

Bylaws of the Faculty

Op3.00 Bylaws of the Faculty

Missouri State University

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Bylaws of Faculty Senate

ART I FACULTY SENATE

SEC 1 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/schools, one senator from each department; representatives of the ranked faculty, one senator from each rank: (a) instructor, (b) assistant professor, (c) associate professor; and (d) full or distinguished professor. The following chairs of Faculty Senate standing committees who have not been elected as voting members of the Senate shall be non-voting delegate members of the Senate: the Chair of the Graduate Council; the Chair of the Professional Education Committee; the Chair of the Committee on General Education and Intercollegiate Programs; the Chair of the Academic Relations Committee; the Chair of the Rules Committee; the Chair of the Faculty Concerns Committee; the Chair of the Budget and Priorities Committee. Other 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 Council; one delegate from the classified staff and one delegate from the professional staff. When there is one department (or more) within a school, any references to department/school in the *Constitution and Bylaws* shall apply only to department(s); the school in such cases will not have independent curricular authority, nor will it have representation in addition to that of the department(s) within the school. All academic departments/schools 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 2 Election of Members to Faculty Senate

A. Election of Departmental/School Representatives

On or before April 10 the ranked faculty in each academic department/school shall elect one (1) faculty person to represent that department/school on the Faculty Senate; such elections shall occur only during years that vacancies exist. The head/director of each department/school shall prepare a ballot of all eligible ranked faculty within the department/school and conduct the election. Voting shall be by secret ballot and each ranked faculty member may vote for one representative within the department/school. The chair-elect of the Faculty Senate shall not be eligible to be elected as a departmental/school representative. The head/director of each department/school shall, in writing, notify the Secretary of the Faculty of the outcome of the election.

B. Nomination of Rank Representatives

On or before April 10 the members of each faculty rank within each academic department/school, when appropriate, shall nominate one (1) person from within that department/school to represent that rank in

the subsequent annual election for position of rank representative of the Faculty Senate. Voting shall be by secret ballot, and each ranked member may vote for a member of her/his rank only. A person currently serving as either rank representative or departmental/school representative of the Faculty Senate and whose term will not expire with the current election shall not be eligible for nomination as a rank representative, nor shall the chair-elect of the Faculty Senate nor nominees for chair-elect and Secretary of the Faculty Senate. The head/director of each department/school shall, in writing, notify the Secretary of the Faculty of the outcome of the election.

C. Annual Primary Election of Rank Representatives

On or before April 20 the Secretary of the Faculty shall conduct the annual primary election of rank representatives. All members of the ranked faculty of each rank may vote on previously nominated members of that rank to fill positions of rank representatives on the Faculty Senate. Each voter may vote for one (1) senator if there is a vacancy in the voter's rank representation.

D. Annual General Election of Members to Faculty Senate

The annual general election shall be conducted on or before April 30. In the general election the ranked faculty of each rank may vote for one (1) rank representative if there is a vacancy in the voter's rank representation. In this election a ballot shall be prepared for each rank by the Secretary of the Faculty. This ballot shall contain at least two (2) names for the rank representative if there is a vacancy to be filled from that rank, and these shall be the names of those receiving the highest number of votes in the primary election, but in case of tie votes for first or second position, the ballot shall also contain the names of those tied for those positions. In the event that the person elected as Secretary of the Faculty is serving a term as a senator, a temporary replacement shall be chosen as specified in *Bylaws*, Article I, Section 2 H, after which the original senator shall serve any remaining portion of her/his term.

E. Election of Lecturer Representative

(1) Nomination of Lecturer Representative. On or before April 10, the members of the lecturers in departments/schools containing such faculty shall nominate one person to represent lecturers in the Faculty Senate.

(2) On or before April 20 the Secretary of the Faculty shall conduct the annual primary election of the lecturer representative. All lecturers shall vote for one (1) representative.

(3) On or before April 30 the Secretary of the Faculty shall conduct the annual general election for a representative from among lecturers. In this election a ballot shall be prepared containing at least two (2) names for the position. The person receiving the highest number of votes shall be elected as the lecturer representative; the person receiving the second highest number of votes shall be elected as the alternate lecturer representative.

F. Election of Student and Staff Delegates

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

G. Voting in Annual Primary and Annual General Election

(1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the

Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6) school days after the day on which the ballots are distributed in order to be counted.

(2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any election.

(3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty shall determine the winner by lot in the presence of the nominees affected.

(4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.

H. Terms of Member Service on Faculty Senate

(a) Each person elected to the Faculty Senate shall be elected for a two-year term except for situations indicating otherwise in this section. Each such person shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year.

(b) Exception to this rule: A person elected chair-elect during the third or fourth consecutive year as a Senator may serve the next two years as chair-elect and chair of the Senate. A person elected Secretary of the Faculty during the third or fourth consecutive year as a senator may serve the next year as Secretary of the Faculty and is eligible for reelection as secretary for the next succeeding term. Upon completion of such a term as an officer of the Senate that person will not be eligible to serve on the Faculty Senate until the lapse of an intervening year. The past-chair, unless that person becomes a full-time administrator or leaves the University, will serve one year as the chair of Judicial Review and is not eligible for any elected positions in the Senate. When the immediate past-chair is unable to or ineligible to serve, the next most immediate past-chair will serve.

Senate members shall be available for sessions or other Senate work twelve months of the year. Should any senator be temporarily unavailable to fulfill the responsibilities of a senator, he/she shall arrange for a substitute to take his/her place in the Senate during the senator's absence and shall communicate the identity of that substitute to the Faculty Senate office prior to becoming unavailable.

Whenever a new Faculty Senate seat is necessitated, either by the creation of a new department/school or for any other reason, the Executive Committee shall determine whether the initial term for that seat shall be one year or two years in such a manner as to maintain a balance between the number of senators whose terms expire each year.

I. Filling Vacancies of Membership - Faculty Senate

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

(2) If a department/school ceases to exist, then it is no longer eligible for representation. If a new department/school is formed, the chair of the Faculty Senate shall immediately notify the head/director of the

department/school; and the department/school shall elect a replacement by the election process provided above.

(3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the nominee from the constituency where the vacancy occurs who received the next highest vote total in the previous election shall serve the unexpired term or for the duration of the absence. If the vacancy occurs from a department/school, the chair of the Faculty Senate shall immediately notify the head/director of the department/school without representation; and the department/school shall elect a replacement.

(4) The person who fills the vacancy shall be considered as having served an elected term for purposes of eligibility for reelection.

J. Time for Taking Office

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

SEC 3 Election of Officers - Faculty Senate

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. Heads/Chairs/Directors of departments/schools 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 (ignoring term limits). 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 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 session after announcements and approval of the minutes of the March session.

F. After the Candidate Forum is concluded, senators shall vote by secret ballot on the slate of nominees presented by the Nominating Committee and on any other nominations received from the Senate floor.

G. The winners must receive an absolute majority of the votes cast. In the event that no candidate receives a majority vote the two candidates receiving the most votes will participate in a run-off. The run-off vote will also occur at the April session.

H. The chair-elect shall become chair after serving a one-year term.

I. In case a vacancy occurs in the office of chair, the chair-elect shall become chair. The chair and/or chair-elect and/or Secretary of the Faculty will immediately vacate their office upon accepting an oral or written offer to become an administrator, at the level of Department/School Head/Chair/ Director or higher.

