

Section 4 – Election of Faculty Senate Officers

A. Faculty are eligible for the position of Chair-Elect or Secretary of the Faculty if:

1. By the time they assume office, they will have completed at least one year of service (may or may not be continuous) in the Faculty Senate as a voting member during the previous six academic years; and
2. They are tenured before the September session of their term.
3. Academic Unit Leaders are not eligible candidates for the positions of Chair-Elect and the Secretary of the Faculty.

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

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

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

E. Candidates for Chair-Elect and Secretary of the Faculty shall participate in a Candidate Forum which will be held during the April Faculty Senate Session after announcements and approval of the minutes of the March session.

F. After the Candidate Forum is concluded, senators shall vote utilizing a secret ballot for offices with at least two candidates. Unopposed candidates are automatically elected without a vote.

43 **G.** The winners must receive an absolute majority of the votes cast. If no candidate receives
44 a majority vote, the two candidates receiving the most votes will participate in a run-off.
45 The run-off vote will also occur at the April Faculty Senate session.
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47 **H.** The newly elected Faculty Senate Officers' terms begin immediately after the conclusion
48 of the April Faculty Senate session in which they are elected.
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50 **I.** The Chair-elect shall become Chair after serving a one-year term.
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52 **J.** In case a vacancy occurs in the office of Chair, the Chair-Elect shall become Chair.
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54 **K.** The Chair and/or Chair-Elect and/or Secretary of the Faculty will immediately vacate
55 their office upon accepting an oral or written offer to become an administrator, at the
56 level of Academic Unit Leader or higher.
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58 **L.** In case a vacancy occurs in the office of Chair-Elect or Secretary of the Faculty, the
59 Faculty Senate shall elect a new Chair-Elect or Secretary of the Faculty at the next
60 session of the Faculty Senate. Notification of the pending election shall be made as a part
61 of the agenda for the session. The nominations and election will be held immediately
62 following the approval of the minutes and announcements. Nominees must meet the
63 criteria as established in Article I, Sec 4, Part A of these Bylaws. Any Senator may
64 nominate a candidate or self-nominate. Nominees must accept the nomination and be
65 seconded by a Senator. Once all nominees have been identified they will participate in a
66 Candidate Forum to be held immediately following the nominating process. Following
67 the Candidate Forum a vote shall be conducted following the criteria established in
68 Article I, Sec 4, Parts F-G of these Bylaws. The newly elected officer shall immediately
69 begin service in the elected office.
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71 If such a vacancy occurs after the agenda is set for the final spring-semester session of the
72 Faculty Senate and before the Monday preceding the first day of fall semester classes, the
73 Chair of the Faculty Senate shall ask the immediate Past Chair to serve in the capacity of
74 the vacated office on an interim basis and only until a new officer is elected during the
75 first Senate session of the fall semester. If the immediate Past Chair is unable or unwilling
76 to serve, then the Chair will ask the Chair-Elect or Secretary of the Faculty Senate or
77 another Past Chair (depending on when that Past Chair vacated office) to serve in the
78 capacity of the vacated office on an interim basis and only until a new officer is elected
79 during the first Senate session of the fall semester. The Chair of the Faculty Senate shall
80 notify all Senators of the interim appointment.
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82 **M.** The removal of a Chair, Chair-Elect, or Secretary of the Faculty from office is initiated by
83 submitting a petition to the Faculty Senate office signed by at least 25% of the voting
84 Senate membership; at that time, the issue shall be placed on the agenda of the next
85 regularly scheduled Senate session. When that agenda item is brought to the floor, if the

Chair is the subject of the petition for removal, the Chair-Elect shall oversee the discussion and action. The office will become vacant if a two-thirds vote approves the motion to remove the officer and such votes account for at least a majority of the voting Senate membership.

