 Approval Process for Courses Taught During an Intersession or Other**  
 2401 **Compressed-Time Format**

- 2402  
 2403 A For each application to offer a section of an existing course during an intersession or in another compressed-  
 2404 time format (fewer than eight weeks during a regular semester or fewer than four weeks during the  
 2405 summer), the department head and dean must supply evidence to the appropriate administrative office  
 2406 (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:  
 2407  
 2408 (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of  
 2409 actual classroom exposure).  
 2410  
 2411 (2) A course taken for graduate credit holds substantially higher expectations of students than the same  
 2412 course for undergraduate credit.  
 2413  
 2414 (3) Faculty credentials are equal or superior to those required for appointment as instructor in the  
 2415 originating department.  
 2416  
 2417 B Each proposal for a new course or a new “regular” section of an existing variable content or special topics  
 2418 course designed to be offered exclusively during an intersession or in another compressed time format must  
 2419 be approved through the normal curricular approval process outlined in Sections 3 through 13 of Article VI.  
 2420 For each such offering, each relevant curricular review body must consider, in addition to the normal issues  
 2421 related to content, quality, and rigor, the three criteria listed in Part A of this Section.  
 2422

2423 **SEC 16 Accelerated Course Approval Procedure**

- 2424  
 2425 A This section applies *only* to new courses that cannot fit under existing variable content or special topics  
 2426 course designations. Before any course approved through this accelerated process may be offered for a  
 2427 third time, it must go through the regular curricular approval process outlined in Sections 3 through 13 of  
 2428 Article VI.  
 2429  
 2430 B Each proposal for a new course must originate in an academic department or equivalent department-level  
 2431 entity, e.g., special academic program. Any department may require approval by its curriculum committee  
 2432 or by a majority of its faculty. Each proposal must receive the signatures of the department head and dean.  
 2433  
 2434 C Any college council may promulgate more stringent requirements than these; all councils should, however,  
 2435 observe at least the following minimum requirements:  
 2436  
 2437 (1) Originating department requests that council chair grant consideration of accelerated approval.  
 2438  
 2439 (2) Council chair decides whether request merits this special consideration.  
 2440  
 2441 (3) If special consideration is granted, the chair distributes materials to council members and arranges

2442 Internet posting. Each council member must respond to the Council Chair within five calendar days.

2443

2444 (4) The chair collects individual council members' votes and disseminates the decision to council  
2445 members, to the originating department, and to all other involved parties.

2446

2447 D The rights of challenge and appeal of Council Actions in the accelerated process shall be the same as set  
2448 forth in ART VII, SEC 2 and SEC 3, except that the challenge and appeal periods shall each consist of five  
2449 calendar days.

2450

2451 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the  
2452 incoming council chair determines that the proposal cannot wait until the fall semester. In such a case, the  
2453 Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or  
2454 their designees), shall serve as the course approval committee. The other provisions of the accelerated  
2455 procedure apply to proposals initiated in the summer.

2456

2457 F This request for acceleration shall NOT be considered by the college council if an originating department  
2458 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that  
2459 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has  
2460 not had time to initiate the course proposal through the usual means, (2) student demand that was not made  
2461 known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished  
2462 individual at the last minute.

2463

## 2464 **SEC 17 Approval Process for Changes to Degrees, Degree Requirements, and** 2465 **Certificate Requirements**

2466

2467 A The Faculty Senate Chair may charge the Council on General Education and Intercollegiate Programs to  
2468 investigate a curricular proposal to add an undergraduate degree, delete an undergraduate degree, modify the  
2469 requirements for an existing undergraduate degree, or modify the general requirements for undergraduate  
2470 certificates.

2471

2472 B The Faculty Senate Chair may charge Graduate Council to initiate a curricular proposal to add a graduate  
2473 degree, delete a graduate degree, modify the requirements for an existing graduate degree, or modify the  
2474 general requirements for graduate certificates. The Senate Chair may also charge Graduate Council to  
2475 investigate the merits of such a proposal and initiate a curricular proposal at the Council's discretion.

2476

2477 C An academic department or special academic program may submit a proposal to add a degree, delete a  
2478 degree, modify the requirements for an existing degree, or modify the general requirements for  
2479 undergraduate or graduate certificates.

2480

2481 (1) Proposals affecting undergraduate degrees offered through only one college must be submitted to the  
2482 college council of that college for review and evaluation.

2483

2484 (2) Proposals affecting undergraduate degrees offered by two or more colleges, and proposals affecting the  
2485 general requirements for undergraduate certificates, must be submitted to the Council on General  
2486 Education and Intercollegiate Programs for review and evaluation.

2487

2488 (3) Proposals affecting graduate degrees, and proposals affecting the general requirements for graduate  
2489 certificates, must be submitted to Graduate Council for review and evaluation.