J. In case a vacancy occurs in the office of chair-elect or Secretary of the Faculty, the Faculty Senate shall elect a new chair-elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of the pending election shall be made as a part of the agenda for the session.

K. The removal of a chair, chair-elect, or Secretary of the Faculty from office is initiated by submitting a petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on the agenda of the next regularly scheduled Senate session. The office will become vacant if a two-thirds vote approves the motion to remove the officer and such votes account for at least a majority of the voting Senate membership.

SEC 4 Duties of the Officers - Faculty Senate

A. The Chair of the Faculty Senate

(1) Shall preside at all sessions of the Faculty Senate.

(2) Shall supervise the functioning of the Faculty Senate and its established bodies.

(3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of the Faculty Senate.

(4) Shall appoint members 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 Senate actions and Senate resolutions to the Board of Governors within the next two regularly scheduled sessions of the Board of Governors.

(8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty Senate by any member or group of the faculty.

(9) May attend the session of any college council or established body as an *ex officio* member.

B. The Chair-elect of the Faculty Senate

(1) Shall preside at sessions of the Faculty Senate, in the absence of the chair.

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

(3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.

(4) Shall attend at least one session each month of the Student Government Association of Missouri State University.

(5) Shall attend the monthly session of the Faculty Concerns Committee.

(6) Shall attend all CGEIP sessions, as an *ex officio* member without vote, and preside at the organizational session of CGEIP.

(7) Shall serve as an *ex officio* member without vote on the Committee on Citizenship and Service Learning.

(8) Shall chair the Nominating Committee and appoint its members.

C. The Secretary of the Faculty

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

(2) Shall preside at sessions of the Faculty Senate in the absence of both the chair and the chair-elect of the Faculty Senate.

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

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

(5) Shall report actions taken by the Faculty Senate and its established bodies to the administration.

(6) Shall publish for the faculty a synopsis of senate actions and of curricular matters forwarded to the Provost.

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

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

SEC 5 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 designate, 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/school director for posting at least three (3) school days before each session of the Faculty Senate.

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

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

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

E. Voting

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

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

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

F. 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 actions approved by the Faculty Senate 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 web site.

(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.

G. Other Rules

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

SEC 6 Actions and Resolutions of Faculty Senate

A. Actions

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.

The Secretary of the Faculty shall forward any senate action to the Provost who shall, within ten (10) calendar days after the expiration of the challenge and appeals period, forward the action to the president of the university with recommendation to approve or not approve.

The university president shall, within twenty (20) calendar days after receipt of the action, report to the Faculty Senate chair a decision to:

- (a) Approve and implement at the appropriate time;
- (b) Request an extension of sixty (60) calendar days to gather additional information prior to making the final decision. Said decision shall be forwarded to the Faculty Senate chair within ten (10) calendar days after the sixty (60) day extension period expires;
- (c) Reject, stating reasons and/or recommending changes.

The Faculty Senate, upon receipt of a senate action rejected by the university president may:

- (a) Direct the chair of the Faculty Senate to place the rejected action on the agenda for the next Senate session for deliberation and initiation of action as herein stated;
- (b) Approve by a simple majority a revision of the action and submit the revised version of the action to the Provost who, in turn, shall forward it to the university president with recommendation;
- (c) Support the initial senate action by affirmative vote of two-thirds of the members present and request that the Faculty Senate chair present the action directly to the Board of Governors for consideration and action;
- (d) Direct the chair of the Faculty Senate to discontinue consideration of the action.

B. Resolutions

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

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

- (1) Reports on current Faculty Senate activities including senate actions or committee studies.
- (2) Resolutions passed by the Faculty Senate.
- (3) Senate actions that have been rejected by the president but have subsequently passed by a two-thirds Faculty Senate vote.
- (4) Senate actions not acted upon by the president.

SEC 7 Challenge and Veto of Faculty Senate Action

A. Right of Challenge

The faculty shall have the inherent right to challenge any Faculty Senate action. Such faculty challenge must be made within twenty (20) calendar days following distribution of the action to the faculty. In extraordinary circumstances, but not on curricular matters, the challenge period may, by unanimous vote of the Faculty Senate members present when an action is made, be reduced from twenty days to a number stipulated by the Faculty Senate.

B. Form of Challenge

A faculty challenge of a Faculty Senate action may be made by no fewer than fifty (50) members of the ranked faculty. Said challenge shall be made in writing and submitted to the chair of the Faculty Senate, and the challengers shall file a copy of the challenge with the Secretary of the Faculty.

C. Disposition of Challenge

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

D. Vote on Challenge

Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six (6) school days after the day on which the ballots are distributed. An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty who are on active duty at the time of the challenge, shall constitute a veto of the challenged senate action.

SEC 8 Committees of the Faculty Senate

A. Members of Committees

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

B. Standing Committees

(1) Executive Committee of the Faculty Senate

(a) Purpose

(aa) Shall participate in the curricular process as described in Article V, Section 7.

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

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

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

(b) Membership

Shall consist of the chair of the Faculty Senate, who shall be chair of the Executive Committee; the chair-elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty Senate. A past-chair who has been appointed to a full-time administrative position will not be eligible to serve on the Executive Committee. When the immediate past-chair is unable to serve, the Executive Committee shall consist of the chair of the Faculty Senate, the chair-elect of the Faculty Senate, and the Secretary of the Faculty. The chair may appoint a parliamentarian to serve as an ex officio member of the Executive Committee if additional parliamentarian expertise is desired.

(2) Committee on Faculty Concerns

(a) Purpose

(aa) Shall act as a board for continuous review of the broad area of faculty rights and responsibilities. Any recommendations and/or resolutions of the Committee shall be directed to the Faculty Senate for appropriate action.

(bb) Shall, as directed by the Faculty Senate, discuss with the university administration matters pertaining to remuneration, professional advancement, faculty-administrator relationships, and working conditions.

(cc) Shall serve as the vehicle through which the faculty, Faculty Senate, and administration may initiate issues or matters of concern for discussion and consideration.

(dd) Shall invite the submission and receive items of concern from faculty members, administrators, or groups of the same for discussion.

(ee) Shall gather data from appropriate individuals or groups to be used in making a determination as to whether each item submitted warrants action by the Faculty Senate.

(ff) Shall use surveys and other appropriate instruments to provide information to supplement informal communications about faculty concerns.

(gg) Shall conduct a survey of the morale of all full-time faculty during the fall semester of even-numbered years. A report to include an 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 ranked faculty and unranked faculty shall be tabulated, analyzed, and reported separately.

(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) Membership

(aa) Shall be elected from members of the ranked faculty. Each academic department/school committee. The department head/school director will prepare a ballot of all eligible faculty within the department/school and conduct the election. Voting shall be by secret ballot and the department head/school director will notify the Secretary of the Faculty of the outcome of the election.

(bb) Members shall be elected on or before April 15 of each year.

(cc) The term of service of the members shall be a three-year staggered term. At the initial session of the committee, the members shall draw by lot to determine who serves one, two, and three-year terms. (One-third shall serve one-year terms, one-third shall serve two-year terms, and one-third shall serve three-year terms.) Thereafter, new members shall be elected to serve a three-year term except when elected to fill a vacancy created by a member failing to complete an elected term.

(dd) Within two weeks following the election of the committee, the chair of the Faculty Senate shall call the organizational session of the committee and preside until the membership has elected from among the committee membership a chair and a secretary who shall serve one-year terms.