Section 5 – Duties of the Officers and Past Chair of Faculty Senate

A. The Chair of the Faculty Senate

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

129 12. Shall serve as an *ex officio* member of Graduate Council without vote
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131 **B. The Chair-Elect of the Faculty Senate**
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133 1. Shall preside over any session of the Faculty Senate in the absence of the Chair.
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135 2. Shall assist in supervision of the Faculty Senate in such a manner as directed by
136 the Faculty Senate or by the Chair of the Faculty Senate.
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138 3. Shall serve as a member of the Executive Committee of the Faculty Senate.
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140 4. May be appointed to be chair of a standing committee or *ad hoc* committee of the
141 Faculty Senate.
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143 5. Shall chair the Nominating Committee and appoint its members.
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145 6. Shall attend at least one session each month of the Student Government
146 Association.
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148 7. Shall call the organizational session, and preside until the membership has elected
149 a chair, for the following standing committees and councils of the Faculty Senate:
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151 a. Committee on Faculty Concerns
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153 b. Council on General Education and Intercollegiate Programs (CGEIP)
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155 c. Committee on University Budget and Priorities
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157 8. Shall attend, or may send a designee to attend, the following as an *ex officio*
158 member without vote:
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160 a. Committee on Faculty Concerns
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162 b. Council on General Education and Intercollegiate Programs (CGEIP)
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164 c. Committee on Citizenship and Service Learning
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166 d. Committee on Academic Relations
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168 e. Committee on University Budget and Priorities
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170 f. Committee on Faculty Benefits
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172 **C. The Secretary of the Faculty shall be responsible for these activities:**
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- 174 1. Shall serve as Secretary of the Faculty Senate.
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- 176 2. Shall serve as a member of the Executive Committee of the Faculty Senate.
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- 178 3. Shall preside over the sessions of the Faculty Senate in the absence of both the
179 Chair and the Chair-Elect of the Faculty Senate.
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- 181 4. Shall keep accurate minutes of Faculty Senate Sessions including the recording or
182 motions of the votes thereon.
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- 184 5. Shall publish for the faculty the minutes of Faculty Senate sessions.
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- 186 6. Shall report decisions of the Faculty Senate and its established bodies to the
187 administration.
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- 189 7. Shall publish a synopsis of Faculty Senate actions and of curricular matters
190 forward to the Provost for the Faculty.
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- 192 8. Shall prepare an annual summary of proceedings of the Faculty Senate and its
193 established bodies.
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- 195 9. Shall supervise elections of faculty representatives in the governance process and
196 publish election results on the Faculty Senate website, with the assistance of the
197 Office of the Faculty Senate.
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- 199 10. Shall participate in the curricular process as described in Article VI SEC 8 of
200 these Bylaws.
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- 202 11. Shall attend, or may send a designee to attend, the following as an *ex officio*
203 member without vote:
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 - 205 a. Education Preparation Provider Council (EPPC)
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 - 207 b. Committee on Rules
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- 209 12. Shall correct errors that do not change the intent of Faculty Senate documents if
210 the errors are not corrected during normal Senate business.
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212 **D. The Past Chair of the Faculty Senate**
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1. Shall serve as chair of the Committee on Judicial Review unless that person becomes a full-time administrator at the level of Academic Unit Leader or higher.
2. Shall attend meetings of the Committee on Honorary Degrees and the Education Abroad Advisory Committee as an *ex officio* member without vote, unless that person becomes a full-time administrator at the level of Academic Unit Leader or higher.

Section 6 – Sessions of the Faculty Senate

A. Schedule

1. 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.
2. 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 only to members of the Board of Governors, the administration, the staff, the voting and non-voting faculty, and the student body. Others may attend by invitation of the Chair of the Faculty Senate or the chair of any established body of the Faculty Senate.

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 website 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

257 **D. Agenda**

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- 259 1. A Faculty Senate session agenda shall be sent to each member of the Faculty
- 260 Senate, academic deans, the Provost, and to each Academic Unit Leader for
- 261 posting at least three (3) school days before each session of the Faculty Senate.
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- 263 2. All proposals for Faculty Senate Action shall be distributed to each senator in
- 264 writing as a part of the agenda.
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- 266 3. Proposals for Faculty Senate Action, which have not been previously distributed
- 267 as agenda, may be considered at Faculty Senate sessions with an approving vote
- 268 of two-thirds of the entire Faculty Senate membership.
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- 270 4. The agenda of all Faculty Senate bodies shall be submitted to the Chair of the
- 271 Faculty Senate at the time a request for publication of an announcement of the
- 272 session is made. Agenda items which involve curricular proposals shall also be
- 273 submitted to the deans of all colleges. These agenda shall be made available to all
- 274 interested parties.
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276 **E. Establishment of Quorum**

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278 The Faculty Senate and its associated bodies cannot meet without a quorum. A quorum is

279 defined as a majority of voting members. If the quorum is lost during a meeting, the

280 meeting is adjourned.

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282 **F. Voting**

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- 284 1. Any member of the Faculty Senate may move for a roll call or ballot vote, and if
- 285 that motion is supported by twenty percent (20%) of the senators present, the vote
- 286 by the designated method (roll call or ballot) shall be taken.
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- 288 2. Any person(s) attending a session of the Faculty Senate, or any established body
- 289 of the Faculty Senate, who is not voting members of the Faculty Senate or any
- 290 established body of the Faculty Senate, may speak with the consent of the chair of
- 291 the group involved. This/these person(s) shall have no vote.
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- 293 3. In case of the absence of a member of the Faculty Senate from a Faculty Senate
- 294 session, a substitution from the same constituency may be made. This substitute
- 295 shall have all the rights of a Senator. Substitutes may only fill in for one Senator
- 296 per session, and a sitting Senator cannot substitute for another Senator.
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298 **G. Minutes**

1. The Secretary of the Faculty shall send copies of the unapproved minutes of the Faculty Senate to the faculty and administration within seven (7) school days after each session. This report must contain a record of the Faculty Senate Actions (approved or not) as well as approved resolutions and committee reports.
2. The Secretary of the Faculty with the knowledge and consent of the Senate Chair, shall place unapproved minutes on the Faculty Senate website.
3. A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site within one week after they are approved.
4. The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent file in the Faculty Senate office within one week after the committee session. The minutes shall be available to all interested parties.

