

# **Constitution and Bylaws of the Faculty**

Missouri State University

Revised May 2009

# Constitution and Bylaws of the Faculty

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45 restricted to ranked faculty at Missouri State University except for a voting faculty representative from among  
46 lecturers. Ranked faculty means faculty members holding the rank of Instructor (including Research  
47 Instructor), Assistant Professor (including Research Assistant Professor), Associate Professor (including  
48 Research Associate Professor), or Professor (including Research Professor). Those who hold administrative  
49 appointments at or above head/chair/director level of department/school are not eligible to serve as senators.  
50 Exception to this rule: if a department/school has three or fewer ranked faculty members, then the  
51 head/chair/director may serve as senator.

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54 **ART V OFFICERS OF THE FACULTY SENATE**

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The officers of the Faculty Senate shall include: chair, chair-elect, and Secretary of the Faculty.

59 **ART VI SESSIONS OF THE FACULTY**

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The university faculty shall meet at the call of the Board of Governors, of the president of the university, of the  
chair of the Faculty Senate, or upon the written petition to the president of the university of not less than ten  
percent (10%) of the voting faculty. The president of the university, or the president's designate, shall  
conduct sessions of the university faculty.

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**ART VII SESSIONS OF THE FACULTY SENATE**

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

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

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**ART VIII PARLIAMENTARY AUTHORITY**

78  
79  
80

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

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**ART IX AMENDMENT OF CONSTITUTION**

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Amendments to this *Constitution* may be proposed by the Faculty Senate or upon petition to the Faculty  
Senate by fifty (50) ranked faculty. Such proposed amendments shall be submitted in writing to the ranked  
faculty thirty (30) days prior to their being voted upon. The date set by the Faculty Senate to vote on such  
proposed amendment(s) shall be the earliest practical date to occur during a regular school semester. 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

91 ballots are distributed in order to be counted. An affirmative vote equal to a majority of the votes cast by the  
92 ranked faculty who are on active duty at the time of the proposed amendment shall be necessary to make a  
93 proposed amendment part of this *Constitution*.

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## Bylaws of Faculty Senate

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### 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.



138 B Nomination of Rank Representatives

139

140 On or before April 10 the members of each faculty rank within each academic department/school, when  
141 appropriate, shall nominate one (1) person from within that department/school to represent that rank in  
142 the subsequent annual election for position of rank representative of the Faculty Senate. Voting shall be  
143 by secret ballot, and each ranked member may vote for a member of her/his rank only. A person  
144 currently serving as either rank representative or departmental/school representative of the Faculty Senate  
145 and whose term will not expire with the current election shall not be eligible for nomination as a rank  
146 representative, nor shall the chair-elect of the Faculty Senate nor nominees for chair-elect and Secretary of  
147 the Faculty Senate. The head/director of each department/school shall, in writing, notify the Secretary  
148 of the Faculty of the outcome of the election.

149

150 C Annual Primary Election of Rank Representatives

151

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

156

157 D Annual General Election of Members to Faculty Senate

158

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

168

169 E Election of Lecturer Representative

170

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

174

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

177

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

183

184 F Election of Student and Staff Delegates

185  
186 The delegates of the student government association, the graduate student council, and the staff advisory  
187 council shall be chosen in a manner deemed appropriate by each group.  
188

189 G Voting in Annual Primary and Annual General Election

- 190  
191 (1) Method of Voting. Voting shall be by secret ballot. Ballots shall be prepared and distributed by the  
192 Secretary of the Faculty. Voted ballots must be returned to the Secretary of the Faculty within six (6)  
193 school days after the day on which the ballots are distributed in order to be counted.  
194  
195 (2) Counting of Ballots. Over-voted or unofficial ballots shall be disqualified and not counted in any  
196 election.  
197  
198 (3) Ties in Election. In the case of a tie for first place in the general election, the Secretary of the Faculty  
199 shall determine the winner by lot in the presence of the nominees affected.  
200  
201 (4) Election Judges. The Committee on Judicial Review shall serve as a panel of election judges.  
202

203 H Terms of Member Service on Faculty Senate

- 204  
205 (1) (a) Each person elected to the Faculty Senate shall be elected for a two-year term except for situations  
206 indicating otherwise in this section. Each such person shall be eligible to serve two consecutive  
207 terms of two years each, but following the second term shall not be eligible to serve until after the  
208 lapse of an intervening year.  
209  
210 (b) Exception to this rule: A person elected chair-elect during the third or fourth consecutive year as  
211 a Senator may serve the next two years as chair-elect and chair of the Senate. A person elected  
212 Secretary of the Faculty during the third or fourth consecutive year as a senator may serve the next  
213 year as Secretary of the Faculty and is eligible for reelection as secretary for the next succeeding  
214 term. Upon completion of such a term as an officer of the Senate that person will not be eligible  
215 to serve on the Faculty Senate until the lapse of an intervening year. The past-chair, unless that  
216 person becomes a full-time administrator or leaves the University, will serve one year as the chair  
217 of Judicial Review and is not eligible for any elected positions in the Senate. When the immediate  
218 past-chair is unable or ineligible to serve, the next most immediate past-chair will serve.  
219  
220 (2) Senate members shall be available for sessions or other Senate work twelve months of the year.  
221 Should any senator be temporarily unavailable to fulfill the responsibilities of a senator, he/she shall  
222 arrange for a substitute to take his/her place in the Senate during the senator's absence and shall  
223 communicate the identity of that substitute to the Faculty Senate office prior to becoming unavailable.  
224  
225 (3) Whenever a new Faculty Senate seat is necessitated, either by the creation of a new department/school  
226 or for any other reason, the Executive Committee shall determine whether the initial term for that seat  
227 shall be one year or two years in such a manner as to maintain a balance between the number of  
228 senators whose terms expire each year.  
229

230 (4) The Secretary of the Faculty shall serve a one-year term and shall be eligible to serve two consecutive  
231 terms, but following the second term shall not be eligible to serve until after the lapse of an intervening  
232 year.

233  
234 (5) The lecturer representative and student and staff delegates shall serve one-year terms but may serve two  
235 (2) consecutive terms.

236  
237 I Filling Vacancies of Membership - Faculty Senate

238  
239 (1) The constituency of the persons elected as chair-elect and Secretary of the Faculty shall elect new  
240 representatives to the Faculty Senate as specified in this section of the *Bylaws*.

241  
242 (2) If a department/school ceases to exist, then it is no longer eligible for representation. If a new depart-  
243 ment/school is formed, the chair of the Faculty Senate shall immediately notify the head/director of  
244 the department/school; and the department/school shall elect a replacement by the election process  
245 provided above.

246  
247 (3) If for any reason a permanent vacancy (one semester or more) occurs on the Faculty Senate, the  
248 nominee from the constituency where the vacancy occurs who received the next highest vote total in  
249 the previous election shall serve the unexpired term or for the duration of the absence. If the vacancy  
250 occurs from a department/school, the chair of the Faculty Senate shall immediately notify the  
251 head/director of the department/school without representation; and the department/school shall elect  
252 a replacement.

253  
254 (4) The person who fills the vacancy shall be considered as having served an elected term for purposes of  
255 eligibility for reelection.

256  
257 J Time for Taking Office

258  
259 Newly-elected senators, new delegates, the Secretary of the Faculty, and the new chair shall take office at  
260 the first session following the annual elections. The new chair will be responsible for setting the agenda  
261 for that session.

262  
263  
264 **SEC 3 Election of Officers - Faculty Senate**

265  
266 A Faculty are eligible for the position of chair-elect or Secretary of the Faculty if (1) by the time they assume  
267 office they will have completed at least one year of service (may or may not be continuous) in the Faculty  
268 Senate as a voting member during the previous six academic years, and (2) they are tenured before the  
269 September session of their term. Heads/Chairs/Directors of departments/schools are not eligible  
270 candidates for the positions of chair-elect and the Secretary of the Faculty.

271  
272 B No later than February the Chair-Elect shall appoint and chair the Nominating Committee, which must  
273 contain a total of at least three members, all of whom are ranked, tenured faculty eligible to be senators  
274 (ignoring term limits). The current Senate Chair and Parliamentarian may not be appointed, nor may the  
275 current Secretary of the Faculty if he or she intends to run for either office. The committee shall

276 nominate one eligible candidate for Chair-Elect and one eligible candidate for Secretary of the Faculty,  
277 both of whom accept their nomination and agree to serve if elected. The committee may not nominate  
278 the same person for both offices. No later than the March session, the Chair-Elect shall make a report to  
279 the Senate identifying the members of the committee and presenting its nominees.

280  
281 C Senators shall be free to nominate eligible candidates at the March session or by submitting nominations,  
282 with an appropriate second, to the Secretary of the Faculty no later than April 1. Since the Senate benefits  
283 from having a strong and diverse slate of candidates, it is desirable that at least one nomination for each  
284 office come from the floor so that the candidates nominated by the Nominating Committee do not run  
285 unopposed.

286  
287  
288 D Candidates for Chair-elect and Secretary of the Faculty shall submit a statement of purpose not to exceed  
289 300 words to the Faculty Senate office for distribution no later than April 3. Failure to comply with this  
290 requirement shall result in the withdrawal of the candidate from the election.

291  
292 E Candidates for Chair-elect and Secretary of the Faculty shall participate in a Candidate Forum which will  
293 be held during the April session after announcements and approval of the minutes of the March session.

294  
295 F After the Candidate Forum is concluded, senators shall vote by secret ballot on the slate of nominees  
296 presented by the Nominating Committee and on any other nominations received from the Senate floor.

297  
298 G The winners must receive an absolute majority of the votes cast. In the event that no candidate receives a  
299 majority vote the two candidates receiving the most votes will participate in a run-off. The run-off vote  
300 will also occur at the April session.

301  
302 H The chair-elect shall become chair after serving a one-year term.

303  
304 I In case a vacancy occurs in the office of chair, the chair-elect shall become chair. The chair and/or  
305 chair-elect and/or Secretary of the Faculty will immediately vacate their office upon accepting an oral or  
306 written offer to become an administrator, at the level of Department/School Head/Chair/ Director or  
307 higher.

308  
309 J In case a vacancy occurs in the office of chair-elect or Secretary of the Faculty, the Faculty Senate shall elect  
310 a new chair-elect or Secretary of the Faculty at the next session of the Faculty Senate. Notification of the  
311 pending election shall be made as a part of the agenda for the session.