(ee) If for any reason a permanent vacancy (one semester or more) occurs on the Committee on Faculty Concerns, its chair shall immediately notify the chair of the appropriate constituent body which shall elect a replacement by the election process provided above.

(3) Committee on Academic Relations

(a) Purpose

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

(bb) Shall evaluate and promote faculty development programs and procedures.

(b) Membership

Appointed by Chair of the Faculty Senate. The Senate Chair-elect shall be an *ex officio* member of the Academic Relations Committee without vote.

(4) Committee on University Budget & Priorities

(a) Purpose

(aa) Shall examine all proposals for intercollegiate programs, general education courses or other 6 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.

(bb) Shall review and remain informed of the university budget, including capital expenditure plans, as it is developed throughout the year.

(aaa) Shall become and remain familiar with the university planning document(s) that support budgetary planning.

(bbb) Shall send a representative to meet monthly with the Office of the Provost to become informed of, and to understand the rationale for, all Administrative Council deliberations that are likely to have a major effect on future resource allocations, and to express concerns and offer constructive advice, if needed, regarding the direction the university appears to be going.

(ccc) Shall, by October 31 of the fall semester, become familiar with committees whose functions primarily relate to matters of resource utilization or enhancement, as directed by the chair of the Faculty Senate.

(cc) Shall be included in university decision-making related to budget planning as follows:

(aaa) State Appropriation Requests

(aaaa) The Budget and Priorities Committee shall submit their recommended State Appropriations request to the Provost for consideration prior to the June 1st annual submission deadline for all Form 5 State Appropriations requests.

(bbbb) Financial Services shall provide to the Budget and Priorities Committee a summary of all internally requested Form 5 decision items by June 30.

(cccc) The Budget and Priorities Committee shall submit recommendations regarding Form 5 requests to the Administrative Council for its consideration by July 15.

(bbb) Internal Operating Budget

(aaaa) Preparation of Internal Operating Budget

(aaaaa) During the fall semester, the Budget and Priorities Committee shall meet with the Provost to provide recommendations on what should be included in the initial Estimate of Education and General Revenues and Expenditures.

(bbbbb) Before the end of January, the chair of the Budget and Priorities Committee shall meet with the Administrative Council when the initial Estimate of Education and General Revenues and Expenditures is presented.

(ccccc) The Budget and Priorities Committee shall meet with and provide feedback to the Administrative council regarding the Estimate of Education and General Revenues and Expenditures.

(ddddd) During the spring semester the chair of the Budget and Priorities Committee shall meet biweekly with the Provost to receive updates on the budget process.

(bbbb)Revisions of the Internal Operating Budget during the current fiscal year (except in a declared Financial Exigency)

(aaaaa) Whenever modification of the budget is proposed to the Administrative Council that would result in an increase, decrease, or significant reallocation of funds within the overall budget, the Provost shall provide a draft of the proposed modification to the Budget and Priorities Committee within one day after its submission to the Administrative Council.

(bbbbb) The Budget and Priorities Committee shall be given the opportunity to submit its recommendation regarding the proposed budget modification to the Administrative Council prior to a final decision on the proposal except when a decision is required in less than 48 hours after the proposed modification is submitted to the Administrative Council.

(dd) Shall review current salaries and salary structure as a part of the budget building process each year and make recommendations for changes in the structure and plan.

(ee) Shall keep the chair of the Faculty Senate currently informed of all university budgetary matters of which it has knowledge and make a report to the Faculty Senate during the spring semester.

(ff) Shall assist the University Planning Advisory Council and other appropriate university bodies in identifying and articulating Faculty Senate concerns about budgeting and planning priorities.

(b) Membership

The Committee on University Budget & Priorities of the Faculty Senate shall consist of the six members (one from each college) serving as the faculty contingent on the University Planning Advisory Council. A ranked faculty member shall be elected by his or her respective college councils, based on a nomination from each department/school 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 acancy 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. 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

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

(6) Committee on Judicial Review

(a) Purpose

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

(bb) Shall consider questions originating from any faculty member when presented through the chair of the Faculty Senate.

(cc) Shall serve as a panel of election judges in the annual primary and annual general elections for Faculty Senate membership.

(b) Membership

Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not hold full time administrative positions.

(7) Committee on Citizenship and Service Learning

(a) Purpose

(aa) Shall advise departments regarding departments' proposed attachment of service-learning components to existing courses as part of the Citizenship and Service-Learning program in order to ensure compliance with the service learning course criteria established in Senate Action 10-95/96, which created the Citizenship and Service Learning program.

(bb) Shall monitor the service learning courses and program to ensure compliance with established service-learning criteria.

(cc) Shall periodically review service-learning courses, program, and assessment data and recommend changes to the Faculty Senate.

(dd) Shall serve as a faculty advisory committee to the director of the Citizenship and Service-Learning program.

(ee) Shall report annually to the Faculty Senate.

(b) Membership

The Committee on Citizenship and Service Learning shall be composed of one faculty member from each undergraduate college appointed by the chair of the Faculty Senate and two ex officio members without vote: the chair-elect of the Faculty Senate (or his/her designee) and the director of the Citizenship and

Service-Learning program. At least half the members shall be faculty with experience in service-learning courses. Members shall serve for a term of three (3) years and may be reappointed for one succeeding term. 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) University Awards Committee

(a) Purpose

Review applications and select recipients for university awards in teaching, research, and service and make recommendations for changes in selection criteria.

(b) Membership

Only full-time ranked faculty who have three years of service at Missouri State University are eligible for this committee. Members serve staggered two-year terms and may not be reelected for a succeeding term until after the lapse of an intervening year. Department heads and college deans are not eligible for membership on this committee. (Exception: If a department head is the only ranked faculty member in a department, then s/he is eligible for election.) In January, deans request nominations from department heads for University Awards Committee. In their regular February council session, college councils elect a University Awards Committee representative from nominees (only necessary every other year). Names of those elected are forwarded to the Faculty Senate office. The Senate Chair will then call a session of the new members for the purpose of electing a chair of the committee. The chair serves a one-year term and may not be reelected for an immediately succeeding term. In February-March, the committee meets to review guidelines and procedures.

(9) College Awards Committee

(a) Purpose

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

1. 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.
2. No more than two honorary degrees may be conferred annually. 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.
3. 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.
4. Current members of the MSU staff, faculty, administration, and Board of Governors, as well as elected officials while holding elected office, are not eligible.
5. Financial considerations should not be involved in the selection process. Faculty Senate

Action 36-00/01 makes it clear that the purpose of this honor is to “recognize extraordinary achievement of distinguished citizens,” not to reward financial support for the University.

6. 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.

7. Four types of honorary doctorates 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.

8. The Committee on Honorary Degrees will review nominations and complete its deliberations by November 15, when it will then present its recommendation, if any, to the Faculty Senate for its December session. Upon approval of the Senate, the recommendation will be forwarded to the President and to the Board of Governors.

(b) Membership

Committee on Honorary Degrees shall consist of six (6) faculty members, one from each academic college 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

C. Ad Hoc Committees

To carry on the work of the Faculty Senate, ad hoc committees may be organized from time to time on the initiative of the chair of the Faculty Senate or as directed by the Faculty Senate.

(1) Purpose

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

(2) Membership

Appointed by the chair of the Faculty Senate.