H. Special Meetings

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

Section 7 – Faculty Senate Actions and Resolutions

A. Authority Granted to the Faculty Senate

1. The Faculty Senate is authorized by the Board of Governors to exercise its powers of shared governance. To exercise this authority, the Faculty Senate shall make decisions as a deliberative body while following accepted parliamentary procedures and the rules presented in the Constitution of the Faculty and the Bylaws of the Faculty. Within these rules, the Faculty Senate may empower its officers, committees, and councils to either make or recommend decisions on its behalf. These recommendations or decisions are limited to only the powers, responsibilities, and/or charges assigned by the Faculty Senate to the respective officer, committee, and council.
2. The deliberative body of the Faculty Senate shall retain final authority over any and all decisions made or recommended by its officers, committees, and councils. Any decision made by an officer, a committee, or a council of the Faculty Senate

that is beyond the authority granted to the individual or group by the Faculty Senate shall be null and void.

3. For each decision-making situation presented to the Faculty Senate, the deliberative body should first consider and make a good-faith effort for that decision to be made by the officer, committee, or council authorized by charge or by rule as written in the Constitution of the Faculty or Bylaws of the Faculty for the respective officer, committee, or council. When the deliberative body believes it is best if the body of the Faculty Senate makes the respective decision, it shall make and communicate its decision by the mechanisms described as follows: Faculty Senate Action, Faculty Senate Statement, or Internal Action.

B. Faculty Senate Actions

1. Faculty Senate actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the faculty through its governance process as to policies and procedures to be followed by the University and are communicated to the university administration for approval and implementation.
2. The Secretary of the Faculty shall forward any Faculty Senate Action to the Provost who shall, within ten (10) calendar days after the expiration of the challenge period (see Article VII Section 4 of the Bylaws), forward the Faculty Senate Action to the president of the university with recommendation to approve or not approve.
3. The university president shall, within twenty (20) calendar days after receipt of the Faculty Senate Action, report to the Faculty Senate Chair a decision to:
 - a. Approve and implement said Faculty Senate Action at the appropriate time;
 - b. Request an extension of sixty (60) calendar days to gather additional information prior to making the final decision. Said decision shall be forwarded to the Faculty Senate Chair within ten (10) calendar days after the sixty (60 day) extension period expires;
 - c. Reject said Faculty Senate Action, sharing reasons and/or recommending changes.
4. Upon receipt of a Faculty Senate Action rejected by the university president, the Faculty Senate will direct the Chair of the Faculty Senate to place the rejected Faculty Senate Action on the agenda for the next Senate session for deliberation and disposition as herein stated, and will done one of the following:

- 384 a. Approve by a simple majority a revision of the Faculty Senate Action
385 and submit the revised version of the Faculty Senate Action to the
386 Provost who, in turn, shall forward it to the university president with
387 recommendation;
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389 b. Support the initial Faculty Senate Action by affirmative vote of two-
390 thirds of the members present and request that the Faculty Senate Chair
391 present the Faculty Senate Action directly to the Board of Governors for
392 consideration and disposition;
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394 c. Direct the Chair of the Faculty Senate to discontinue consideration of the
395 Faculty Senate Action.
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397 **C. Faculty Senate Resolutions**
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399 Resolutions passed by the Faculty Senate state the collective reasoning of the Faculty
400 Senate on specific issues and shall be forwarded for information to the appropriate
401 administrators.
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403 **D. Faculty Senate Reports to the Board of Governors**
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405 Faculty Senate reports to the Board of Governors shall include:
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- 407 1. Reports on current Faculty Senate Actions and committee studies.
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409 2. Resolutions passed by the Faculty Senate.
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411 3. Faculty Senate Actions that have been rejected by the president but have
412 subsequently passed by a two-thirds Faculty Senate vote.
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414 4. Faculty Senate Actions that have been rejected by the president but have
415 subsequently passed by a two-thirds Faculty Senate vote.
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417 **E. Items to be Presented to the Board of Governors**
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419 Items shall be submitted by the Chair of the Faculty Senate to the Provost and the
420 University President at least seven (7) calendar days prior to the scheduled session of the
421 Board of Governors.
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423 **F. Internal Actions**
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- 425 1. Internal Actions, as perfected and passed by the Faculty Senate, represent the
426 collective reasoning of the Senate as to policies and procedures to be followed by

the Senate in conducting Senate business. Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not subject to administrative approval or disapproval.

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

G. Challenge and Veto of Faculty Senate Actions and Resolutions

The right to challenge and veto Faculty Senate Actions and Resolutions, and challenge processes and procedures are addressed in Article VII, Section 4 of the Bylaws.