312  
313 K The removal of a chair, chair-elect, or Secretary of the Faculty from office is initiated by submitting a  
314 petition signed by at least 25% of the voting Senate membership; at that time, the issue shall be placed on  
315 the agenda of the next regularly scheduled Senate session. The office will become vacant if a two-thirds  
316 vote approves the motion to remove the officer and such votes account for at least a majority of the voting  
317 Senate membership.

318  
319 **SEC 4 Duties of the Officers - Faculty Senate**

320  
321 A The Chair of the Faculty Senate

- 322  
323 (1) Shall preside at all sessions of the Faculty Senate.  
324  
325 (2) Shall supervise the functioning of the Faculty Senate and its established bodies.  
326  
327 (3) Shall, with the advice of the Executive Committee as necessary, prepare an agenda for each session of  
328 the Faculty Senate.  
329  
330 (4) Shall appoint members of the standing committees of the Faculty Senate, where appointive  
331 membership is provided for.  
332  
333 (5) Shall organize and appoint *ad hoc* committees as necessary.  
334  
335 (6) Shall represent the faculty to the administration and to the Board of Governors.  
336  
337 (7) Shall convey all Senate actions and Senate resolutions to the Board of Governors within the next two  
338 regularly scheduled sessions of the Board of Governors.  
339  
340 (8) Shall consider and in some manner dispose of any suggestion or other matter directed to the Faculty  
341 Senate by any member or group of the faculty.  
342  
343 (9) May attend the session of any college council or established body as an *ex officio* member.  
344

345 B The Chair-elect of the Faculty Senate

- 346  
347 (1) Shall preside at sessions of the Faculty Senate, in the absence of the chair.  
348  
349 (2) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by the  
350 Faculty Senate or by the chair of the Faculty Senate.  
351  
352 (3) May be appointed to be chair of a standing committee or *ad hoc* committee of the Faculty Senate.  
353  
354 (4) Shall attend at least one session each month of the Student Government Association of Missouri State  
355 University.  
356  
357 (5) Shall attend the monthly session of the Faculty Concerns Committee.  
358  
359 (6) Shall attend all CGEIP sessions, as an *ex officio* member without vote, and preside at the  
360 organizational session of CGEIP.  
361  
362 (7) Shall serve as an *ex officio* member without vote on the Committee on Citizenship and Service  
363 Learning.  
364  
365 (8) Shall chair the Nominating Committee and appoint its members.  
366

367 C The Secretary of the Faculty

- 368  
369 (1) Shall serve as Secretary of the Faculty Senate.  
370  
371 (2) Shall preside at sessions of the Faculty Senate in the absence of both the chair and the chair-elect of the  
372 Faculty Senate.  
373  
374 (3) Shall keep accurate minutes of faculty sessions and of Faculty Senate sessions including the recording of  
375 motions and the votes thereon.  
376  
377 (4) Shall publish for the faculty the minutes of faculty sessions.  
378  
379 (5) Shall report actions taken by the Faculty Senate and its established bodies to the administration.  
380  
381 (6) Shall publish for the faculty a synopsis of senate actions and of curricular matters forwarded to the  
382 Provost.  
383  
384 (7) Shall prepare an annual summary of proceedings of the Faculty Senate and its established bodies.  
385  
386 (8) Shall supervise elections of faculty representatives in the governance process and publish election  
387 results on the Faculty Senate web site.  
388  
389

390 **SEC 5 Sessions of the Faculty Senate**

391  
392 **A Schedule**

393  
394 In addition to the organizational session of the Faculty Senate as set forth above, the Faculty Senate shall be  
395 scheduled to meet once a month at a time and place fixed by the Faculty Senate. A specific Faculty Senate  
396 session may be omitted if agenda items do not justify a session. The Faculty Senate shall meet at other  
397 times (including the summer session) upon the call of the chair of the Faculty Senate or a chair designate,  
398 upon the written request to the chair of not fewer than ten (10) members of the Faculty Senate, or upon the  
399 written request of the president of the university or the Board of Governors. The chair of the Faculty  
400 Senate shall schedule a requested session within five (5) school days after receipt of the request.  
401

402 **B Attendance**

403  
404 Sessions of the Faculty Senate and its established bodies shall be open to members of the Board of  
405 Governors, the administration, the staff, the voting and non-voting faculty, the student body, and to  
406 others by invitation of the chair of the group affected.  
407

408 **C Time**

- 409  
410 (1) The time, the date, and the place of all sessions of the Faculty Senate and its established bodies shall be  
411 announced on the Faculty Senate web site a minimum of one week prior to the session.  
412  
413 (2) The announcements of all sessions of Faculty Senate bodies shall be made through the Faculty Senate

414 office. The chair of the affected body shall forward to the Faculty Senate office a request for  
415 publication of the announcement at least five (5) school days before the date of publication.  
416

417 D Agenda

- 418
- 419 (1) A Faculty Senate session agenda shall be sent to each member of the Faculty Senate, academic deans,  
420 the Provost, and to each department head/school director for posting at least three (3) school days  
421 before each session of the Faculty Senate.  
422
  - 423 (2) All proposals for Faculty Senate Action shall be distributed to each senator in writing as a part of the  
424 agenda.  
425
  - 426 (3) Proposals for Faculty Senate Action which have not been previously distributed as agenda may be  
427 considered at Faculty Senate sessions with an approving vote of two-thirds of the entire Faculty Senate  
428 membership.  
429
  - 430 (4) The agenda of all Faculty Senate bodies shall be submitted to the chair of the Faculty Senate at the time  
431 a request for publication of an announcement of the session is made. Agenda which involve  
432 curricular proposals shall also be submitted to the deans of all colleges. These agenda shall be made  
433 available to all interested parties.  
434

435 E Voting

- 436
- 437 (1) Any member of the Faculty Senate may move for a roll call or ballot vote, and if that motion is  
438 supported by twenty percent (20%) of the senators present, the vote by the designated method (roll call  
439 or ballot) shall be so taken.  
440
  - 441 (2) Any person attending a session of the Faculty Senate or any established body of the Faculty Senate  
442 may speak with the consent of the chair of the group involved. These persons shall have no vote.  
443
  - 444 (3) In case of the absence of a member of the Faculty Senate from a Faculty Senate session, a substitution  
445 from the same constituency may be made.  
446

447 F Minutes

- 448
- 449 (1) The Secretary of the Faculty shall send copies of the unapproved minutes of the Faculty Senate to the  
450 faculty and administration within seven (7) school days after each session. This report must contain a  
451 record of the actions approved by the Faculty Senate as well as approved resolutions and committee  
452 reports.  
453
  - 454 (2) The Secretary of the Faculty with the knowledge and consent of the Senate chair, shall place  
455 unapproved minutes on the Faculty Senate web site.  
456
  - 457 (3) A copy of the approved minutes shall replace the unapproved minutes on the Faculty Senate web site  
458 within one week after they are approved.  
459

- 460 (4) The chair of each Faculty Senate body shall place a copy of the minutes of each session in a permanent  
461 file in the Faculty Senate office within one week after the committee session. The minutes shall be  
462 available to all interested parties.  
463

464 G Other Rules  
465

- 466 (1) The nominations of persons of faculty rank for service on the Faculty-Student Judicial Commission  
467 shall be made at the March session of the Faculty Senate. Prior to the March session a list of nominees  
468 numbering at least twice the number of positions to be filled will be prepared by the Secretary of the  
469 Faculty which will include at least two names of ranked faculty from each undergraduate college as  
470 nominated by their college council. This list of nominees shall be presented as the election ballot for  
471 faculty membership on the Faculty-Student Judicial Commission. Each Senator may vote for as  
472 many nominees as there are positions to be filled. The Secretary of the Faculty will count the votes  
473 and report the results.  
474

475 **SEC 6 Actions and Resolutions of Faculty Senate**  
476

477 A Actions  
478

479 Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the faculty  
480 through its governance process as to policies and procedures to be followed by the University and are  
481 communicated to the university administration for approval and implementation.  
482

- 483 (1) The Secretary of the Faculty shall forward any senate action to the Provost who shall, within ten (10)  
484 calendar days after the expiration of the challenge and appeals period, forward the action to the  
485 president of the university with recommendation to approve or not approve.  
486
- 487 (2) The university president shall, within twenty (20) calendar days after receipt of the action, report to  
488 the Faculty Senate chair a decision to:  
489
- 490 (a) Approve and implement at the appropriate time;
  - 491
  - 492 (b) Request an extension of sixty (60) calendar days to gather additional information prior to making  
493 the final decision. Said decision shall be forwarded to the Faculty Senate chair within ten (10)  
494 calendar days after the sixty (60) day extension period expires;
  - 495
  - 496 (c) Reject, stating reasons and/or recommending changes.  
497
- 498 (3) The Faculty Senate, upon receipt of a senate action rejected by the university president may:  
499
- 500 (a) Direct the chair of the Faculty Senate to place the rejected action on the agenda for the next Senate  
501 session for deliberation and initiation of action as herein stated;  
502
  - 503 (b) Approve by a simple majority a revision of the action and submit the revised version of the action  
504 to the Provost who, in turn, shall forward it to the university president with recommendation;  
505



- (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.

**D Items to be presented to the Board of Governors**

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

**E Internal Actions**

- (1) Internal Actions, as perfected and passed by the Faculty Senate, represent the collective reasoning of the Senate as to policies and procedures to be followed by the Senate in conducting Senate business. Internal Actions have no direct impact beyond the boundaries of the Senate, and are therefore not subject to Administrative approval or disapproval.
- (2) Internal Actions must be consistent with the *Constitution and Bylaws of the Faculty*.