D. Committee Responsibilities

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

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.

ART II COLLEGE COUNCILS

SEC 1 Establishment of Councils

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

SEC 2 Purpose of Councils

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

SEC 3 Powers of Councils

Each discipline-based undergraduate college council is empowered to approve a departmental/school proposal, reject and return a proposal to the originating department/school, or amend and approve the proposal.

SEC 4 Membership of Councils

A discipline-based undergraduate college council shall consist of one member from each academic department/school of the college, and one student representative, majoring in a discipline in that college.

* The academic dean of the college shall be an ex officio member of the council without vote.

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

Each college council member shall serve for a term of two years and may be reelected for one immediately succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.

Department heads and school directors are not eligible for election except in the case where a department head or school director is the only member of a department/school.

SEC 5 Election of Members to Councils

A. On the same date as the election of departmental/school representatives to the Faculty Senate, the ranked faculty in each academic department/school within each discipline-based undergraduate college shall elect, by and from the ranked faculty in that department/school, a college council representative. The department head/school director will prepare a ballot of all eligible ranked faculty within the department/school and conduct the election. Voting shall be by secret ballot and each voting faculty member shall vote for one member within the department/school. The department head or school director shall, in

writing, notify the academic dean of the college and the Secretary of the Faculty of the outcome of the election.

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

D. Vacancy

If the duly-elected departmental/school/committee unit representative on a council is subsequently elected as chair or chair-elect of the Faculty Senate, the department/school/faculty committee unit to which the chair or chair-elect belongs shall elect a new member to the affected council for a one-year term.

If for any reason a permanent vacancy (one semester or more) occurs on a council, its chair shall immediately notify the appropriate administrator for the department/school/faculty committee unit without representation which shall elect a replacement by the election process provided above. If the vacancy is a student position, the replacement will be selected as provided above.

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

SEC 6 Election of Council Chair

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

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

SEC 7 Duties of Council Chair

A. The chair of a council shall preside at all sessions of the council and shall supervise the functioning of the council.

B. The minutes of each council session shall be recorded and distributed by the secretary in the office of the appropriate dean.

C. At the first council meeting of the academic year, the chairperson shall provide a copy of the council's current rules to each council member.

D. After the council's last meeting of an academic year, but before the end of the spring semester, the chairperson shall provide a copy of the council's current rules (whether amended or not) to the Secretary of the Faculty.

SEC 8 Sessions of Councils

A. In addition to the organizational session, each council shall meet during the first or second month of the fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined by the chair.

B. The time, the date, and the place of all sessions of each council shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chairs of the councils shall forward to the Faculty Senate office a request for publication of the announcements.

C. The chair of each council shall direct the distribution of the agenda together with all proposals for council action in writing to each council member, to all department heads/school directors of the university, and to all academic deans of the university and will ensure that they are received at least five (5) school days before each council session. Proposals for council action which have not been previously distributed as agenda may be considered at council sessions with an approving vote of two-thirds of the entire council membership.

D. The chair of each council shall submit the agenda of all council sessions to the chair of the Faculty Senate at least five (5) school days before the council session.

E. The chair of each council shall place a copy of the minutes of each session of that council in a permanent file in the Faculty Senate office within one week after the council session. The minutes of each college council session shall be available to all interested parties.

F. Any member of a council may receive a roll call or ballot vote on any matter by so requesting.

G. Any non-member attending a session of a council may speak with the consent of the chair of the group involved. These persons shall have no vote.

H. In case of the necessary absence of an elected representative from a council session, the absent member may choose a member of the respective department/school/faculty committee unit to serve. In case of the necessary absence of a student representative from a graduate council session, the president of the graduate student council may appoint a substitute from the graduate student council. Both faculty and student substitutions shall be cleared with the chair of the appropriate council prior to the applicable session. Each substitute shall have a vote.

SEC 10 Challenge and Veto of Council Actions

A. Right of Challenge

Each college faculty shall have the inherent right to challenge any action of its own college council. The graduate faculty shall have the inherent right to challenge any action of the graduate council. Such faculty challenge must be made within ten (10) calendar days following distribution of the action to the faculty.

B. Form of Challenge

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

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

C. Disposition of Challenge

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

SEC 11 Appeal and Veto of Council and Committee Actions

A. Right of Appeal

The university ranked faculty shall have the inherent right to appeal actions of a council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs. Appeals to the college and graduate councils must be made no sooner than the expiration of the challenge period, but no later than ten (10) calendar days during the regular academic year when classes are in session, excluding terminal week, following the expiration date. Appeals to the Professional Education Committee and Committee on General Education and Intercollegiate Programs must be made no later than ten (10) calendar days during the regular academic year when classes are in session, excluding terminal week, following distribution to the action of the faculty. Since any action on such an appeal would constitute a faculty senate action, this action is subject to the right of challenge as set forth in the Bylaws: Article I, Section 7, A, B, C, D.

B. Form of Appeal

An appeal of actions of councils or committees may be made by a department/school through the department head/school director, by a council through the council chair or by petition of no fewer than thirty (30) members of the ranked faculty. Said appeal shall be made in writing to the Executive Committee of the Faculty Senate. If an appeal is made, the Executive Committee of the Faculty Senate shall place the issue on the agenda for the next Faculty Senate session.

C. Disposition of Appeal

An affirmative vote to support the appeal, equal to a majority of the votes cast by the senators present and voting, shall constitute a veto of the council or committee action. Since any action on such an appeal would constitute a Faculty Senate action, this action is subject to the right of challenge as set forth in the Bylaws: Article I, Section 7, A, B, C, D.

SEC 12 College Council Rules

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

ART III PROFESSIONAL EDUCATION COMMITTEE

SEC 1 Establishment of the Professional Education Committee

As an integral part of the Faculty Senate structure, a Professional Education Committee (PEC) shall be established.

SEC 2 Purpose of the Professional Education Committee

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

- A. Develops policy and makes recommendations concerning professional education programs.
- B. Conducts on-going reviews of all professional education programs and participates in the preparation of accreditation reports.
- C. Monitors changing regulations and accreditation standards and makes recommendations for program revisions to accommodate new requirements.
- D. Reviews, to approve or reject, proposals for substantive changes to professional education programs and courses as described in Article VI of the Bylaws.
- E. Promotes collaboration among and provides professional development opportunities for members of the PEU and between PEU and the public schools to enhance the quality of professional education.
- F. Ensures curricular coherence in professional education.
- G. Develops quality control procedures for professional education programs.

H. Reviews student appeals concerning exceptions or waivers to any Teacher Education Program policy or requirement and makes recommendations.

I. Reviews and makes recommendations to the Head of the PEU to ensure that unit policies and practices are consistent with national, regional, state, and university standards and requirements.

SEC 4 Membership of Professional Education Committee

A. A PEC member who represents the faculty must be a member of the PEU. Faculty/staff who teach one or more PEU courses, advise or supervise professional educational students, or administer professional education departments/schools/units* or colleges must be members of the PEU.

(*The term "unit" here refers to any group of faculty members who collectively controls the curriculum of one or more academic programs and resides outside of the administrative structure of any single department/school. The only professional education entity that fits this description is the MSED-Secondary Oversight Committee. If additional professional education units are formed which fit this description, they shall receive voting membership on the PEC automatically without additional amendment to the Bylaws.