2490

2491 D Any proposal recommended to Senate by a college council, CGEIP, or Graduate Council, and any proposal

2492 initiated by CGEIP or Graduate Council, will be reviewed and acted on by the full Senate during the course  
2493 of two successive Senate sessions, beginning no later than the March session of an academic year. The  
2494 proposal must appear on the agenda and be discussed at the first session, with the vote occurring at the next  
2495 regularly scheduled session of the Senate.  
2496

## 2497 **SEC 18 Approval Process for Proposals Affecting Honors Courses and the Honors** 2498 **Program**

- 2499
- 2500 A The Director of the Honors College shall fulfill the responsibilities of the Academic Dean as described in  
2501 ART VI SEC 5.  
2502
- 2503 B Proposals approved by the Honors College Council shall be forwarded to the Council on General  
2504 Education and Intercollegiate Programs.  
2505
- 2506 C In all other regards the review of such proposals shall be governed by the entirety of ART VI.  
2507  
2508

## 2509 **ART VII CHALLENGES AND APPEALS OF COUNCIL AND SENATE** 2510 **ACTIONS**

### 2511 **SEC 1 Overview of Challenges and Appeals**

- 2512
- 2513
- 2514 A The ranked faculty have an inherent right to contest any Council Action (as defined in ART I SEC 10C) and  
2515 any Faculty Senate Action (as defined in ART I SEC 7A).  
2516
- 2517 B Summary of the process for challenges and appeals:  
2518
- 2519 (1) The ranked faculty of an undergraduate college may challenge any Action of their College Council  
2520 within 10 days of its dissemination to the college faculty, as described in SEC 2 below.  
2521
- 2522 (2) Ranked members of the Graduate Faculty may challenge any Action of the Graduate Council within  
2523 10 days of its dissemination to the Graduate Faculty, as described in SEC 2 below.  
2524
- 2525 (3) The ranked faculty of the University may appeal any Action of any Council of the Faculty Senate  
2526 within 10 days of dissemination of the Action to the University faculty, as described in SEC 3 below.  
2527
- 2528 (4) The ranked faculty of the University may challenge any Senate Action within 20 days of its  
2529 dissemination to the faculty, as described in SEC 4 below.  
2530
- 2531 (5) Challenges of Council Actions and Senate Actions may be initiated only by petition from the ranked  
2532 faculty. Appeals of Council Actions may be initiated by petition from the ranked faculty, by a  
2533 Department Head, or by a Council Chair.  
2534

### 2535 **SEC 2 Challenge and Veto of College Council and Graduate Council Actions**

#### 2536 **A Right of Challenge**

2537  
2538  
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  
2544 **B Form of Challenge**  
2545

2546 A college faculty challenge of its own Council Action or a graduate faculty challenge of a Graduate Council  
2547 Action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the Graduate  
2548 College. Said challenge shall be made in writing and copies submitted to the chair of their college or graduate  
2549 council, chair of the Faculty Senate and the Secretary of the Faculty.

2550  
2551 The chair of the college or graduate council shall send a copy of such challenge to each ranked member of the  
2552 college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days after  
2553 copies of the challenge have been distributed to the faculty, the chair of the council shall call a session of the  
2554 faculty for the discussion of the challenge. The dean of the college or his or her designee shall preside at this  
2555 session. The secretary to the dean shall attend this session and record arguments for and against the challenge.  
2556 No later than five (5) school days after the session, the secretary shall distribute to all ranked faculty members  
2557 ballots for voting on the challenge. A summary of arguments for and against the challenge shall be prepared by  
2558 the council chair and shall be sent with the ballots.

2559  
2560 **C Disposition of Challenge**  
2561

2562 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of the  
2563 college or by the graduate faculty, shall constitute a veto of the challenged Council Action.

2564  
2565 **SEC 3 Appeal and Veto of Council Actions**  
2566

2567 **A Right of Appeal**  
2568

2569 The ranked faculty of the University shall have the inherent right to appeal Actions of a College Council,  
2570 Graduate Council, Educator Preparation Provider Council, and Council on General Education and  
2571 Intercollegiate Programs. Appeals must be made no later than ten (10) calendar days during the regular  
2572 academic year when classes are in session, excluding terminal week, following distribution of the Council  
2573 Action to the University faculty.

2574  
2575 **B Form of Appeal**  
2576

2577 An appeal of a Council Action may be made by an academic department through the Department Head or  
2578 Director, by a council through the Council Chair or by petition of no fewer than thirty (30) members of the  
2579 ranked faculty. Said appeal shall be made in writing to the Executive Committee of the Faculty Senate. If an  
2580 appeal is made, the Executive Committee of the Faculty Senate shall place the issue on the agenda for the next  
2581 Faculty Senate session.

2582  
2583  
2584 **C Disposition of Appeal**  
2585

2586 An affirmative vote to support the appeal, equal to a majority of the votes cast by the senators present and  
2587 voting, shall constitute a veto of the Council Action. Since upholding an appeal would constitute a Faculty  
2588 Senate Action, an upheld appeal is subject to the right of challenge as set forth in Article VII Section 4 below.