**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.

552 B Form of Challenge

553  
554 A faculty challenge of a Faculty Senate action may be made by no fewer than fifty (50) members of the  
555 ranked faculty. Said challenge shall be made in writing and submitted to the chair of the Faculty Senate,  
556 and the challengers shall file a copy of the challenge with the Secretary of the Faculty.  
557

558 C Disposition of Challenge

559  
560 The chair of the Faculty Senate shall send a copy of such a challenge to each member of the faculty, and no  
561 sooner than three (3) school days, but no later than six (6) school days after copies of the challenge have  
562 been distributed to the faculty, the chair of the Faculty Senate shall call a session of the ranked faculty for  
563 discussion of the challenge. Members of the administration may attend. The president of the university  
564 or the president's designate will preside at this session. The Secretary of the Faculty shall attend this  
565 session and record arguments for and against the challenge. No later than five (5) school days after the  
566 session, the Secretary of the Faculty shall distribute to all ranked faculty members ballots for voting on the  
567 challenge. The Secretary of the Faculty's summaries of the arguments for and against the challenge shall  
568 be sent with the ballots.  
569

570 D Vote on Challenge

571  
572 Voting shall be by secret ballot. Voted ballots must be returned to the Secretary of the Faculty within six  
573 (6) school days after the day on which the ballots are distributed. An affirmative vote to support the  
574 challenge, equal to a majority of the votes cast by the ranked faculty who are on active duty at the time of  
575 the challenge, shall constitute a veto of the challenged senate action.  
576

577 **SEC 8 Committees of the Faculty Senate**

578  
579 A Members of Committees

580  
581 Candidates for appointive vacancies on Faculty Senate committees may be members of the Faculty Senate,  
582 the faculty, the administration, the staff, the student body, the alumni body, and emeriti professors.  
583

584 B Standing Committees

585  
586 (1) Executive Committee of the Faculty Senate

587  
588 (a) Purpose

- 589  
590 (aa) Shall participate in the curricular process as described in Article V, Section 7.  
591  
592 (bb) May advise the chair of the Faculty Senate in preparing the agenda for sessions of the Faculty  
593 Senate.  
594 (cc) Shall assist in supervision of the working of the Faculty Senate in such manner as directed by  
595 the Faculty Senate or by the chair of the Faculty Senate.  
596  
597 (dd) Shall prepare, revise and supervise the use of forms utilized in faculty governance processes.

- 598  
599 (ee) Shall assign or approve special charges to committees of the Faculty Senate.  
600  
601 (b) Membership  
602  
603 Shall consist of the chair of the Faculty Senate, who shall be chair of the Executive Committee; the  
604 chair-elect of the Faculty Senate, the Secretary of the Faculty, and the past chair of the Faculty  
605 Senate. A past-chair who has been appointed to a full-time administrative position will not be  
606 eligible to serve on the Executive Committee. When the immediate past-chair is unable to  
607 ineligible to serve, the Executive Committee shall consist of the chair of the Faculty Senate, the  
608 chair-elect of the Faculty Senate, and the Secretary of the Faculty. The chair may appoint a  
609 parliamentarian to serve as an *ex officio* member of the Executive Committee if additional  
610 parliamentarian expertise is desired.  
611
- 612 (2) Committee on Faculty Concerns  
613
- 614 (a) Purpose  
615
- 616 (aa) Shall act as a board for continuous review of the broad area of faculty rights and  
617 responsibilities. Any recommendations and/or resolutions of the Committee shall be  
618 directed to the Faculty Senate for appropriate action.  
619
- 620 (bb) Shall, as directed by the Faculty Senate, discuss with the university administration matters  
621 pertaining to remuneration, professional advancement, faculty-administrator relationships,  
622 and working conditions.  
623
- 624 (cc) Shall serve as the vehicle through which the faculty, Faculty Senate, and administration may  
625 initiate issues or matters of concern for discussion and consideration.  
626
- 627 (dd) Shall invite the submission and receive items of concern from faculty members,  
628 administrators, or groups of the same for discussion.  
629
- 630 (ee) Shall gather data from appropriate individuals or groups to be used in making a  
631 determination as to whether each item submitted warrants action by the Faculty Senate.  
632
- 633 (ff) Shall use surveys and other appropriate instruments to provide information to supplement  
634 informal communications about faculty concerns.  
635
- 636 (gg) Shall conduct a survey of the morale of all full-time faculty during the fall semester of  
637 even-numbered years. A report to include an analysis of survey results and any appropriate  
638 recommendations arising from the survey shall be distributed to the Faculty Senate members  
639 in time to be included on the agenda for the February session. To facilitate comparison  
640 with earlier surveys, data for ranked faculty and unranked faculty shall be tabulated,  
641 analyzed, and reported separately.  
642
- 643 (hh) Shall conduct an Academic Administrators Assessment survey of all full-time faculty during

644 the fall semester of odd-numbered years. A report to include analysis of survey results and  
645 any appropriate recommendations arising from the survey shall be distributed to the Faculty  
646 Senate members in time to be included on the agenda for the February session. To facilitate  
647 comparison with earlier surveys, data for department heads and deans shall be tabulated,  
648 analyzed and reported separately.

649  
650 (b) Membership

651  
652 (aa) Shall be elected from members of the ranked faculty. Each academic department/school  
653 within the university shall elect, by majority vote, one such person to serve on the  
654 committee. The department head/school director will prepare a ballot of all eligible faculty  
655 within the department/school and conduct the election. Voting shall be by secret ballot  
656 and the department head/school director will notify the Secretary of the Faculty of the  
657 outcome of the election.

658  
659 (bb) Members shall be elected on or before April 15 of each year.

660  
661 (cc) The term of service of the members shall be a three-year staggered term. At the initial  
662 session of the committee, the members shall draw by lot to determine who serves one, two,  
663 and three-year terms. (One-third shall serve one-year terms, one-third shall serve two-year  
664 terms, and one-third shall serve three-year terms.) Thereafter, new members shall be elected  
665 to serve a three-year term except when elected to fill a vacancy created by a member failing to  
666 complete an elected term.

667  
668 (dd) Within two weeks following the election of the committee, the chair of the Faculty Senate  
669 shall call the organizational session of the committee and preside until the membership has  
670 elected from among the committee membership a chair and a secretary who shall serve  
671 one-year terms.

672  
673 (ee) If for any reason a permanent vacancy (one semester or more) occurs on the Committee on  
674 Faculty Concerns, its chair shall immediately notify the chair of the appropriate constituent  
675 body which shall elect a replacement by the election process provided above.

676  
677 (3) Committee on Academic Relations

678  
679 (a) Purpose

680  
681 (aa) Shall review institutional quality of academic standards and instructional methodology.

682  
683 (bb) Shall evaluate and promote faculty development programs and procedures.

684  
685 (b) Membership

686  
687 Appointed by Chair of the Faculty Senate. The Senate Chair-elect shall be an *ex officio* member  
688 of the Academic Relations Committee without vote.

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(4) Committee on University Budget & Priorities

(a) Purpose

(aa) Shall examine all proposals for intercollegiate programs, general education courses or other major initiatives with possible budgetary implications before the Faculty Senate and report to the chair of the Faculty Senate the examination results prior to the proposals being voted on.

(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 1<sup>st</sup> 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

- 735 meet with the Provost to provide recommendations on what should  
736 be included in the initial Estimate of Education and General  
737 Revenues and Expenditures.  
738
- 739 (bbbb) Before the end of January, the chair of the Budget and Priorities  
740 Committee shall meet with the Administrative Council when the  
741 initial Estimate of Education and General Revenues and Expenditures  
742 is presented.  
743
- 744 (cccc) The Budget and Priorities Committee shall meet with and provide  
745 feedback to the Administrative council regarding the Estimate of  
746 Education and General Revenues and Expenditures.  
747
- 748 (dddd) During the spring semester the chair of the Budget and Priorities  
749 Committee shall meet biweekly with the Provost to receive updates  
750 on the budget process.  
751
- 752 (bbbb) Revisions of the Internal Operating Budget during the current fiscal year  
753 (except in a declared Financial Exigency)  
754
- 755 (aaaa) Whenever modification of the budget is proposed to the  
756 Administrative Council that would result in an increase, decrease, or  
757 significant reallocation of funds within the overall budget, the  
758 Provost shall provide a draft of the proposed modification to the  
759 Budget and Priorities Committee within one day after its submission  
760 to the Administrative Council.  
761
- 762 (bbbb) The Budget and Priorities Committee shall be given the opportunity  
763 to submit its recommendation regarding the proposed budget  
764 modification to the Administrative Council prior to a final decision  
765 on the proposal except when a decision is required in less than 48  
766 hours after the proposed modification is submitted to the  
767 Administrative Council.  
768
- 769 (dd) Shall review current salaries and salary structure as a part of the budget building process each  
770 year and make recommendations for changes in the structure and plan.  
771
- 772 (ee) Shall keep the chair of the Faculty Senate currently informed of all university budgetary  
773 matters of which it has knowledge and make a report to the Faculty Senate during the spring  
774 semester.  
775
- 776 (ff) Shall assist the University Planning Advisory Council and other appropriate university  
777 bodies in identifying and articulating Faculty Senate concerns about budgeting and planning  
778 priorities.  
779
- 780 (b) Membership

781  
782 The Committee on University Budget & Priorities of the Faculty Senate shall consist of the six  
783 members (one from each college) serving as the faculty contingent on the University Planning  
784 Advisory Council. A ranked faculty member shall be elected by his or her respective college councils,  
785 based on a nomination from each department/school within that college, at the earliest possible session  
786 of the college council in the spring semester, and serve a three-year term. A committee member may  
787 be elected to more than one three-year term. Membership shall be staggered. Any unforeseen  
788 vacancy on the committee shall be filled by the same election process; such election shall occur at the  
789 earliest possible session of the appropriate council following the vacancy. The chair-elect of the  
790 Faculty Senate shall call the organizational session of the committee within seven (7) school days after  
791 the first Fall Faculty Senate session and preside until the membership has elected a chair who shall  
792 serve a one-year term and may be reelected for succeeding terms.

793  
794 (5) Committee on Rules

795  
796 (a) Purpose

797  
798 (aa) Shall review organization and operational procedures of the Faculty Senate as provided for  
799 by the *Constitution and Bylaws of the Faculty*.

800  
801 (bb) Shall prepare proposals for amendments to the *Constitution and Bylaws* to be voted on by  
802 the Faculty Senate and/or faculty of the university.

803  
804 (b) Membership

805  
806 Appointed by the chair of the Faculty Senate. The Secretary of the Faculty and the  
807 Parliamentarian (if one was appointed) shall be *ex officio* members of the Rules Committee  
808 without vote.

809  
810 (6) Committee on Judicial Review

811  
812 (a) Purpose

813  
814 (aa) Shall adjudicate in questions of interpretation of the *Constitution and Bylaws of the Faculty*.

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

817  
818 (cc) Shall serve as a panel of election judges in the annual primary and annual general elections for  
819 Faculty Senate membership.

820  
821 (b) Membership

822  
823 Shall be composed of the three next most immediate past-chairs of the Faculty Senate who do not  
824 hold full-time administrative positions.

825  
826 (7) Committee on Citizenship and Service Learning

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872

(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.