The BSED-Secondary Oversight Committee does not fit this description because each of the BSED-Secondary programs is controlled by its respective department.)

B. 1. The PEC shall include at least one PEU faculty member from each department/school/unit with one or more education programs as well as Greenwood Laboratory School. Two additional members shall be selected from each department/school/unit having four or more undergraduate education programs. If a department/school has three or fewer PEU faculty members, then its head/director may serve as an ex officio PEC member without vote. 2. Members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive terms but following the second term shall not be eligible to serve until after the lapse of an intervening year. Exception to this rule: A person elected chair-elect during the fourth consecutive year as a PEC member may serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will not be eligible to serve on the PEC until after the lapse of an intervening year. A second exception shall be those departments/schools in which only one or two faculty meet PEC membership requirements. These faculty may be reelected without limit.

C. One full-time school teacher from the community and one full-time school administrator from the community shall be elected to the PEC by the PEC and shall be eligible to serve two consecutive terms of two years each, but following the second term shall not be eligible to serve until after the lapse of an intervening year. These members shall be full voting members except they shall be excluded from all discussions and decisions regarding personnel matters.

D. Membership shall also include two Missouri State University undergraduate students (one voting and one non-voting member) and two Missouri State University graduate students (one voting and one non-voting member). Student members shall serve a term of two years. Voting privileges are granted the second year of service. They shall be excluded from all discussions and decisions regarding personnel matters.

E. The Head of the PEU shall be an ex officio member to the Professional Education Committee without voting privileges. The administrator responsible for DESE and NCATE accreditation process shall also serve as ex officio member to the PEC without voting privileges.

SEC 5 Election of Members to Professional Education Committee

A. Each department/school/unit that offers a professional education program shall elect one representative who is a member of the PEU as the departmental representative and forward the name to the chair of the PEC and the chair of the Faculty Senate by April 1. Each department/school/unit having four or more undergraduate education programs shall elect two additional members and forward the name to the chair of the PEC and the chair of the Faculty Senate by April 1.

B. The president of the Student Government Association shall select one full-time undergraduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.

C. The president of the Graduate Student Council shall select one full-time graduate student who has been admitted into a professional education program at Missouri State University to serve a two-year term.

D. The PEU members shall nominate at least one full-time school teacher from the community and one full-time school administrator from the community to the PEC by April 1. The representative shall be elected to a two-year term by the PEC at the organizational session in May.

E. If for any reason a permanent vacancy (one semester or more) occurs on the PEC, the chair will immediately request the election of a replacement according to the election process indicated in this section. The person who fills that vacancy shall be considered as having served an elected term for the purposes of eligibility for reelection.

SEC 6 Election of Chair-elect - Professional Education Committee

A. Only current PEC members or individuals who have been PEC members within the past three years shall be eligible candidates for the position of chair-elect.

B. No later than March 7th the PEC Executive Committee shall convene to nominate two candidates for chair-elect for the PEC. Nominees for the position of chair-elect must be tenured and familiar with national accreditation standards, state certification requirements, and university governance. The nominees will be presented to the PEC no later than the March session.

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

D. At the April session of the PEC, members shall vote by secret ballot on the nominees for chair-elect of the PEC. E The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.

F. At that session, the chair-elect from the previous year shall assume duties as the chair of the newly elected PEC and the newly elected chair-elect shall assume duties as chair-elect.

G. In case a vacancy occurs in the office of chair, the chair-elect shall become chair.

H. In case a vacancy occurs in the office of chair-elect, the Professional Education Committee shall elect a new chair-elect at its next session. Notification of the pending election shall be made as part of the agenda for the session.

SEC 7 Duties of Officers - Professional Education Committee

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

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

C. The immediate past chair is a voting member of the Executive Committee. The immediate past chair shall review current bylaws and the PEU membership process to ensure continuity and updating.

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

E. The director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC Executive Committee. The director of Secondary Education facilitates the effective operation of the Bachelor of Science in Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other governance committee structures focusing on K-12 and secondary programs by planning and facilitating meetings and overseeing the appointment of new members and

chairs of both the BSED and MSED committees as prescribed by the Bylaws of the Professional Education Committee (PEC). The director is a resource person for the PEC and PEC Executive Committee and shall serve as a non-voting ex officio member.

SEC 8 Sessions of Professional Education Committee

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

B. The PEC chair shall call any additional sessions. The PEC members shall be notified by e-mail and the session shall be announced on the Professional Education web page a minimum of five working days prior to the session.

C. The chair of the PEC shall direct the distribution of the agenda, together with copies of all proposals for PEC action, to each PEC member at least five working days before each PEC session. A copy of the agenda and all proposals shall be placed in the PEC office, on the PEC website, and, with the exception of personnel matters, be made available to any interested party. Proposals for PEC action which have not been previously distributed as agenda items may be considered at PEC sessions with an approving vote of two-thirds of the committee membership present.

D. The agenda of all PEC sessions shall be submitted to the chair of the Faculty Senate at least five working days before the PEC session. The agendas shall be made available to all interested parties.

E. A copy of the approved minutes of each session of the PEC shall be placed in the Faculty Senate office. The minutes of each PEC session shall be available to all interested parties.

SEC 9 Actions of the Professional Education Committee

A. The PEC shall approve a curricular proposal, reject and return a curricular proposal to the originating body, or amend and approve the curricular proposal. A curricular proposal shall be withdrawn from consideration before final action of the PEC upon specific request to the PEC chair by the PEC representative of the originating body without motion or vote. All matters approved by the PEC, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as outlined in Article VI of the Bylaws. All graduate matters approved by the PEC, amended or not amended, shall be forwarded to the Graduate Council.

B. The PEC shall be responsible for reviewing and recommending policy related to PEU faculty, PEU students, and PEU programs for purposes of maintaining compliance with state and national accreditation guidelines.

SEC 10 Appeal and Veto of Professional Education Committee Actions

Each PEU member shall have the right at all times to appeal any action of the PEC. Such procedure is identical to that set forth for the appeal of any council or committee action in the Constitution and Bylaws of the Faculty: Article II, Section 11, A, B, C.

SEC 11 Committees of the Professional Education Committee

A. Faculty appointed to PEC committees shall be members of the PEU.

B. The following standing committees will be established and the duties of each are as follows:

1. The Executive Committee: shall provide the chair with advice regarding session agendas, rules, and accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of candidates for the office of chair-elect. The membership shall consist of the chair, the chair-elect, and the immediate past chair. The head of the PEU and the administrator responsible for DESE and the NCATE accreditation process are non-voting ex officio members.

2. The Committee on Program Review: shall establish a periodic review with a written report for each accredited program in order to affirm that the programs are in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies.

3. The Committee on Admission, Procedures, and Retention: shall review all admission requirements and procedures that apply to professional education programs. This committee shall also determine if university policies pertaining to admission, retention, and graduation are appropriate and are aligned with state certification requirements. The Director of Teacher Certification/Compliance and a representative from the Professional Education Advisement office shall serve as non-voting ex officio members. The chair of the Admissions, Procedures, and Retention Committee shall also serve as a voting member of the Committee on Exceptions and Compliance.

4. The Committee on Membership and Professional Development: shall review all applications for PEU membership and recommend qualified applicants to the PEC for admittance. In addition, the committee shall promote collaboration across colleges, departments, and programs to enhance the quality of the Unit. It shall direct annually at least one faculty development program for PEU members.