Section 8 – Committees on the Faculty Senate

A. Committee Responsibilities

1. Committees of the Faculty Senate shall be responsive to the will of the Faculty Senate. Committees shall discharge responsibilities assigned in standing charges as designated in the Bylaws of the Faculty or in special charges designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may initiate special charges or act only with the approval of the Executive Committee of the Faculty Senate.
2. The Chair of each Faculty Senate committee shall report directly to the Chair of the Faculty Senate, and normally, the Chair of the Faculty Senate committee shall present a committee report when it is on the agenda for a session of the Faculty Senate.

B. Standing Committees

1. Executive Committee of the Faculty Senate

a. Purpose

- i. Shall participate in the curricular process as described in Article VI, Section 9.
- ii. Shall advise the Chair of the Faculty Senate.
- iii. Shall assist the Chair of the Faculty Senate in preparing the agenda for sessions of the Faculty Senate.

- 468 iv. Shall assist in supervision of the working of the Faculty Senate in
469 such a manner as directed by the Faculty Senate or by the Chair of
470 the Faculty Senate.
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472 **b. Membership**
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- 474 i. Shall consist of the Chair of the Faculty Senate, who shall be chair
475 of the Executive Committee; the Chair-Elect of the Faculty Senate;
476 the Secretary of the Faculty; and the Past-Chair of the Faculty
477 Senate.
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479 ii. A Past-Chair who has been appointed to a full-time administrative
480 position will not be eligible to serve on the Executive Committee.
481 When the immediate Past-Chair is unable, or ineligible, to serve,
482 the Executive Committee shall consist of the Chair of the Faculty
483 Senate, the Chair-Elect of the Faculty Senate, and the Secretary of
484 the Faculty.
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486 iii. The Chair of the Faculty Senate may appoint a Parliamentarian to
487 serve as an ex officio member of the Executive Committee if
488 additional parliamentarian expertise is desired.
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490 **2. Committee on Faculty Concerns**
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492 **a. Purpose**
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- 494 i. Shall review faculty rights and responsibilities. Any
495 recommendations and/or resolutions of the Committee shall be
496 directed to the Faculty Senate for appropriate action.
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498 ii. Shall serve as the vehicle through which faculty may initiate issues
499 or matters of concern for discussion and consideration.
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501 iii. Shall gather data from appropriate individuals or groups to be used
502 in deciding as to whether each item submitted warrants
503 consideration by the Faculty Senate.
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505 iv. Shall conduct a survey of the morale of all full-time faculty during
506 the Fall semester of even-numbered years. A report to include an
507 analysis of survey results and any appropriate recommendations
508 arising from the survey shall be distributed to the Faculty Senate
509 members in time to be included on the agenda for the February
510 session. To facilitate comparison with earlier surveys, data for

ranked faculty and unranked faculty shall be tabulated, analyzed, and reported separately.

- v. 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 academic unit leaders and deans shall be tabulated, analyzed and reported separately.

b. Membership

- i. The Committee on Faculty Concerns shall consist of two representatives from each college and the library chosen by the College Council. The Council shall elect a representative using a method chosen by the Council based on parliamentary procedures. If a Council member requests, the vote shall be conducted via secret ballot.
- ii. The Chair-Elect of the Faculty Senate shall serve as an *ex officio* member without a vote.
- iii. The Chair-Elect of the Faculty Senate shall call the first meeting each year and preside over that meeting until the members elect a chair from the committee membership.

c. Election of Members

- i. At the beginning of Spring semester, eligible faculty in each academic unit and the library shall elect one nominee for each vacancy on the Committee on Faculty Concerns.
- ii. Eligible faculty include ranked faculty, as well as instructors and clinical faculty who have completed at least two consecutive academic years of service at Missouri State University by the September session of the term in which they serve. The Academic Unit Leader shall convene a meeting of the faculty to elect a representative using a method chosen by the faculty based on parliamentary procedures. If a faculty member requests, the vote shall be conducted via secret ballot. A simple majority will determine the outcome of the vote. Faculty shall select one

member for each vacancy within the college or library. The Academic Unit Leader shall, in writing, notify their respective Dean, the Chair of the College Council, and the Office of the Faculty Senate of the outcome.

- iii. The Chair of the College Council will create a ballot of nominees from the academic units in their college for consideration by the College Council. At the earliest possible session in the Spring semester, each College Council shall elect on faculty nominee per vacancy to serve on the Committee on Faculty Concerns. Voting shall be by secret ballot, and each voting council member shall vote for one college faculty member per vacancy. The nominee receiving the most votes shall serve as a member of the committee. The remaining roster of nominees shall serve as a replacement pool should a vacancy occur. The Council Chair shall, in writing, notify the Office of the Faculty Senate of the outcome of the election.
- iv. Members normally serve three-year terms, but the Faculty Senate Executive Committee may stagger the 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 nominees as specified above.