873 In their regular February council session, college councils elect a University Awards Committee  
874 representative from nominees (only necessary every other year). Names of those elected are  
875 forwarded to the Faculty Senate office. The Senate Chair will then call a session of the new  
876 members for the purpose of electing a chair of the committee. The chair serves a one-year term  
877 and may not be reelected for an immediately succeeding term. In February-March, the committee  
878 meets to review guidelines and procedures.  
879

880 (9) College Awards Committee

881  
882 (a) Purpose

883  
884 Review applications and select recipients for college awards in teaching, research, and  
885 service.  
886

887 (b) Membership

888  
889 Only full-time ranked faculty who have one year of service at Missouri State University are  
890 eligible for election to this committee. Members may be elected to serve a second year;  
891 however, they may not be elected for a third year until after the lapse of an intervening year.  
892

893 In January, deans request from department heads the election of College Awards Committee  
894 members. Department heads and deans are ineligible for election. (Exception: If a  
895 department head is the only ranked faculty member in a department, then s/he is eligible for  
896 election.) In February, the college council chair will call the first session of the year so a  
897 College Awards chair may be elected. In February-March, College Awards committees  
898 meet to review guidelines and procedures. Members of the College Awards committees are  
899 eligible to apply for and receive college awards.  
900

901 (10) Committee on Honorary Degrees

902  
903 (a) Purpose

904  
905 Review nominations and select recipients for University Honorary Degrees according to the  
906 following procedures:  
907

- 908 1 Nominations are to be sought from the entire University Community. Nominations  
909 are to be made confidentially and are to remain confidential throughout the selection  
910 process.  
911
- 912 2 No more than two honorary degrees may be conferred annually. The committee  
913 should feel no pressure to select an honoree in any given year if it does not receive any  
914 nominations it deems worthy of this type of honor.  
915
- 916 3 The honoree must be living at the time of selection and will receive the honor at the  
917 spring commencement. If an honoree dies during the interim between selection and the  
918 spring commencement awards ceremony, then the award will be presented

- 919 posthumously.  
920  
921 4 Current members of the MSU staff, faculty, administration, and Board of Governors, as  
922 well as elected officials while holding elected office, are not eligible.  
923  
924 5 Financial considerations should not be involved in the selection process. Faculty Senate  
925 Action 36-00/01 makes it clear that the purpose of this honor is to “recognize  
926 extraordinary achievement of distinguished citizens,” not to reward financial support for  
927 the University.  
928  
929 6 The individual honored should have a strong tie to this community, state, or region.  
930 Although individuals with nationwide and worldwide recognition should not be  
931 excluded, preference should be given to distinguished candidates who have not been  
932 widely recognized and honored.  
933  
934 7 Four types of honorary doctorates may be bestowed: the Doctor of Humane Letters  
935 (L.H.D.), given to persons who have distinguished themselves in the humanities; the  
936 Doctor of Letters (Litt.D.), given to scholars in particular disciplines; the Doctor of  
937 Public Affairs (A.P.D.), given to persons distinguished in general service to the public, to  
938 learning and to humankind; and the Doctor of Science (Sc.D.), given to persons who  
939 have made distinguished contributions to sciences.  
940  
941 8 The Committee on Honorary Degrees will review nominations and complete its  
942 deliberations by November 15, when it will then present its recommendation, if any, to  
943 the Faculty Senate for its December session. Upon approval of the Senate, the  
944 recommendation will be forwarded to the President and to the Board of Governors.

945  
946 (b) Membership  
947

948 Committee on Honorary Degrees shall consist of six (6) faculty members, one from each  
949 academic college appointed by the chair of the Faculty Senate; the dean of the Graduate  
950 College or an appointed representative; the Provost or an appointed representative; and one  
951 student selected from either the Honors College or the Graduate College.  
952

953 C Ad Hoc Committees  
954

955 To carry on the work of the Faculty Senate, *ad hoc* committees may be organized from time to time on the  
956 initiative of the chair of the Faculty Senate or as directed by the Faculty Senate.  
957

958 (1) Purpose  
959

960 Upon activation of a specific committee, the chair of the Faculty Senate shall prepare a specific charge  
961 for the committee and include the form and timing of the response requested.  
962

963 (2) Membership  
964

965 Appointed by the chair of the Faculty Senate.

966  
967 **D Committee Responsibilities**

968  
969 Committees of the Faculty Senate shall be responsive to the will of the Senate. Committees shall  
970 discharge responsibilities assigned in standing charges as designated in the Faculty Bylaws or in special  
971 charges designated by the Faculty Senate or its Executive Committee. Faculty Senate committees may  
972 initiate special charges or action only with the approval of the Executive Committee of the Faculty Senate.

973  
974 The chair of each Faculty Senate committee shall report directly to the chair of the Faculty Senate, and  
975 normally the chair of the Faculty Senate committee shall present a committee report when it is on the  
976 agenda for a session of the Faculty Senate.

977  
978  
979 **ART II COLLEGE COUNCILS**

980  
981 **SEC 1 Establishment of Councils**

982  
983 As an integral part of Faculty Senate structure, each discipline-based undergraduate college faculty within the  
984 university shall organize a college council.

985  
986 **SEC 2 Purpose of Councils**

987  
988 The primary purpose of each discipline-based undergraduate college council is to act upon curricular matters  
989 that are referred to it by departments/schools within the college.

990  
991 **SEC 3 Powers of Councils**

992  
993 Each discipline-based undergraduate college council is empowered to approve a departmental/school proposal,  
994 reject and return a proposal to the originating department/school, or amend and approve the proposal.

995  
996 **SEC 4 Membership of Councils**

997  
998 **A** A discipline-based undergraduate college council shall consist of one member from each academic  
999 department/school of the college, and one student representative, majoring in a discipline in that college.\*  
1000 The academic dean of the college shall be an *ex officio* member of the council without vote.

1001  
1002 \* For purposes of this section only, any student working toward a Bachelor of Science in Education  
1003 degree may be considered a major in Education.

1004  
1005 **B** Each college council member shall serve for a term of two years and may be reelected for one immediately  
1006 succeeding term but shall not then be eligible for reelection until after the lapse of an intervening year.  
1007 Department heads and school directors are not eligible for election except in the case where a department  
1008 head or school director is the only member of a department/school.

1009  
1010 **SEC 5 Election of Members to Councils**

- 1011  
1012 A On the same date as the election of departmental/school representatives to the Faculty Senate, the ranked  
1013 faculty in each academic department/school within each discipline-based undergraduate college shall elect,  
1014 by and from the ranked faculty in that department/school, a college council representative. The  
1015 department head/school director will prepare a ballot of all eligible ranked faculty within the  
1016 department/school and conduct the election. Voting shall be by secret ballot and each voting faculty  
1017 member shall vote for one member within the department/school. The department head or school  
1018 director shall, in writing, notify the academic dean of the college and the Secretary of the Faculty of the  
1019 outcome of the election.  
1020  
1021 B An undergraduate student representative shall be selected by the student government association to be a  
1022 member of each discipline-based undergraduate college council for a one-year term. A graduate student  
1023 representative shall be selected by the graduate student council to be a member of the graduate council for  
1024 a one-year term.  
1025  
1026 D Vacancy  
1027  
1028 (1) If the duly-elected departmental/school/committee unit representative on a council is subsequently  
1029 elected as chair or chair-elect of the Faculty Senate, the department/school/faculty committee unit to  
1030 which the chair or chair-elect belongs shall elect a new member to the affected council for a one-year  
1031 term.  
1032  
1033 (2) If for any reason a permanent vacancy (one semester or more) occurs on a council, its chair shall  
1034 immediately notify the appropriate administrator for the department/school/faculty committee unit  
1035 without representation which shall elect a replacement by the election process provided above. If the  
1036 vacancy is a student position, the replacement will be selected as provided above.  
1037  
1038 (3) A council member who serves during a leave or an unexpired term shall be considered as having served  
1039 an elected term for the purpose of eligibility for reelection.  
1040  
1041 E Newly-elected council members shall take office at the first session following their elections.  
1042

## 1043 **SEC 6 Election of Council Chair**

1044

- 1045 A Within seven (7) school days after the annual election of council members, each college council shall meet  
1046 to elect a chair. The appropriate academic dean shall call the session and preside until the voting members  
1047 have elected a chair from among the ranked faculty of each respective council, who shall serve a one-year  
1048 term, and may be reelected for one immediately succeeding term but shall not then be eligible for  
1049 reelection until after the lapse of an intervening year.  
1050  
1051 B In case a vacancy occurs in the office of chair of a council, the appropriate dean shall call for the election of  
1052 a new chair at the next council session.  
1053

## 1054 **SEC 7 Duties of Council Chair**

1055

- 1056 A The chair of a council shall preside at all sessions of the council and shall supervise the functioning of the

1057 council.

1058

1059 B The minutes of each council session shall be recorded and distributed by the secretary in the office of the  
1060 appropriate dean.

1061

1062 C At the first council meeting of the academic year, the chairperson shall provide a copy of the council's  
1063 current rules to each council member.

1064

1065 D After the council's last meeting of an academic year, but before the end of the spring semester, the  
1066 chairperson shall provide a copy of the council's current rules (whether amended or not) to the Secretary  
1067 of the Faculty.

1068

1069 **SEC 8 Sessions of Councils**

1070

1071 A In addition to the organizational session, each council shall meet during the first or second month of the  
1072 fall semester and as necessary shall thereafter meet at the call of its chair at a time and place determined by  
1073 the chair.

1074

1075 B The time, the date, and the place of all sessions of each council shall be announced on the Faculty Senate  
1076 web site a minimum of one week prior to the session. Announcements of all sessions shall be made  
1077 through the Faculty Senate office. The chairs of the councils shall forward to the Faculty Senate office a  
1078 request for publication of the announcements.

1079

1080 C The chair of each council shall direct the distribution of the agenda together with all proposals for council  
1081 action in writing to each council member, to all department heads/school directors of the university, and  
1082 to all academic deans of the university and will ensure that they are received at least five (5) school days  
1083 before each council session. Proposals for council action which have not been previously distributed as  
1084 agenda may be considered at council sessions with an approving vote of two-thirds of the entire council  
1085 membership.

1086

1087 D The chair of each council shall submit the agenda of all council sessions to the chair of the Faculty Senate at  
1088 least five (5) school days before the council session.