5. The Committee on Diversity: shall monitor the PEU Diversity Strategic Plan. On an annual basis the committee shall evaluate and report on the alignment of PEU education programs' diversity components with the PEU Diversity Strategic Plan. Membership on this committee shall include the University Equal Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each of the PEU education programs (colleges with more than one program shall appoint at least one representative), representatives from student organizations of historically underrepresented groups, and community members.

6. The Committee on Exceptions and Compliance: shall review and make recommendations on any appeal submitted by a student concerning any professional education program requirement except course substitutions. The Exceptions and Compliance Committee shall monitor student compliance with alternative routes for admission to teacher education and make recommendations to the PEC. The Exceptions and Compliance Committee shall report all exceptions granted to PEU program requirements and all course substitutions granted on PEU programs to the PEC. The Committee on Exceptions and Compliance shall include the chair of the Admission, Procedures, and Retention Committee; one

representative from each college; and one representative from the Educational Advising office and the Certification and Compliance office.

7. The Curriculum Screening Committee: shall review all curricular proposals submitted to PEC for approval by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall suggest corrections or changes to the originating department/school or faculty oversight committee in order to expedite the curriculum review process and shall make a recommendation to the PEC regarding disposition for each proposal.

8. The Conceptual Framework Committee: shall monitor both the PEU Conceptual Framework and PEU Assessment Plan, and make recommendations to insure the PEU is in compliance with current philosophies, regulations, accreditation standards, and guidelines of accrediting agencies. The committee shall facilitate the dissemination of the shared vision of the PEU to all stakeholders, including public school partners.

9. The BSED-Secondary Education Oversight Committee: shall monitor the common elements of the BSED-Secondary Education program. The committee shall have responsibility for initiating program changes within common elements of the program and reporting those recommended changes to the PEC. Every department/school having a BSED-Secondary Education program shall select a representative from their full-time PEU faculty. The School of Teacher Education shall select two representatives from their full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program. The Director of Secondary Education, Head of the PEU or his/her designee, the Director of Certification and Compliance, a representative from both the Education Field Experience office and the Professional Education Advisement office shall serve as non-voting, ex officio members of this committee. At the March session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a delegate to PEC.

10. The MSED-Secondary Education Oversight Committee: shall monitor the common elements of the MSED-Secondary Education program. The committee shall have responsibility for initiating program changes within the common elements of the program and reporting those recommended changes to the PEC. Every college having an emphasis area within the MSED-Secondary Education program shall select a representative from the PEU graduate faculty. Colleges with two or more emphasis areas shall select two representatives from their PEU graduate faculty. The School of Teacher Education shall select two representatives from their PEU graduate faculty. The Director of Secondary Education shall serve as a non-voting ex officio member. At the March session, the chair-elect from the previous year shall assume duties as the chair of the MSED committee and a new chair-elect from the current committee membership shall be elected and assume duties as chair-elect. The chair of the committee shall be a voting member to PEC. If the chair of this committee is already a voting member of PE representing a department/school, then the membership of the MSED-Secondary Oversight Committee shall select another member of that committee to be their voting representative on PEC.

C. With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B9), and the MSED Oversight Committee (as described in Article B10), the membership of each

of these standing committees shall consist of at least one COE faculty PEU member and at least one PEU member from outside the COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not a current PEC member, he or she will become an ex officio member of PEC without voting privileges. Each college not represented by the chair or chair-elect must have a PEU member from that College appointed upon consultation of the two PEC members and the Executive Committee. All voting members must be members of the PEU. None may hold administrative appointments.

D. Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit them to the PEC office, where they shall be made available to PEU members upon request. Committees making recommendations that directly affect any PEU program shall consult with PEU members in that program before bringing the recommendation to the PEC for approval.

E. Ad hoc committees may be appointed to carry out the work of the PEC. Ad hoc committees may be organized from time to time on the initiative of the chair or as directed by the PEC.

SEC 12 Amendments of Bylaws

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

ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS

SEC 1 Establishment of Committee on General Education and Intercollegiate Programs

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

SEC 2 Purpose of Committee on General Education and Intercollegiate Programs

This Committee shall act upon all curricular proposals affecting the General Education Program as well as courses and programs offered collaboratively by academic departments/schools in two or more colleges (i.e., intercollegiate programs not routed to Professional Education Committee or graduate council).

SEC 3 Powers of Committee on General Education and Intercollegiate Programs

This committee is empowered to approve proposals, reject and return proposals to the college council(s) that submitted it/them, or amend and approve the proposals.

SEC 4 Responsibilities of Committee on General Education and Intercollegiate Programs

A. Reviews and acts upon general education course proposals to ensure compliance with established general education course criteria. Approval of a course proposal indicates its acceptance into the general education curriculum.

B. Reviews and acts upon changes in the general education program including changes in the general education course and program criteria. Approved changes will be forwarded to the Faculty Senate for review and action.

C. Periodically reviews the general education program and assessment data and recommends changes in the general education program to the Faculty Senate.

D. Oversees the relationships of the general education program with other parts of the curriculum and other curricular structures on campus.

E. Reviews and acts on the intercollegiate proposals.

SEC 5 Membership of Committee on General Education and Intercollegiate Programs

The Committee shall be comprised of two persons from each undergraduate college and the chair-elect of the Faculty Senate, an ex officio member without vote. Members shall serve for a term of three (3) years and may not be reelected for a succeeding term until after the lapse of an intervening year. At the first organizational session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-third of the committee has each term length. Thereafter, members shall serve staggered three (3) year terms, so that one-third of the membership shall be replaced each year. The Provost or a designate of the Provost shall be an ex officio member without vote.

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

A. On the same date as the election of departmental/school representatives to the Faculty Senate, the ranked faculty in each academic department/school within each undergraduate college shall elect, by and from the ranked faculty in that department/school, one nominee for each vacancy for service on the Committee on General Education and Intercollegiate Programs. The department head/school director will prepare a ballot of all eligible ranked faculty within the department/school 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 department/school. The department head/school director shall, in writing, notify the academic dean of the college and the Secretary of the Faculty of the outcome of the election.

B. At the organizational session of each of the previously named college councils, each college council shall elect one faculty nominee per vacancy to serve on the Committee on General Education and Intercollegiate Programs. The academic dean of the college will prepare a ballot of all departmental/

school 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 General Education and Intercollegiate Programs. The remaining roster of departmental/school 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.

C. If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on the Committee on General Education and Intercollegiate Programs, the college council where the vacancy occurred shall elect a replacement from the list of departmental/school nominees as specified above (Section 6B).

SEC 7 Election of Officers - Committee on General Education and Intercollegiate Programs

The chair-elect of the Faculty Senate shall call the organizational session of the committee within seven (7) school days after the Faculty Senate organizational session and preside until the membership has elected a chair and a secretary who both shall serve one-year terms and may be reelected for one immediately succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.

SEC 8 Duties of Officers - Committee on General Education and Intercollegiate Programs

The chair of the Committee on General Education and Intercollegiate Programs shall preside at all sessions of the committee and shall supervise the functioning of the committee. The minutes of each committee session will be recorded and distributed by the secretary of the committee.

SEC 9 Sessions of the Committee on General Education and Intercollegiate Programs

A. In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the chair at a time and place determined by the chair.

B. The time, the date, and the place of all sessions of the Committee on General Education and Intercollegiate Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session. Announcements of all sessions shall be made through the Faculty Senate office. The chair of the Committee on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a request for publication of the announcements.