3. Committee on Curricular Matters

a. Purpose

- i. Continuously review the university's curricular processes, practices, actions, and systems to ensure they reflect the curricular process outlined in the Constitution of the Faculty and the Bylaws of the Faculty. Any recommendations and/or resolutions of the Committee shall be directed to the Faculty Senate for appropriate disposition.
- ii. Serve as a vehicle through which Faculty Senate, the Office of the Provost, and the Office of the Registrar may introduce items of concern for discussion and consideration.
- iii. Invite the submission of items of concern regarding curricular matters from faculty members or administrators for discussion.

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- iv. Prepare an annual report to be presented at Faculty Senate and posted to the Faculty Senate website during the fall semester. The report should: (1) include data on the number of curricular proposals submitted and approved during the previous academic year, distinguishing between types of proposals; (2) describe any substantial changes made to curricular processes, practices, or systems; (3) explain items of concern that were discussed and/or addressed; and (4) outline the process by which items of concern can be submitted to the committee.

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b. Membership

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- i. The membership of the Committee on Curricular Matters shall consist of a past Secretary of the Faculty, who will chair the Committee on Curricular Matters; the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate; the Secretary of the Faculty; and the Past Chair of the Faculty Senate.
 - ii. A staff member from the Office of the Faculty Senate, a designee of the Office of the Provost, a designee of the Office of the Registrar, and any additional representative(s) as designated by the chair will serve as *ex officio* members.

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4. Committee on University Budget and Priorities

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a. Purpose

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- i. Shall help ensure that the university's budget reflects its priority of high-quality academics. This includes attempts to ensure the faculty are paid competitive salaries and faculty hiring keeps pace with enrollments.
 - ii. Shall produce an annual report to be presented to the Senate, posted on the Senate's website, and sent to all faculty. The report should summarize pertinent data including faculty salaries compared to CUPA averages and medians. The report should note recent and long-term trends with respect to ranked and unranked faculty and staff salaries. The report should also summarize the number of equity adjustments given in the previous year, by count and by total value, for faculty, staff, and administrators respectively. The data for the report should reflect data published by the administration in, for example, budgets and budget requests,

Human Resources salary surveys, and the Key Performance Indicators. The presentation to the Faculty Senate should take place in the Fall semester, preferably during the October meeting.

- iii. Shall oversee an annual update of the Institutional Research personnel database to maintain consistency with the previous years' format. Annually, an abbreviated report of personnel proportions will be presented to the Faculty Senate, preferably during the March meeting. This abbreviated report will identify and describe the student-personnel ratios for the most recent update to the Institutional Research personnel database.
- iv. Every fifth academic year, beginning in 2020-21, a comprehensive report of personnel hiring trends across the Missouri State University system will be presented to the Faculty Senate during the April meeting. This comprehensive report will follow the format of the 2017-18 *ad hoc* Committee on Personnel Hiring Trends including data analysis which identifies and describes the absolute and relative growth/decline in personnel categories, the current and historic proportions of the personnel categories within the entire personnel of the university, and the trends in student-personnel ratios for the personnel categories used in the database.
- v. Shall assist appropriate university bodies in identifying and articulating Faculty Senate concerns about budgeting and planning priorities, and should help with monitoring and reporting progress, or the lack of progress, towards goals reflecting these priorities.
- vi. Shall report annually on student credit hour (SCH) production and ranked and unranked faculty utilization, as reflected in the Faculty Descriptors and Productivity Comparison Summary. The committee's report should summarize recent and long-term trends. The university report is completed in late Fall; thus, the presentation to the Faculty Senate should occur in the early Spring, preferably January.
- vii. 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

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- i. The Committee on University Budget and Priorities shall consist of representatives from each college and the Library as defined in the Provost's list of identified Colleges and the Library. Ranked faculty members shall be elected by the respective College Councils, based on a nomination from each academic unit within that college at the earliest possible session of the College Council in the Spring semester. Each College Council shall elect a representative using a method chosen by the Council based on parliamentary procedures. If a Council member requests, the vote shall be conducted via secret ballot. A simple majority will determine the outcome of the vote. Committee members shall serve a three-year term and may be elected to multiple terms. Members shall be staggered.
 - ii. Any unforeseen vacancy on the committee shall be filled by the same election process, as above; 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 on the committee to help provide technical support and advice to help the committee produce the creation of the report as described above.
 - iii. The Chair-Elect of the Faculty Senate shall call the organizational session of the committee within seven (7) business 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

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- i. Shall review organization and operational procedures of the Faculty Senate as provided for by the *Constitution of the Faculty* and the *Bylaws of the Faculty*.
 - ii. Shall prepare proposals for amendments to the *Constitution of the Faculty* and the *Bylaws of the Faculty*.