1089

1090 E The chair of each council shall place a copy of the minutes of each session of that council in a permanent  
1091 file in the Faculty Senate office within one week after the council session. The minutes of each college  
1092 council session shall be available to all interested parties.

1093

1094 F Any member of a council may receive a roll call or ballot vote on any matter by so requesting.

1095

1096 G Any non-member attending a session of a council may speak with the consent of the chair of the group  
1097 involved. These persons shall have no vote.

1098

1099 H In case of the necessary absence of an elected representative from a council session, the absent member may  
1100 choose a member of the respective department/school/faculty committee unit to serve. In case of the  
1101 necessary absence of a student representative from a graduate council session, the president of the graduate  
1102 student council may appoint a substitute from the graduate student council. Both faculty and student

1103 substitutions shall be cleared with the chair of the appropriate council prior to the applicable session.  
1104 Each substitute shall have a vote.

1105

1106 **SEC 9 Actions of Councils**

1107

1108 A A Council shall approve a curricular proposal, reject and return a proposal to the department/  
1109 school/faculty committee unit that submitted it, or amend and approve the proposal. A proposal may be  
1110 withdrawn from consideration without motion or vote by the originating unit(s) upon specific request to  
1111 the council chair before final action of the council.

1112

1113 B Proposed general education courses with the GEP prefix shall be sent to the Committee on General  
1114 Education and Intercollegiate Programs.

1115

1116 C Proposed graduate courses (500, 600, 700 level) or programs shall be sent to the graduate council.

1117

1118 D All matters approved by a council, amended or not amended, shall be forwarded to the Secretary of the  
1119 Faculty for information and for disposition as hereinafter stipulated.

1120

1121 **SEC 10 Challenge and Veto of Council Actions**

1122

1123 A Right of Challenge

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1125 Each college faculty shall have the inherent right to challenge any action of its own college council. The  
1126 graduate faculty shall have the inherent right to challenge any action of the graduate council. Such faculty  
1127 challenge must be made within ten (10) calendar days following distribution of the action to the faculty.

1128

1129 B Form of Challenge

1130

1131 A college faculty challenge of its own council action or a graduate faculty challenge of a graduate council  
1132 action may be made by no fewer than ten percent (10%) of the ranked faculty from that college or the  
1133 Graduate College. Said challenge shall be made in writing and copies submitted to the chair of their  
1134 college or graduate council, chair of the Faculty Senate and the Secretary of the Faculty.

1135

1136 The chair of the college or graduate council shall send a copy of such challenge to each ranked member of  
1137 the college or graduate faculty. No sooner than three (3) school days, but no later than six (6) school days  
1138 after copies of the challenge have been distributed to the faculty, the chair of the council shall call a session  
1139 of the faculty for the discussion of the challenge. The dean of the college or his or her designate shall  
1140 preside at this session. The secretary to the dean shall attend this session and record arguments for and  
1141 against the challenge. No later than five (5) school days after the session, the secretary shall distribute to  
1142 all ranked faculty members ballots for voting on the challenge. A summary of arguments for and against  
1143 the challenge shall be prepared by the council chair and shall be sent with the ballots.

1144

1145 C Disposition of Challenge

1146

1147 An affirmative vote to support the challenge, equal to a majority of the votes cast by the ranked faculty of  
1148 the college or by the graduate faculty, shall constitute a veto of the challenged council action.

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**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.

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**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.

**SEC 3 Responsibilities of the Professional Education Committee**

- 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.)



1244  
1245 All faculty serving on PEC must meet all National Council for Accreditation of Teacher Education (NCATE) and  
1246 Department of Elementary and Secondary Education (DESE) accreditation standards regarding members of the  
1247 Professional Education Unit. These standards include being actively involved in teacher education and having a  
1248 five-year plan on file with the head/director of the department/school, in which the faculty member has an  
1249 appointment, and the Head of the PEU. This five-year plan must detail the faculty member's direct and periodic  
1250 involvement with the public schools.

1251  
1252 B 1 The PEC shall include at least one PEU faculty member from each department/school/unit with one or more  
1253 education programs as well as Greenwood Laboratory School. Two additional members shall be selected  
1254 from each department/school/unit having four or more undergraduate education programs. If a  
1255 department/school has three or fewer PEU faculty members, then its head/director may serve as an *ex officio*  
1256 PEC member without vote.

1257  
1258 2 Members from the faculty shall be elected for a two-year term and shall be eligible to serve two consecutive  
1259 terms but following the second term shall not be eligible to serve until after the lapse of an intervening year.  
1260 Exception to this rule: A person elected chair-elect during the fourth consecutive year as a PEC member may  
1261 serve a fifth year as chair-elect and a sixth year as chair. Upon completion of a term as chair, that person will  
1262 not be eligible to serve on the PEC until after the lapse of an intervening year. A second exception shall be  
1263 those departments/schools in which only one or two faculty meet PEC membership requirements. These  
1264 faculty may be reelected without limit.

1265  
1266 C One full-time school teacher from the community and one full-time school administrator from the community  
1267 shall be elected to the PEC by the PEC and shall be eligible to serve two consecutive terms of two years each, but  
1268 following the second term shall not be eligible to serve until after the lapse of an intervening year. These  
1269 members shall be full voting members except they shall be excluded from all discussions and decisions regarding  
1270 personnel matters.

1271  
1272 D Membership shall also include two Missouri State University undergraduate students (one voting and one  
1273 non-voting member) and two Missouri State University graduate students (one voting and one non-voting  
1274 member). Student members shall serve a term of two years. Voting privileges are granted the second year of  
1275 service. They shall be excluded from all discussions and decisions regarding personnel matters.

1276  
1277 E The Head of the PEU shall be an *ex officio* member to the Professional Education Committee without voting  
1278 privileges. The administrator responsible for DESE and NCATE accreditation process shall also serve as *ex officio*  
1279 member to the PEC without voting privileges.

1280  
1281 **SEC 5 Election of Members to Professional Education Committee**  
1282

1283 A Each department/school/unit that offers a professional education program shall elect one representative who is a  
1284 member of the PEU as the departmental representative and forward the name to the chair of the PEC and the  
1285 chair of the Faculty Senate by April 1. Each department/school/unit having four or more undergraduate  
1286 education programs shall elect two additional members and forward the name to the chair of the PEC and the  
1287 chair of the Faculty Senate by April 1.

1288  
1289 B The president of the Student Government Association shall select one full-time undergraduate student who has  
1290 been admitted into a professional education program at Missouri State University to serve a two-year term.

1291  
1292 C The president of the Graduate Student Council shall select one full-time graduate student who has been admitted  
1293 into a professional education program at Missouri State University to serve a two-year term.

- 1294  
1295 D The PEU members shall nominate at least one full-time school teacher from the community and one full-time  
1296 school administrator from the community to the PEC by April 1. The representative shall be elected to a  
1297 two-year term by the PEC at the organizational session in May.  
1298  
1299 E If for any reason a permanent vacancy (one semester or more) occurs on the PEC, the chair will immediately  
1300 request the election of a replacement according to the election process indicated in this section. The person who  
1301 fills that vacancy shall be considered as having served an elected term for the purposes of eligibility for reelection.  
1302

1303 **SEC 6 Election of Chair-elect - Professional Education Committee**  
1304

- 1305 A Only current PEC members or individuals who have been PEC members within the past three years shall be  
1306 eligible candidates for the position of chair-elect.  
1307  
1308 B No later than March 7<sup>th</sup> the PEC Executive Committee shall convene to nominate two candidates for chair-elect  
1309 for the PEC. Nominees for the position of chair-elect must be tenured and familiar with national accreditation  
1310 standards, state certification requirements, and university governance. The nominees will be presented to the  
1311 PEC no later than the March session.  
1312  
1313 C Members of the PEC shall have the opportunity to nominate additional eligible candidates at the March session or  
1314 by submitting nominations, with an appropriate second, to the Chair of the PEC no later than April 1.  
1315  
1316 D At the April session of the PEC, members shall vote by secret ballot on the nominees for chair-elect of the PEC.  
1317  
1318 E The Chair of the Faculty Senate shall call the organizational session of the newly elected PEC in May.  
1319  
1320 F At that session, the chair-elect from the previous year shall assume duties as the chair of the newly elected PEC  
1321 and the newly elected chair-elect shall assume duties as chair-elect.  
1322  
1323 G In case a vacancy occurs in the office of chair, the chair-elect shall become chair.  
1324  
1325 H In case a vacancy occurs in the office of chair-elect, the Professional Education Committee shall elect a new  
1326 chair-elect at its next session. Notification of the pending election shall be made as part of the agenda for the  
1327 session.  
1328

1329 **SEC 7 Duties of Officers - Professional Education Committee**  
1330

- 1331 A The chair of the PEC shall preside at all meetings of the PEC; shall supervise the functioning of the PEC and its  
1332 established committees; shall prepare an agenda for each meeting of the PEC; shall appoint members of the  
1333 standing or *ad hoc* committees with the advice of the Executive Committee; shall serve as a delegate to Faculty  
1334 Senate; shall serve as an *ex officio* member of the Graduate Council Curriculum Screening Committee and attend  
1335 the Academic Leadership Council (ALC) meetings without voting privileges (These meetings are for informational  
1336 sharing, oversight and when needed policy making of professional education items across colleges); shall consider  
1337 and in some manner address any suggestions, or other matters directed to the PEC by any member or group of the  
1338 faculty or students, and consult with the Head of the PEU to ensure all accreditation matters are dealt with in an  
1339 appropriate manner.  
1340  
1341 B The chair-elect of the PEC shall preside at sessions of the PEC in the absence of the chair; shall assist in  
1342 supervision of the working of the PEC in such manner as directed by the PEC or the chair; shall serve on the  
1343 Executive Committee; and shall serve as an *ex officio* member of all other standing and *ad hoc* committees of the

1344 PEC without voting privileges.

1345

1346 C The immediate past chair is a voting member of the Executive Committee. The immediate past chair shall review  
1347 current bylaws and the PEU membership process to ensure continuity and updating.

1348

1349 D The Head of the PEU, or a designee, shall attend all sessions of the PEC as well as the sessions of the Missouri  
1350 Advisory Council for Certification of Education (MACCE); remain familiar with state and national accreditation  
1351 requirements; maintain all documents needed for NCATE/DESE visitations; and prepare the yearly reports  
1352 required from the unit to accrediting agencies. The Head of the PEU is a resource person for the Executive  
1353 Committee and the PEC. The Head of the PEU shall provide for the recording and distribution of the minutes  
1354 for all sessions of the PEC.