C. The chair of the Committee on General Education and Intercollegiate Programs shall direct the distribution of the agenda together with all proposals for committee action in writing to each committee member, to all department heads/school directors of the university, special academic program heads, and to all academic deans of the university and will ensure that they are received at least five (5) school days before each committee session. Proposals for committee action which have not been previously distributed as agenda may be considered at committee sessions with an approving vote of two-thirds of the entire committee membership.

D. The agenda of all committee sessions shall be submitted to the chair of the Faculty Senate at least five (5) school days before the committee session. These agenda shall be made available to all interested parties.

E. The chair of the Committee on General Education and Intercollegiate Programs shall place a copy of the minutes of each session of that committee in a permanent file in the Faculty Senate office within one week after the committee session. The minutes of each committee session shall be available to all interested parties.

F. Any member of this committee may receive a roll call or ballot vote on any matter by so requesting.

G. Any non-member attending a session of the Committee on General Education and Intercollegiate Programs may speak with the consent of the chair.

SEC 10 Actions of Committee on General Education and Intercollegiate Programs

The committee shall approve a curricular proposal, reject and return a proposal to the college council(s) that submitted it/them, or amend and approve the proposal. A proposal may be withdrawn from consideration without motion or vote by the originating units before final action of the committee upon specific request to the committee chair. All matters approved by the committee, amended or not amended, shall be forwarded to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

SEC 11 Appeal and Veto of Committee on General Education and Intercollegiate Programs Actions

Each undergraduate college faculty shall have the inherent right to appeal any action of the Committee on General Education and Intercollegiate Programs. Such procedure is identical to that set forth for appeal of any council or committee action in Bylaws: Article II, Section 11, A, B, C. Since any action on such appeal would constitute a Faculty Senate action, this action is subject to the right of challenge as set forth in the Bylaws: Article I, Section 7, A, B, C, D.

ART V GRADUATE COUNCIL

SEC 1 Establishment of the Graduate Council

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

SEC 2 Purpose of the Graduate Council

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

SEC 3 Powers of the Graduate Council

The Graduate Council is empowered, for courses numbered 500 or higher, to approve a department/school proposal, reject and return a proposal to the originating department/school, or amend and approve the proposal. It must approve all members of the graduate faculty. Other responsibilities include program planning, curricular control, and policy-making for the Graduate College.

SEC 4 Membership of the Graduate Council

The Graduate Council shall consist of the Chair, one member of the graduate faculty of each department/school offering one or more graduate degree programs, or in the case of an interdisciplinary program, a representative from the sponsoring college, and a representative of the Graduate Student Council. The term of office for members of the Graduate Council is two years. A Graduate Council member may be elected for two consecutive terms, but following the second term shall not be eligible to serve until after the lapse of an intervening year. A person elected Chair of the Graduate Council during his or her second term as member may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not eligible for election except in the case where a department head is the only graduate faculty member in a department/school. The following individuals shall be ex officio members of the Graduate Council without vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from Records and Registration.

SEC 5 Chair of the Graduate Council

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

SEC 6 Sessions of the Graduate Council

A. The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate office, usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over sessions of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening Committee shall preside.

B. Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any member of the Graduate Council for the transaction of only such business as stated in the call for the

session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of one day prior to the special session.

C. All sessions of the Graduate Council and its standing committees shall be open to the public. The latest edition of Robert's Rules of Order shall govern participation at sessions of the Graduate Council. Sessions of the Executive Committee of the Graduate Council shall be restricted to the members of the Executive Committee and guests invited by the Chair of the Graduate Council.

D. An agenda of the matters to come before the Graduate Council shall be sent to each member of the graduate faculty in advance of the session. Any member of the graduate faculty may suggest items to be placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of the Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should submit them to the office of the Dean of the Graduate College at least two weeks before the Graduate Council session. Each agenda must contain the signature of the Chair of the Graduate Council indicating that the preparation of the agenda has conformed to the provisions outlined in this section.

E. Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed by the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college deans, associate and assistant deans, and all department/school heads.

SEC 7 Committees of the Graduate Council

A. Four standing committees of the Graduate Council shall be appointed annually by the Chair of the Graduate Council in consultation with the Dean and Associate Dean of the Graduate College. The Graduate Council Chair is an ex officio member of all committees, without a vote. The committees and duties of each are as follows:

(1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is responsible for:

(a) reviewing all applications for graduate faculty status and making recommendations for admission to the Graduate Faculty;

(b) reviewing all policies and procedures related to graduate faculty status;

(c) soliciting, reviewing, and approving all program-specific standards for graduate faculty status;

(d) communicating to appropriate programs all relevant policies of the Graduate Council regarding qualifications for admission to the graduate faculty; and

(e) making a recommendation to the Graduate Council concerning the criteria for graduate faculty status and the appropriateness of the faculty when the Council is considering a new graduate program.

(2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for administering the Basil and Joann Boritzki Scholarship;

(b) recommending to the Graduate Dean a nominee for the Midwest Association of Graduate Schools Thesis Award;

(c) selecting graduate student nominees for Who's Who; and

(d) working with the Dean's office to develop, administer, and expand scholarship and award opportunities of all kinds for graduate students.

(3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is responsible for screening and reviewing all graduate level (500 and above) curricular proposals and making a recommendation regarding their disposition to the Graduate Council. The Graduate Curriculum Screening Committee shall require that all programs affected by a particular graduate level curricular action be appropriately consulted. In addition to the appointed members of the Graduate Council, the Graduate Curriculum Screening Committee includes ex officio members who represent Meyer Library, Records and Registration, and the Professional Education Committee.

(4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is responsible for reviewing any grievance other than for a curricular matter brought to the council by

(a) a graduate student,

(b) the Executive Committee of the Graduate Council,

(c) the Graduate Council itself,

(d) any member of the graduate faculty, or

(e) the office of the Graduate Dean.

The Grievance Committee makes a recommendation for action to the Graduate Council or the Graduate Dean. This includes appeals to decisions made by the Graduate College Dean regarding the eight-year rule for completion of a graduate degree. The Graduate Council Grievance Committee also hears and acts upon all appeals to decisions made by the Graduate Council Membership Committee and informs all involved parties of its decision. A decision of the Graduate Council Grievance Committee regarding an appeal to a membership action is binding on the Council.

B. The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the Chairs from each of the standing committees of the Graduate Council, and one other member of the Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean of the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate Council, shall be ex officio members without votes. The Executive Committee of the Graduate Council shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive Committee shall:

- (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the Graduate Council;
- (2) assist in supervising the work of the Graduate Council in such manner as directed by the Graduate Council or by the Chair of the Graduate Council;
- (3) discuss issues related to program planning, curricular control, and policy-making for the Graduate College;
- (4) consider all issues related to graduate education at Missouri State University not delegated to the standing committees of the Graduate Council; and
- (5) recommend specific actions to be debated by the Graduate Council.

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

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

SEC 8 Amendments of Bylaws

These Bylaws may be amended by a three-fourths (3/4) vote of the Graduate Council after the amendment has been considered for two (2) sessions, providing the amendment was stated in the call for the session. Amendments shall take effect after review by the Rules Committee of the Faculty Senate and approval by the Faculty Senate.