b. Membership

- 726 i. Members of the committee are appointed by the Chair of the
727 Faculty Senate. The Secretary of the Faculty and the
728 Parliamentarian (if one was appointed) shall be *ex officio* members
729 of the Rules Committee without vote.
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731 **6. Committee on Judicial Review**
732

733 **a. Purpose**
734

- 735 i. Shall adjudicate in questions of interpretation of the *Constitution of*
736 *the Faculty* and the *Bylaws of the Faculty*.
737
738 ii. Shall consider questions originating from any faculty member
739 when presented through the Chair of the Faculty Senate.
740
741 iii. Shall serve as a panel of election judges in the annual primary and
742 annual general elections for Faculty Senate membership.
743

744 **b. Membership**
745

- 746 i. Shall be composed of the three most immediate Past-Chairs of the
747 Faculty Senate who do not hold full-time administrative positions.
748 The most immediate Past-Chair of the Faculty Senate who is
749 serving on this committee shall serve as chair of the committee.
750

751 **7. Committee on Citizenship and Service Learning**
752

753 **a. Purpose**
754

- 755 i. Shall advise academic units regarding the proposed attachment of
756 service-learning components to existing courses as part of the
757 Citizenship and Service-Learning program to ensure compliance
758 with the service-learning course criteria established in Faculty
759 Senate Action 10-95/96.
760
761 ii. Shall monitor the service-learning courses and program to ensure
762 compliance with established service-learning criteria.
763
764 iii. Shall periodically review service-learning courses, program, and
765 assessment data and recommend changes to the Faculty Senate.
766
767 iv. Shall serve as a faculty advisory committee to the director of the
768 Citizenship and Service Learning program.

- v. Shall report annually to the Faculty Senate.

b. Membership

- i. The Committee on Citizenship and Service-Learning shall comprise the following: one faculty member from each academic college and the Library (based on the Provost's list of colleges and academic units) appointed by the Chair of the Faculty Senate; the Chair-Elect of the Faculty Senate, *ex officio* without vote; and the director of the Citizenship and Service Learning Program, *ex officio* without vote.
- ii. At least half the members shall be faculty with experience in service-learning courses.
- iii. Members shall serve for a term of three (3) years and may be reappointed for multiple terms. Members shall serve staggered three-year terms, so that one-third of the membership shall be replaced each year. The Chair of the Faculty Senate shall appoint the chair of the Committee.

8. Committee on Honorary Degrees

a. Purpose

- i. Review nominations and select recipients for University Honorary Degrees per the guidelines established in Faculty Senate Action 36-00/01 and Missouri State University Governing Policy 3.05 pertaining to Honorary Degrees. This committee will have authority over the selection of both Honorary Doctorate Degrees and Honorary Undergraduate Degrees.
- ii. Four types of honorary doctorates may be bestowed:
 - a. The Doctor of Humane Letters (L.H.D.), given to persons who have distinguished themselves in the humanities.
 - b. The Doctor of Letters (Litt. D.), given to scholars in particular disciplines.

- 810 c. The Doctor of Public Affairs (A.P.D), given to persons
811 distinguished in general service to the public, to learning,
812 and to humankind.
813
- 814 d. The Doctor of Science (Sc. D.), given to persons who have
815 made distinguished contributions to the sciences
816
- 817 iii. No more than two honorary doctorate degrees may be conferred
818 annually.
819
- 820 iv. Two types of Honorary Undergraduate Degrees may be bestowed:
821
822 a. Bachelor of Arts (B.A.)
823
824 b. Bachelor of Science (B.S.)
825
- 826 v. The honorary undergraduate degrees are only awarded in rare and
827 exceptional circumstances. No more than one honorary
828 undergraduate degree may be conferred annually.
829
- 830 vi. Current members of the Missouri State University staff, faculty,
831 administration, and Board of Governors, as well as elected officials
832 while holding elected office, are not eligible. Any individual who
833 has worked for the Missouri State University system as a full-time
834 employee at any time during the previous twenty (20) years is not
835 eligible. If a nominee worked for the Missouri State University
836 system prior to twenty (20) years ago, the nominee must warrant
837 recognition for achievements attained after leaving the Missouri
838 State University system.
839
- 840 vii. Financial considerations should not be involved in the selection
841 process. The honorary degrees should not be used to reward
842 financial support for any unit in the Missouri State University
843 system.
844
- 845 viii. The individual honored should have a strong tie to this community,
846 state, or region. Although individuals with nationwide and
847 worldwide recognition should not be excluded, preference should
848 be given to distinguished candidates who have not been widely
849 recognized and honored.
850
- 851 ix. Nomination materials must clearly document contributions outside
852 of the nominee's job expectations.