1355

1356 E The director of Secondary Education, or a designee, shall attend all meetings of the PEC and PEC Executive  
1357 Committee. The director of Secondary Education facilitates the effective operation of the Bachelor of Science in  
1358 Education (BSED) and the Master of Science in Secondary Education (MSED) Oversight Committees or other  
1359 governance committee structures focusing on K-12 and secondary programs by planning and facilitating meetings  
1360 and overseeing the appointment of new members and chairs of both the BSED and MSED committees as  
1361 prescribed by the Bylaws of the Professional Education Committee (PEC). The director is a resource person for  
1362 the PEC and PEC Executive Committee and shall serve as a non-voting ex officio member.

1363

#### 1364 **SEC 8 Sessions of Professional Education Committee**

1365

1366 A The time, date, and place of all regular sessions of the PEC shall be established and distributed by the Faculty  
1367 Senate office.

1368

1369 B The PEC chair shall call any additional sessions. The PEC members shall be notified by e-mail and the session  
1370 shall be announced on the Professional Education web page a minimum of five working days prior to the session.

1371

1372 C The chair of the PEC shall direct the distribution of the agenda, together with copies of all proposals for PEC  
1373 action, to each PEC member at least five working days before each PEC session. A copy of the agenda and all  
1374 proposals shall be placed in the PEC office, on the PEC website, and, with the exception of personnel matters, be  
1375 made available to any interested party. Proposals for PEC action which have not been previously distributed as  
1376 agenda items may be considered at PEC sessions with an approving vote of two-thirds of the committee  
1377 membership present.

1378

1379 D The agenda of all PEC sessions shall be submitted to the chair of the Faculty Senate at least five working days  
1380 before the PEC session. The agendas shall be made available to all interested parties.

1381

1382 E A copy of the approved minutes of each session of the PEC shall be placed in the Faculty Senate office. The  
1383 minutes of each PEC session shall be available to all interested parties.

1384

#### 1385 **SEC 9 Actions of the Professional Education Committee**

1386

1387 A The PEC shall approve a curricular proposal, reject and return a curricular proposal to the originating body, or  
1388 amend and approve the curricular proposal. A curricular proposal shall be withdrawn from consideration before  
1389 final action of the PEC upon specific request to the PEC chair by the PEC representative of the originating body  
1390 without motion or vote. All matters approved by the PEC, amended or not amended, shall be forwarded to the  
1391 Secretary of the Faculty for disposition as outlined in Article VI of the *Bylaws*. All graduate matters approved by  
1392 the PEC, amended or not amended, shall be forwarded to the Graduate Council.

1393

1394 B The PEC shall be responsible for reviewing and recommending policy related to PEU faculty, PEU students, and  
1395 PEU programs for purposes of maintaining compliance with state and national accreditation guidelines.  
1396

1397 **SEC 10 Appeal and Veto of Professional Education Committee Actions**  
1398

1399 Each PEU member shall have the right at all times to appeal any action of the PEC. Such procedure is identical to  
1400 that set forth for the appeal of any council or committee action in the *Constitution and Bylaws of the Faculty*: Article II,  
1401 Section 11, A, B, C.  
1402

1403 **SEC 11 Committees of the Professional Education Committee**  
1404

1405 A Faculty appointed to PEC committees shall be members of the PEU.  
1406

1407 B The following standing committees will be established and the duties of each are as follows:  
1408

- 1409 1 The Executive Committee: shall provide the chair with advice regarding session agendas, rules, and  
1410 accreditation. The Executive Committee shall also serve as the Nominating Committee to prepare a slate of  
1411 candidates for the office of chair-elect. The membership shall consist of the chair, the chair-elect, and the  
1412 immediate past chair. The head of the PEU and the administrator responsible for DESE and the NCATE  
1413 accreditation process are non-voting *ex officio* members.  
1414
- 1415 2 The Committee on Program Review: shall establish a periodic review with a written report for each accredited  
1416 program in order to affirm that the programs are in compliance with current philosophies, regulations,  
1417 accreditation standards, and guidelines of accrediting agencies.  
1418
- 1419 3 The Committee on Admission, Procedures, and Retention: shall review all admission requirements and  
1420 procedures that apply to professional education programs. This committee shall also determine if university  
1421 policies pertaining to admission, retention, and graduation are appropriate and are aligned with state  
1422 certification requirements. The Director of Teacher Certification/Compliance and a representative from the  
1423 Professional Education Advisement office shall serve as non-voting *ex officio* members. The chair of the  
1424 Admissions, Procedures, and Retention Committee shall also serve as a voting member of the Committee on  
1425 Exceptions and Compliance.  
1426
- 1427 4 The Committee on Membership and Professional Development: shall review all applications for PEU  
1428 membership and recommend qualified applicants to the PEC for admittance. In addition, the committee  
1429 shall promote collaboration across colleges, departments, and programs to enhance the quality of the Unit. It  
1430 shall direct annually at least one faculty development program for PEU members.  
1431
- 1432 5 The Committee on Diversity: shall monitor the PEU Diversity Strategic Plan. On an annual basis the  
1433 committee shall evaluate and report on the alignment of PEU education programs' diversity components with  
1434 the PEU Diversity Strategic Plan. Membership on this committee shall include the University Equal  
1435 Opportunity Officer, the Director of the Multicultural Student Services Office, one representative from each  
1436 of the PEU education programs (colleges with more than one program shall appoint at least one  
1437 representative), representatives from student organizations of historically underrepresented groups, and  
1438 community members.  
1439
- 1440 6 The Committee on Exceptions and Compliance: shall review and make recommendations on any appeal  
1441 submitted by a student concerning any professional education program requirement except course  
1442 substitutions. The Exceptions and Compliance Committee shall monitor student compliance with  
1443 alternative routes for admission to teacher education and make recommendations to the PEC. The

- 1444 Exceptions and Compliance Committee shall report all exceptions granted to PEU program requirements and  
1445 all course substitutions granted on PEU programs to the PEC. The Committee on Exceptions and  
1446 Compliance shall include the chair of the Admission, Procedures, and Retention Committee; one  
1447 representative from each college; and one representative from the Educational Advising office and the  
1448 Certification and Compliance office.  
1449
- 1450 7 The Curriculum Screening Committee: shall review all curricular proposals submitted to PEC for approval  
1451 by the deadlines published in the Faculty Senate session schedule/planning calendar. The committee shall  
1452 suggest corrections or changes to the originating department/school or faculty oversight committee in order  
1453 to expedite the curriculum review process and shall make a recommendation to the PEC regarding disposition  
1454 for each proposal.  
1455
- 1456 8 The Conceptual Framework Committee: shall monitor both the PEU Conceptual Framework and PEU  
1457 Assessment Plan, and make recommendations to insure the PEU is in compliance with current philosophies,  
1458 regulations, accreditation standards, and guidelines of accrediting agencies. The committee shall facilitate the  
1459 dissemination of the shared vision of the PEU to all stakeholders, including public school partners.  
1460
- 1461 9 The BSED-Secondary Education Oversight Committee: shall monitor the common elements of the  
1462 BSED-Secondary Education program. The committee shall have responsibility for initiating program  
1463 changes within common elements of the program and reporting those recommended changes to the PEC.  
1464 Every department/school having a BSED-Secondary Education program shall select a representative from  
1465 their full-time PEU faculty. The School of Teacher Education shall select two representatives from their  
1466 full-time PEU faculty who have responsibility for core courses in the BSED-Secondary Education program.  
1467 The Director of Secondary Education, Head of the PEU or his/her designee, the Director of Certification and  
1468 Compliance, a representative from both the Education Field Experience office and the Professional  
1469 Education Advisement office shall serve as non-voting, *ex officio* members of this committee. At the March  
1470 session, the chair-elect from the previous year shall assume duties as the chair of the BSED committee and a  
1471 new chair-elect from the current committee membership shall be elected and assume duties as chair-elect.  
1472 The chair of the committee shall be a delegate to PEC.  
1473
- 1474 10 The MSED-Secondary Education Oversight Committee: shall monitor the common elements of the  
1475 MSED-Secondary Education program. The committee shall have responsibility for initiating program  
1476 changes within the common elements of the program and reporting those recommended changes to the PEC.  
1477 Every college having an emphasis area within the MSED-Secondary Education program shall select a  
1478 representative from the PEU graduate faculty. Colleges with two or more emphasis areas shall select two  
1479 representatives from their PEU graduate faculty. The School of Teacher Education shall select two  
1480 representatives from their PEU graduate faculty. The Director of Secondary Education shall serve as a  
1481 non-voting *ex officio* member. At the March session, the chair-elect from the previous year shall assume duties  
1482 as the chair of the MSED committee and a new chair-elect from the current committee membership shall be  
1483 elected and assume duties as chair-elect. The chair of the committee shall be a voting member to PEC. If  
1484 the chair of this committee is already a voting member of PE representing a department/school, then the  
1485 membership of the MSED-Secondary Oversight Committee shall select another member of that committee  
1486 to be their voting representative on PEC.  
1487
- 1488 C With the exception of the Executive Committee, the BSED Oversight Committee (as described in Article B9), and  
1489 the MSED Oversight Committee (as described in Article B10), the membership of each of these standing  
1490 committees shall consist of at least one COE faculty PEU member and at least one PEU member from outside the  
1491 COE. The chair and chair-elect must be members of the PEU. If the chair of a PEC standing committee is not  
1492 a current PEC member, he or she will become an *ex officio* member of PEC without voting privileges. Each  
1493 college not represented by the chair or chair-elect must have a PEU member from that College appointed upon

1494 consultation of the two PEC members and the Executive Committee. All voting members must be members of  
1495 the PEU. None may hold administrative appointments.

1496  
1497 D Each committee shall record the minutes of every session, make monthly reports at the PEC sessions, and submit  
1498 them to the PEC office, where they shall be made available to PEU members upon request. Committees making  
1499 recommendations that directly affect any PEU program shall consult with PEU members in that program before  
1500 bringing the recommendation to the PEC for approval.