2589

2590 **SEC 4 Challenge and Veto of Faculty Senate Action**

2591  
2592 A Right of Challenge

2593  
2594 The faculty of the University, which include ranked faculty as well as those instructors and clinical faculty who  
2595 have served no less than two consecutive academic years at Missouri State University, shall have the inherent  
2596 right to challenge any Faculty Senate Action. The Chair of the Faculty Senate must be notified of the intent to  
2597 challenge within five (5) calendar days following distribution of the Faculty Senate Action to the faculty. The  
2598 full challenge must then be submitted within twenty (20) calendar days following distribution of the Faculty  
2599 Senate Action to the faculty. In extraordinary circumstances, but not on curricular matters, the challenge period  
2600 may, by unanimous vote of the Faculty Senate members present when a Faculty Senate Action is made, be  
2601 reduced from twenty days to a number stipulated by the Faculty Senate.

2602  
2603 B Form of Challenge

2604  
2605 A faculty challenge of a Faculty Senate Action may be made by no fewer than fifty (50) members of the faculty,  
2606 which include ranked faculty as well as those instructors and clinical faculty who have served no less than two  
2607 consecutive academic years at Missouri State University. Said challenge shall be made in writing and  
2608 submitted to the Chair of the Faculty Senate, and the challengers shall file a copy of the challenge with the  
2609 Secretary of the Faculty.

2610  
2611 C Disposition of Challenge

2612  
2613 The Chair of the Faculty Senate shall send a copy of such a challenge to each member of the faculty, and no  
2614 sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have been  
2615 distributed to the faculty, the Chair of the Faculty Senate shall call a session of the ranked faculty for discussion  
2616 of the challenge. Members of the administration may attend. The president of the university or the president's  
2617 designee will preside at this session. The Secretary of the Faculty shall attend this session and record  
2618 arguments for and against the challenge. No later than five (5) school days after the session, the Secretary of  
2619 the Faculty shall distribute to all ranked faculty members ballots for voting on the challenge. The Secretary of  
2620 the Faculty's summaries of the arguments for and against the challenge shall be sent with the ballots.

2621  
2622 D Vote on Challenge

2623  
2624 Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six (6)  
2625 school days after the day on which the ballots are distributed. An affirmative vote to support the challenge,  
2626 equal to a majority of the votes cast by the faculty, which include ranked faculty as well as those instructors and  
2627 clinical faculty who have served no less than two consecutive academic years at Missouri State University, who  
2628 are on active duty at the time of the challenge, shall constitute a veto of the challenged Faculty Senate Action.

2629

2630 **ART VIII AMENDMENT OF BYLAWS**

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

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

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

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

## SPECIAL RULES OF ORDER

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

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

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

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

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

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

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

### 4. Faculty Handbook Amendments

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

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

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

#### B) Scope of Revision

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

2704 amendments that arise out of the motion to *Adopt* the FHRC report may not exceed the scope of the  
2705 FHRC report. For a full revision, the scope includes the entire Handbook without limitation; for a  
2706 partial revision, the scope includes only those portions of the Handbook specifically addressed in the  
2707 report. Inclusion of Handbook text in the FHRC report does not necessarily open that text to  
2708 amendment, since it may have been included to put the report in context. Conversely, amendments  
2709 within the scope of the report may logically require amendments to parts of the Handbook not included  
2710 in the report.

2711  
2712 C) Presence of FHRC Members  
2713 The Handbook is a complex document, and changes to one part may affect many other parts, possibly in  
2714 different chapters. Thus it is *strongly* recommended that at least two members of the FHRC be present  
2715 during consideration of its report.

2716  
2717 D) Proposed Handbook Amendments Outside the Scope of an FHRC Report  
2718 Any faculty member may propose amendments directly to the FHRC as explained in the Faculty  
2719 Handbook. However, a senator may prefer that the proposed amendments carry the full weight of the  
2720 Senate. Thus a senator may offer, as a main motion, a resolution proposing one or more amendments  
2721 to the Handbook for consideration by the FHRC. Such a resolution is out of order during consideration  
2722 of an FHRC report, but may be made immediately afterwards, before the next item of business. It is  
2723 out of order to offer a resolution conflicting with a recommendation of the Senate if a motion to  
2724 *Reconsider, Rescind, or Amend Something Previously Adopted* is applicable and would achieve the  
2725 same effect. If the resolution passes, the Faculty Senate Executive Committee will forward the  
2726 resolution to the FHRC for its consideration and ask it to present a report to the Senate.

2727  
2728 **5. Time Limit on Reconsideration**  
2729 Because the division of a monthly session into meetings is unpredictable, the time limit on a motion to  
2730 Reconsider is extended to the same monthly session in which the vote on the motion to be reconsidered was  
2731 taken. All other requirements for the motion to Reconsider remain as stipulated in the parliamentary  
2732 authority. For example, if a motion was voted on during a meeting of the February session, then that motion  
2733 may be Reconsidered (assuming all other requirements are met) at that meeting or any subsequent meeting  
2734 of the February session.

2735  
2736 **6. Proposed actions and resolutions contained within reports from councils  
2737 and committees**  
2738 Proposed actions and resolutions contained within reports from councils and committees of the Faculty  
2739 Senate will automatically move to the floor after the report has been presented to the Senate by a member of  
2740 the council or committee. Such motions do not require a second.

2741