- 853
- 854 x. The Committee on Honorary Degrees will review nominations
- 855 beginning no later than September and complete its deliberations
- 856 by the end of November, when it will then present its
- 857 recommendation, if any, to the Faculty Senate for its December
- 858 session. Upon approval of the Senate, the recommendation will be
- 859 forwarded to the President and to the Board of Governors.
- 860

861 **b. Membership**

862

- 863 i. The Committee on Honorary Degrees shall comprise ten members
- 864 including one faculty member from each academic college that has
- 865 academic units (based on the Provost's list of academic colleges),
- 866 and one representative from the Library. Each member of the
- 867 committee will be appointed by the Chair of the Faculty Senate.
- 868 Additionally, the Dean of the Graduate College or an appointed
- 869 representative; the Provost or an appointed representative; and one
- 870 student selected from either the Honors College or the Graduate
- 871 College. All members of the committee shall have the power to
- 872 vote and at least seven votes must be secured for the nomination to
- 873 move forward.
- 874
- 875 ii. The Chair of the Faculty Senate shall appoint one of the faculty
- 876 representatives to serve as chair of the committee.
- 877
- 878 iii. The Past Chair of the Faculty Senate, if not holding a full-time
- 879 academic position at academic unit leader or higher, shall serve on
- 880 the Committee on Honorary Degrees as an *ex officio* member
- 881 without vote.
- 882

883 **9. Committee on Faculty Benefits**

884

885 **a. Purpose**

886

- 887 i. Shall maintain communication with personnel in the Office of
- 888 Human Resources concerning current faculty benefits.
- 889
- 890 ii. Shall inform the Faculty Senate of any substantive changes made
- 891 to faculty benefits. Such a report should be made within two
- 892 regularly scheduled Senate meetings of the changes being made.
- 893 The report should address both the reasons for, and the
- 894 implications of, the change. If the Committee deems an alternative

895 solution would have better served the faculty, the report should
896 outline their reasoning and recommendations.

897
898 iii. Shall prepare a biennial report on the status of faculty benefits, to
899 be submitted to the Faculty Senate during the Spring semester and
900 presented no later than the April Session of odd years, that
901 includes:

902
903 a. A comparative review of benefits provided or available to
904 faculty at Missouri State University with those offered to
905 faculty at other state and peer institutions.

906
907 b. A review of data from the Faculty Concerns survey
908 addressing satisfaction with faculty benefits.

909
910 c. A summary of feedback solicited from the faculty about
911 current and desired benefits.

912
913 d. A list of Committee recommendations, if any.

914
915 **b. Membership**

916
917 i. The Committee on Faculty Benefits shall include one
918 representative from among ranked faculty from each academic
919 college and one representative from the Library based on the
920 Provost's list of academic colleges and entities. College
921 representatives shall be appointed by the Chair of the Faculty
922 Senate and chosen from those with an interest in benefits. The
923 Associate Director of Human Resources in charge of Benefits, or a
924 designee of the Associate Director, and the Chair-Elect of the
925 Faculty Senate shall be *ex officio* members without vote.

926
927 ii. College representatives shall serve for a term of three (3) years and
928 may be reappointed indefinitely. Terms shall be staggered so that
929 one-third of the membership is appointed each year.

930
931 iii. The Chair of the Faculty Senate shall appoint one of the college
932 representatives to serve as chair of the Committee on Faculty
933 Benefits.

934
935 **10. Education Abroad Advisory Committee**

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937 **a. Purpose**

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- i. Shall meet on a regular basis (as determined by committee members and the Education Abroad Office) to award exploratory education abroad funds to faculty who have completed all application requirements for such, and to determine the winners of the annual award for Excellence in Education Abroad Programming.
 - ii. Shall serve as an advisory committee to the Director of the Education Abroad Office.
 - iii. Shall serve as an advisory resource for faculty, Academic Unit Leaders, Deans who wish to consult the committee regarding their own Education Abroad programs.

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954

b. Membership

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- i. The Education Abroad Advisory Committee shall include seven (7) full-time faculty members from at least four different colleges of the University, appointed by the Chair of the Faculty Senate (or their designee) after consultation with the Director of the Education Abroad Office. The Chair of the Faculty Senate shall strive to appoint a majority of committee members with experience leading an Education Abroad Program trip. The Director of the Education Abroad Office and the Past-Chair of the Faculty Senate shall serve as *ex officio* members without vote.
 - ii. Members shall serve for a term of three (3) years and may be reappointed to succeeding terms. Terms shall be staggered so that approximately one-third of the members are replaced or reappointed each year.
 - iii. The Chair of the Faculty Senate shall appoint the chairperson of the committee.

973

974

11. Committee on Policy Review

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976

a. Purpose

- 977
- 978
- 979
- 980
- i. Shall review current content in the University Policy Library and discuss pending policies under consideration by university leadership.