1501  
1502 E *Ad hoc* committees may be appointed to carry out the work of the PEC. *Ad hoc* committees may be organized  
1503 from time to time on the initiative of the chair or as directed by the PEC.  
1504

## 1505 **SEC 12 Amendments of *Bylaws***

1506  
1507 Amendment of the *Bylaws* may be proposed by the Executive Committee or by any member of the PEC or the PEU.  
1508 Such proposed changes shall be submitted in writing to the Chair of the PEC 30 days prior to being voted upon. It  
1509 shall require a simple majority vote of the PEC members present to suggest a proposed amendment of the *Bylaws* to the  
1510 Rules Committee of the Faculty Senate. Proposed amendments to the *Bylaws* not presented in writing 30 days prior to  
1511 the vote shall require a two-thirds majority of the members present and voting to suggest a proposed amendment of  
1512 these *Bylaws* to the Rules Committee of the Faculty Senate. Voting shall be by secret ballot. Amendments to these  
1513 *Bylaws* may also be proposed directly to the Faculty Senate Rules Committee by the Faculty Senate Executive  
1514 Committee or by the Faculty Senate as a whole.  
1515

## 1516 1517 **ART IV COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS**

### 1518 1519 **SEC 1 Establishment of Committee on General Education and Intercollegiate Programs**

1520  
1521 As an integral part of the Faculty Senate structure, a Committee on General Education and Intercollegiate  
1522 Programs shall be established.  
1523

### 1524 **SEC 2 Purpose of Committee on General Education and Intercollegiate Programs**

1525  
1526 This Committee shall act upon all curricular proposals affecting the General Education Program as well as  
1527 courses and programs offered collaboratively by academic departments/schools in two or more colleges (i.e.,  
1528 intercollegiate programs not routed to Professional Education Committee or graduate council).  
1529

### 1530 **SEC 3 Powers of Committee on General Education and Intercollegiate Programs**

1531  
1532 This committee is empowered to approve proposals, reject and return proposals to the college council(s) that  
1533 submitted it/them, or amend and approve the proposals.  
1534

### 1535 **SEC 4 Responsibilities of Committee on General Education and Intercollegiate Programs**

1536  
1537 A Reviews and acts upon general education course proposals to ensure compliance with established general  
1538 education course criteria. Approval of a course proposal indicates its acceptance into the general  
1539 education curriculum.  
1540

- 1541 B Reviews and acts upon changes in the general education program including changes in the general  
1542 education course and program criteria. Approved changes will be forwarded to the Faculty Senate for  
1543 review and action.  
1544
- 1545 C Periodically reviews the general education program and assessment data and recommends changes in the  
1546 general education program to the Faculty Senate.  
1547
- 1548 D Oversees the relationships of the general education program with other parts of the curriculum and other  
1549 curricular structures on campus.  
1550
- 1551 E Reviews and acts on the intercollegiate proposals.  
1552

### 1553 **SEC 5 Membership of Committee on General Education and Intercollegiate Programs**

1554

1555 The Committee shall be comprised of two persons from each undergraduate college and the chair-elect of the  
1556 Faculty Senate, an *ex officio* member without vote. Members shall serve for a term of three (3) years and may  
1557 not be reelected for a succeeding term until after the lapse of an intervening year. At the first organizational  
1558 session, one (1), two (2), and three (3) year terms shall be drawn by lot, so that one-third of the committee has  
1559 each term length. Thereafter, members shall serve staggered three (3) year terms, so that one-third of the  
1560 membership shall be replaced each year. The Provost or a designate of the Provost shall be an *ex officio*  
1561 member without vote.  
1562

### 1563 **SEC 6 Election of Members to Committee on General Education and Intercollegiate Programs**

1564

- 1565 A On the same date as the election of departmental/school representatives to the Faculty Senate, the ranked  
1566 faculty in each academic department/school within each undergraduate college shall elect, by and from the  
1567 ranked faculty in that department/school, one nominee for each vacancy for service on the Committee on  
1568 General Education and Intercollegiate Programs. The department head/school director will prepare a  
1569 ballot of all eligible ranked faculty within the department/school and conduct the election. Voting shall  
1570 be by secret ballot, and each voting Faculty member shall vote for one member for each vacancy within the  
1571 department/school. The department head/school director shall, in writing, notify the academic dean of  
1572 the college and the Secretary of the Faculty of the outcome of the election.  
1573
- 1574 B At the organizational session of each of the previously named college councils, each college council shall  
1575 elect one faculty nominee per vacancy to serve on the Committee on General Education and  
1576 Intercollegiate Programs. The academic dean of the college will prepare a ballot of all departmental/  
1577 school nominees of that college. Voting shall be by secret ballot, and each voting council member shall  
1578 vote for one college faculty member per vacancy. The college faculty member receiving the most votes  
1579 shall serve as a member of the Committee on General Education and Intercollegiate Programs. The  
1580 remaining roster of departmental/school nominees shall serve as a replacement pool, should a vacancy  
1581 occur. The council chair shall, in writing, notify the Secretary of the Faculty of the outcome of the  
1582 election.  
1583

1584  
1585 C If for any reason a permanent vacancy (one semester or more) occurs among the college representatives on  
1586 the Committee on General Education and Intercollegiate Programs, the college council where the vacancy  
1587 occurred shall elect a replacement from the list of departmental/school nominees as specified above  
1588 (Section 6B).  
1589

1590 **SEC 7 Election of Officers - Committee on General Education and Intercollegiate Programs**  
1591

1592 The chair-elect of the Faculty Senate shall call the organizational session of the committee within seven  
1593 (7) school days after the Faculty Senate organizational session and preside until the membership has elected a  
1594 chair and a secretary who both shall serve one-year terms and may be reelected for one immediately succeeding  
1595 term but shall not then be eligible for reelection until after the lapse of an intervening year.  
1596

1597 **SEC 8 Duties of Officers - Committee on General Education and Intercollegiate Programs**  
1598

1599 The chair of the Committee on General Education and Intercollegiate Programs shall preside at all sessions of  
1600 the committee and shall supervise the functioning of the committee. The minutes of each committee session  
1601 will be recorded and distributed by the secretary of the committee.  
1602

1603 **SEC 9 Sessions of the Committee on General Education and Intercollegiate Programs**  
1604

1605 A In addition to the organizational session, the committee shall thereafter meet as necessary at the call of the  
1606 chair at a time and place determined by the chair.  
1607

1608 B The time, the date, and the place of all sessions of the Committee on General Education and Intercollegiate  
1609 Programs shall be announced on the Faculty Senate web site a minimum of one week prior to the session.  
1610 Announcements of all sessions shall be made through the Faculty Senate office. The chair of the  
1611 Committee on General Education and Intercollegiate Programs shall forward to the Faculty Senate office a  
1612 request for publication of the announcements.  
1613

1614 C The chair of the Committee on General Education and Intercollegiate Programs shall direct the  
1615 distribution of the agenda together with all proposals for committee action in writing to each committee  
1616 member, to all department heads/school directors of the university, special academic program heads, and  
1617 to all academic deans of the university and will ensure that they are received at least five (5) school days  
1618 before each committee session. Proposals for committee action which have not been previously  
1619 distributed as agenda may be considered at committee sessions with an approving vote of two-thirds of the  
1620 entire committee membership.  
1621

1622 D The agenda of all committee sessions shall be submitted to the chair of the Faculty Senate at least five (5)  
1623 school days before the committee session. These agenda shall be made available to all interested parties.  
1624

1625 E The chair of the Committee on General Education and Intercollegiate Programs shall place a copy of the  
1626 minutes of each session of that committee in a permanent file in the Faculty Senate office within one week  
1627 after the committee session. The minutes of each committee session shall be available to all interested  
1628 parties.  
1629



1630 F Any member of this committee may receive a roll call or ballot vote on any matter by so requesting.

1631

1632 G Any non-member attending a session of the Committee on General Education and Intercollegiate  
1633 Programs may speak with the consent of the chair.

1634

#### 1635 **SEC 10 Actions of Committee on General Education and Intercollegiate Programs**

1636

1637 The committee shall approve a curricular proposal, reject and return a proposal to the college council(s) that  
1638 submitted it/them, or amend and approve the proposal. A proposal may be withdrawn from consideration  
1639 without motion or vote by the originating units before final action of the committee upon specific request to  
1640 the committee chair. All matters approved by the committee, amended or not amended, shall be forwarded  
1641 to the Secretary of the Faculty for information and for disposition as hereinafter stipulated.

1642

#### 1643 **SEC 11 Appeal and Veto of Committee on General Education and Intercollegiate Programs Actions**

1644

1645 Each undergraduate college faculty shall have the inherent right to appeal any action of the Committee on  
1646 General Education and Intercollegiate Programs. Such procedure is identical to that set forth for appeal of  
1647 any council or committee action in *Bylaws*: Article II, Section 11, A, B, C. Since any action on such appeal  
1648 would constitute a Faculty Senate action, this action is subject to the right of challenge as set forth in the  
1649 *Bylaws*: Article I, Section 7, A, B, C, D.

1650

1651

### 1652 **ART V GRADUATE COUNCIL**

1653

#### 1654 **SEC 1 Establishment of the Graduate Council**

1655

1656 As an integral part of the Faculty Senate structure, a Graduate Council shall be established.

1657

#### 1658 **SEC 2 Purpose of the Graduate Council**

1659

1660 The primary purpose of the Graduate council is to act upon graduate level curricular matters that are referred  
1661 to it by academic departments/schools.

1662

#### 1663 **SEC 3 Powers of the Graduate Council**

1664

1665 The Graduate Council is empowered, for courses numbered 500 or higher, to approve a department/school  
1666 proposal, reject and return a proposal to the originating department/school, or amend and approve the  
1667 proposal. It must approve all members of the graduate faculty. Other responsibilities include program  
1668 planning, curricular control, and policy-making for the Graduate College.

1669

#### 1670 **SEC 4 Membership of the Graduate Council**

1671

1672 The Graduate Council shall consist of the Chair, one member of the graduate faculty of each department/  
1673 school offering one or more graduate degree programs, or in the case of an interdisciplinary program, a  
1674 representative from the sponsoring college, and a representative of the Graduate Student Council. The term  
1675 of office for members of the Graduate Council is two years. A Graduate Council member may be elected for

1676 two consecutive terms, but following the second term shall not be eligible to serve until after the lapse of an  
1677 intervening year. A person elected Chair of the Graduate Council during his or her second term as member  
1678 may serve out his or her term as chair. Upon completion of the term as chair that person shall not be eligible  
1679 to serve on the Graduate Council until after the lapse of an intervening year. Department heads are not  
1680 eligible for election except in the case where a department head is the only graduate faculty member in a  
1681 department/school. The following individuals shall be *ex officio* members of the Graduate Council without  
1682 vote: the Dean and the Associate Dean of the Graduate College, the most recent past-Chair of the Graduate  
1683 Council, the Chair of the Faculty Senate, a representative from Meyer Library, and a representative from  
1684 Records and Registration.