ART VI CURRICULAR PROCESS

SEC 1 Responsibility for Curricular Matters

The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board of Governors. Faculty action in curricular matters is subject to approval and implementation by the president of the university and, where necessary, to approval by the Board of Governors.

SEC 2 Definitions and Structures in Curricular Process

A. For the purpose of this document curricular proposals are defined as:

- (1) New major or minor degree programs
- (2) New options within an existing degree program

(3) New courses

(4) Substantive change in any of the above

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

(1) Academic departments/schools or special academic programs

(2) College councils

(3) Graduate council

(4) Professional Education Committee

(5) Committee on General Education and Intercollegiate Programs

(6) Secretary of the Faculty

(7) Executive Committee of the Faculty Senate

(8) Faculty Senate

(9) University administration

SEC 3 Responsibility of Academic Departments/Schools

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

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

(1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to the chair, Professional Education Committee.

(2) Courses and program proposals for general education, special academic programs, and other multi-college courses and programs to the chair, Committee on General Education and Intercollegiate Programs.

(3) Course proposals (500, 600, and 700 level) and graduate degree program proposals to the chair, Graduate Council.

(4) All other course and program proposals, including one-time-only, experimental, and intersession proposals, to the chair, college council of the college in which the department/school serves. Chairs of

special academic programs shall forward proposals of this kind to the Committee on General Education and Intercollegiate Programs.

SEC 4 Responsibility of College Councils

A. Shall receive, deliberate on, and expedite curricular proposals from the academic departments/schools within a college.

B. Shall approve a departmental/school proposal, reject and return a proposal to the originating department/school, or amend and approve the proposal. A curricular proposal which has been amended may be tabled or withdrawn by motion of the representative of the department/school in which the proposal originated, without second or vote.

C. All matters approved by a college council, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

SEC 5 Responsibility of Graduate Council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs

A. Shall receive, deliberate on, and expedite curricular proposals from academic departments/schools or special academic programs in the university.

B. Shall approve a proposal, reject and return a proposal to the originating department/school or special academic program, or amend and approve the proposal. A curricular proposal shall be withdrawn from consideration before final action of the council or committee, upon specific request to the council or committee chair by the originating department/school, without motion or vote.

C. All matters approved by the graduate council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the Secretary of the Faculty for disposition as hereinafter stipulated.

SEC 6 Responsibility of Secretary of the Faculty

A. Shall receive approved curricular proposals from college councils, graduate council, Professional Education Committee, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.

B. The approved curricular proposals shall be distributed to all college deans and department heads/school directors.

C. Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.

SEC 8 Responsibility of Faculty Senate

The Faculty Senate shall consider and take action only on those curricular proposals acted upon by the college councils, graduate council, Professional Education Committee, and Committee on General Education and Intercollegiate Programs, and then appealed. The Faculty Senate shall also consider and take action on all proposals to add or delete academic programs.

SEC 9 Responsibility of University Administration

All curricular actions approved by the Faculty Senate or through its established bodies shall be forwarded to the Provost by the Secretary of the Faculty after the lapse of the challenge and appeals period. Specific disposition procedures for curricular actions are identical as for other Faculty Senate actions and are specified in Bylaws: Article I, Section 6.

SEC 10 Origination of Curricular Proposals

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

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

Any substantive change to an existing academic degree program, major, minor, option, or certificate must originate with the formal sponsorship of the academic unit responsible for overseeing that program, major, minor, option, or certificate. In the case of a degree program, major, minor, option, or certificate offered through an individual department/school, the relevant academic unit would be that department/school. In the case of each "Special Academic Program," any interdisciplinary or cross-disciplinary degree program, major, minor, option, or certificate offered outside the structure of a single academic department/school, the relevant academic unit would be the faculty committee charged with overseeing the program, major, minor, option, or certificate in question. Such formal sponsorship by the relevant

academic unit must be obtained before the proposed substantive change can be formally considered by any higher level of the faculty governance structure (College Council, Graduate Council, CGEIP, PEC, Faculty Senate).

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

SEC 11 Approval Process for Individual Sections of Variable Content Courses and Special Topics Courses

- A. New sections of existing variable content courses and special topics courses, whether taught during a regular semester or during an intersession, may be offered the first time with the approval of the department head and the college dean and may be offered a second time without additional approval.
- B. Before a specific section (topic) of an existing variable content course or special topics course may be offered for the third time, it must be proposed and approved by means of the procedures outlined in Sections 3 through 10 of the Article, as a “regular” section of that course just as if it were a new stand-alone course.
- C. The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction or supervision of individual students (practicum, internship, research, independent study, etc.).
- D. The procedures outlined in the Section do not apply to sections of GEP 397, for which a separate approval process is already established.

SEC 12 Approval Process for Courses Taught During an Intersession or Other Compressed-Time Format

A. For each application to offer a section of an existing course during an intersession or in another compressed-time format (fewer than eight weeks during a regular semester or fewer than four weeks during the summer), the department head and dean must supply evidence to the appropriate administrative office (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:

- (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of actual classroom exposure).

(2) A course taken for graduate credit holds substantially higher expectations of students than the same course for undergraduate credit.

(3) Faculty credentials are equal or superior to those required for appointment as lecturer in the originating department.

B. Each proposal for a new course or a new “regular” section of an existing variable content or special topics course designed to be offered exclusively during an intersession or in another compressed time format must be approved through the normal curricular approval process outlined in Sections 3 through 11 of the Article. For each such offering, each relevant curricular review body must consider, in addition to the normal issues related to content, quality, and rigor, the three criteria listed in Part A of this Section.

SEC 13 Accelerated Course Approval Procedure

A. This section applies only to new courses that cannot fit under existing variable content or special topics course designations. Before any course approved through this accelerated process may be offered for a third time, it must go through the regular curricular approval process outlined in Sections 3 through 11 of this Article.

B. Each proposal for a new course must originate in an academic department or equivalent department-level entity, e.g., special academic program. Any department may require approval by its curriculum committee or by a majority of its faculty. Each proposal must receive the signatures of the department head and dean.

C. Any college council may promulgate more stringent requirements than these; all councils should, however, observe at least the following minimum requirements:

(1) Originating department requests that council chair grant consideration of accelerated approval.

(2) Council chair decides whether request merits this special consideration.

(3) If special consideration is granted, the chair distributes materials to council members and arranges Internet posting, all with a five-calendar-day turnaround for individual council members’ responses to the council chair and for challenges to the action of the council.

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

D. The right of appeal in the accelerated process shall be the same as set forth in ART II, SEC 11, except that the appeal period shall consist of five calendar days.

E. The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if the incoming council chair determines that the proposal cannot wait until the fall semester. In such a

case, the Faculty Senate Executive Committee, working with both the past and incoming college council chairs (or their designees), shall serve as the course approval committee. The other provisions of the accelerated procedure apply to proposals initiated in the summer.

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

ART VII AMENDMENT OF BYLAWS

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

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

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

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. Actions That Require Referral to a Standing Committee of the Senate

If the Senate wishes to take an action that, according to the Bylaws, requires consideration first by a standing committee of the Senate, the only available option may be to Refer the matter to that committee. (An example of such an action 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 take any action it deems fit, including postponing or voting down the proposal.

4. Faculty Handbook Amendments

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

A) Procedure for Consideration of the FHRC Report

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

B) Scope of Revision

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

C) Presence of FHRC Members

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

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

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

Effective date

Approved by the Board of Governors : May, 2007