- 981 ii. Shall identify current and emerging content in the University
982 Policy Library (excluding the Faculty Handbook) that should be
983 reviewed by the Faculty Handbook Revision Committee or
984 warrants further review by the faculty.
985
986 iii. Shall prepare and present periodic reports with recommendations
987 to the Faculty Senate regarding policies being referred to the
988 Faculty Handbook Revision Committee, pending operating
989 policies (OP) under consideration by university leadership , and
990 other Policy Library content that should be further reviewed by the
991 faculty.
992

993 **b. Membership**
994

- 995 i. The Chair of the Faculty Senate, the Chair-Elect of the Faculty
996 Senate, and the Chair of the Faculty Handbook Revision
997 Committee shall be members of the Policy Review Committee.
998
999 ii. A minimum of three additional faculty members will be appointed
1000 by the Chair of the Faculty Senate, to provide representation from
1001 various academic colleges. These additional faculty members will
1002 serve a two-year term and may be reappointed to succeeding terms.
1003 One of these faculty members will be appointed by the Chair of the
1004 Faculty Senate to serve as committee chair.
1005
1006 iii. The Student Government Association shall provide a
1007 representative to the committee who will be *ex officio* without
1008 vote.
1009
1010 iv. The Director of Human Resources, the Provost, a representative
1011 from the Registrar's office, and Chief General Counsel will be *ex*
1012 *officio* members without vote.
1013

1014 **12. Committee of Past Senate Chairs**
1015

1016 **a. Purpose**
1017

- 1018 i. Advises the current Chair of the Faculty Senate by providing
1019 institutional memory and historical perspectives pertinent to
1020 Faculty Senate initiatives.
1021

- ii. Provides oversight relevant to Faculty Senate initiatives and priorities that span across the terms of Faculty Senate Executive Committees.
- iii. Draft recommendations for Senate action that address issues pertinent to the Faculty Senate and Missouri State University faculty.

b. Membership

- i. The Faculty Senate Chair, Faculty Senate Chair Elect, and Prior Senate Chairs, who are full-time or emeritus faculty, are eligible to serve on the Committee of Past Senate Chairs, unless they hold current administrative appointments at or above academic unit leader.
- ii. A committee chair is elected each year by the committee in the first Fall meeting.

C. *Ad Hoc* Committees

1. To carry on the work of the Faculty Senate, *ad hoc* committees may be organized from time to time on the initiative of the Chair of the Faculty Senate or as directed by the Faculty Senate.
2. Upon activation of a specific *ad hoc* committee, the Chair of the Faculty Senate shall prepare a specific charge for the committee and include the form and time of the response requested.
3. The Chair of the *ad hoc* committee is responsible for adhering to the specific charge and reporting back to the Chair of the Faculty Senate and the Faculty Senate.

Section 9 – Councils of the Faculty Senate

A. Definitions and Duties

1. Councils of the Faculty Senate are elected bodies that are an integral part of the Senate. Councils are empowered by the Faculty Senate to review curricular proposals and either reject them or recommend their approval to the Faculty Senate. Some Councils have secondary functions outside of the curricular process.
2. The Councils of the Faculty Senate include:

- a. College Councils, one for each discipline specific undergraduate college based on the Provost's Office list of colleges, whose establishment, operation, and specific duties are outlined in Article II of the Bylaws of the Faculty.
- b. Educational Preparation Provider Council (EPPC), whose establishment, operation, and specific duties are outlined in Article III of the Bylaws of the Faculty.
- c. Council on General Education and Intercollegiate Programs (CGEIP), whose establishment, operation, and specific duties are outlined in Article IV of the Bylaws of the Faculty.
- d. Graduate Council, whose establishment, operation, and specific duties are outlined in Article V of the Bylaws of the Faculty.

B. Council Responsibilities

Councils of the Faculty Senate shall be responsive to the will of the Faculty Senate and the Faculty Senate Executive Committee. Councils shall discharge responsibilities assigned in standing charges as designated in the Bylaws of the Faculty or in special charges designated by the Faculty Senate or the Faculty Senate Executive Committee. Faculty Senate Councils may initiate special charges only with the approval of the Faculty Senate Executive Committee and the Faculty Senate and shall not deviate from standing charges.

C. Council Actions

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

D. Challenges and Appeals of Council Actions

The ranked faculty of the University shall have the inherent right to challenge and appeal Council Actions as described in Article VII of the *Bylaws of the Faculty*.

Section 10 – Non-Senate Bodies in which Senate Plays a Role

A. Faculty-Senate Judicial Commission

The Faculty Senate elects faculty representatives to the Faculty-Student Judicial Commission. The nominations of faculty for service on the Commission shall be made at the March session of the Faculty Senate. Prior to the March session, a list of nominees

numbering at least twice the number of positions to be filled will be prepared by the Secretary of the Faculty aided by the Office of the Faculty Senate. This list of nominees will include at least two names of full-time faculty, who have served no less than two consecutive academic years at Missouri State University, from each undergraduate college as nominated by their College Council. This list of nominees shall be presented as the election ballot for faculty membership on the Faculty-Student Judicial Commission. Each senator may vote for as many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes and report the results.

B. University Hearing Committee

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