1685

#### 1686 **SEC 5 Chair of the Graduate Council**

1687

1688 The Chair of the Graduate Council must be a member of the graduate faculty and Graduate Council at the  
1689 time of election. The Chair of the Graduate Council is elected by a majority vote of the members present at  
1690 an organizational session of the newly-elected Graduate Council held in May. The Dean of the Graduate  
1691 College (or designee) shall preside at this organizational session until a new chair is elected. The Chair of the  
1692 Graduate Council shall serve for a term of one year and may be elected for a second consecutive one-year term.  
1693 After serving two consecutive one-year terms, the Chair shall not then be eligible for reelection as Chair until  
1694 after a lapse of an intervening year. Once the Chair is chosen, he/she becomes a non-voting member of the  
1695 Graduate Council (except in the case of a tie), and therefore, the department/school he/she represents shall  
1696 elect a new representative to the Graduate Council who will serve as that department/school's representative  
1697 for the duration of the Chair's term.

1698

#### 1699 **SEC 6 Sessions of the Graduate Council**

1700

- 1701 A The regular monthly session of the Graduate Council shall be held on a date set by the Faculty Senate  
1702 office, usually the second Wednesday of the month. The Chair of the Graduate Council shall preside over  
1703 sessions of the Graduate Council. In the absence of the Chair, the Chair of the Curriculum Screening  
1704 Committee shall preside.
- 1705
- 1706 B Special sessions may be called by the Chair of the Graduate Council or by the Chair upon request of any  
1707 member of the Graduate Council for the transaction of only such business as stated in the call for the  
1708 session. Announcement of special sessions shall be placed on the Faculty Senate web-site a minimum of  
1709 one day prior to the special session.
- 1710
- 1711 C All sessions of the Graduate Council and its standing committees shall be open to the public. The latest  
1712 edition of *Robert's Rules of Order* shall govern participation at sessions of the Graduate Council.  
1713 Sessions of the Executive Committee of the Graduate Council shall be restricted to the members of the  
1714 Executive Committee and guests invited by the Chair of the Graduate Council.
- 1715
- 1716 D An agenda of the matters to come before the Graduate Council shall be sent to each member of the  
1717 graduate faculty in advance of the session. Any member of the graduate faculty may suggest items to be  
1718 placed on the agenda, but the final arrangement of the agenda shall be left to the discretion of the Chair of  
1719 the Graduate Council. Members of the graduate faculty desiring matters to appear on the agenda should  
1720 submit them to the office of the Dean of the Graduate College at least two weeks before the Graduate  
1721 Council session. Each agenda must contain the signature of the Chair of the Graduate Council indicating

1722 that the preparation of the agenda has conformed to the provisions outlined in this section.  
1723

- 1724 E Minutes for sessions of the Graduate Council shall be produced and distributed. They shall consist of a  
1725 detailed record of actions taken by the council, including (1) the full text of all motions, (2) who made the  
1726 motions, (3) who seconded the motions, and (4) the disposition of the motions. Minutes must be signed  
1727 by the Chair of the Graduate Council before distribution to all members of the graduate faculty, all college  
1728 deans, associate and assistant deans, and all department/school heads.  
1729

## 1730 SEC 7 Committees of the Graduate Council

1731

- 1732 A Four standing committees of the Graduate Council shall be appointed annually by the Chair of the  
1733 Graduate Council in consultation with the Dean and Associate Dean of the Graduate College. The  
1734 Graduate Council Chair is an *ex officio* member of all committees, without a vote. The committees and  
1735 duties of each are as follows:  
1736
- 1737 (1) Graduate Faculty Membership Committee. The Graduate Faculty Membership Committee is  
1738 responsible for : (a) reviewing all applications for graduate faculty status and making recommen-  
1739 dations for admission to the Graduate Faculty; (b) reviewing all policies and procedures related to  
1740 graduate faculty status; (c) soliciting, reviewing, and approving all program-specific standards for  
1741 graduate faculty status; (d) communicating to appropriate programs all relevant policies of the  
1742 Graduate Council regarding qualifications for admission to the graduate faculty; and (e) making a  
1743 recommendation to the Graduate Council concerning the criteria for graduate faculty status and the  
1744 appropriateness of the faculty when the Council is considering a new graduate program.  
1745
  - 1746 (2) Graduate Scholarships Committee. The Graduate Scholarships Committee is responsible for  
1747 (a) administering the Basil and Joann Boritzki Scholarship; (b) recommending to the Graduate Dean  
1748 a nominee for the Midwest Association of Graduate Schools Thesis Award; (c) selecting graduate  
1749 student nominees for *Who's Who*; and (d) working with the Dean's office to develop, administer,  
1750 and expand scholarship and award opportunities of all kinds for graduate students.  
1751
  - 1752 (3) Graduate Curriculum Screening Committee. The Graduate Curriculum Screening Committee is  
1753 responsible for screening and reviewing all graduate level (500 and above) curricular proposals and  
1754 making a recommendation regarding their disposition to the Graduate Council. The Graduate  
1755 Curriculum Screening Committee shall require that all programs affected by a particular graduate  
1756 level curricular action be appropriately consulted. In addition to the appointed members of the  
1757 Graduate Council, the Graduate Curriculum Screening Committee includes *ex officio* members who  
1758 represent Meyer Library, Records and Registration, and the Professional Education Committee.  
1759
  - 1760 (4) Graduate Council Grievance Committee. The Graduate Council Grievance Committee is  
1761 responsible for reviewing any grievance other than for a curricular matter brought to the council by  
1762 (a) a graduate student, (b) the Executive Committee of the Graduate Council, (c) the Graduate  
1763 Council itself, (d) any member of the graduate faculty, or (e) the office of the Graduate Dean. The  
1764 Grievance Committee makes a recommendation for action to the Graduate Council or the Graduate  
1765 Dean. This includes appeals to decisions made by the Graduate College Dean regarding the  
1766 eight-year rule for completion of a graduate degree. The Graduate Council Grievance Committee  
1767 also hears and acts upon all appeals to decisions made by the Graduate Council Membership

1768 Committee and informs all involved parties of its decision. A decision of the Graduate Council  
1769 Grievance Committee regarding an appeal to a membership action is binding on the Council.  
1770

1771 B The Executive Committee of the Graduate Council shall consist of the Chair of the Graduate Council, the  
1772 Chairs from each of the standing committees of the Graduate Council, and one other member of the  
1773 Graduate Council appointed at-large by the Chair of the Graduate Council; the Dean and Associate Dean  
1774 of the Graduate College, the Chair of the Faculty Senate, and the most recent past-Chair of the Graduate  
1775 Council, shall be *ex officio* members without votes. The Executive Committee of the Graduate Council  
1776 shall meet the week prior to the regularly-scheduled sessions of the Graduate Council. The Executive  
1777 Committee shall: (1) advise the Chair of the Graduate Council in preparing the agendas for sessions of the  
1778 Graduate Council; (2) assist in supervising the work of the Graduate Council in such manner as directed by  
1779 the Graduate Council or by the Chair of the Graduate Council; (3) discuss issues related to program  
1780 planning, curricular control, and policy-making for the Graduate College; (4) consider all issues related to  
1781 graduate education at Missouri State University not delegated to the standing committees of the Graduate  
1782 Council; and (5) recommend specific actions to be debated by the Graduate Council.  
1783

1784 C The Chair of the Graduate Council may appoint ad hoc committees for the study and investigation of  
1785 special problems. These committees will serve until the completion of the work for which they were  
1786 appointed.  
1787

1788 D All committees are to make reports to the Graduate Council and act only on the Graduate Council's  
1789 instruction.  
1790

## 1791 **SEC 8 Amendments of *Bylaws***

1792  
1793 These *Bylaws* may be amended by a three-fourths (3/4) vote of the Graduate Council after the amendment has  
1794 been considered for two (2) sessions, providing the amendment was stated in the call for the session.  
1795 Amendments shall take effect after review by the Rules Committee of the Faculty Senate and approval by the  
1796 Faculty Senate.  
1797

1798

## 1799 **ART VI CURRICULAR PROCESS**

1800

### 1801 **SEC 1 Responsibility for Curricular Matters**

1802

1803 The responsibility for dealing with curricular matters is assigned to the faculty of the university by the Board  
1804 of Governors. Faculty action in curricular matters is subject to approval and implementation by the president  
1805 of the university and, where necessary, to approval by the Board of Governors.  
1806

### 1807 **SEC 2 Definitions and Structures in Curricular Process**

1808

1809 A For the purpose of this document curricular proposals are defined as:

1810

1811 (1) New major or minor degree programs

1812 (2) New options within an existing degree program

- 1813 (3) New courses  
1814 (4) Substantive change in any of the above

1815  
1816 B Curricular matters shall be acted upon by the following bodies including such internal structures of each  
1817 named body as may be established for dealing with their specific curricular matters:

- 1818  
1819 (1) Academic departments/schools or special academic programs  
1820 (2) College councils  
1821 (3) Graduate council  
1822 (4) Professional Education Committee  
1823 (5) Committee on General Education and Intercollegiate Programs  
1824 (6) Secretary of the Faculty  
1825 (7) Executive Committee of the Faculty Senate  
1826 (8) Faculty Senate  
1827 (9) University administration

1828

1829 **SEC 3 Responsibility of Academic Departments/Schools**

1830

1831 A Each academic department/school or special academic program shall have autonomy in originating and  
1832 perfecting; or in considering, altering, adopting, or deleting courses and programs of study as part of the  
1833 curriculum in its discipline when such courses or programs are referred to the department/school.

1834

1835 B After being perfected by the department/school or special academic program, the department head/school  
1836 director or the chair of a special academic program shall forward proposals in this manner:

1837

1838 (1) Course and program proposals for BS and MS in Education and Educational Specialist Degrees to  
1839 the chair, Professional Education Committee.

1840

1841 (2) Courses and program proposals for general education, special academic programs, and other  
1842 multi-college courses and programs to the chair, Committee on General Education and  
1843 Intercollegiate Programs.

1844

1845 (3) Course proposals (500, 600, and 700 level) and graduate degree program proposals to the chair,  
1846 Graduate Council.

1847

1848 (4) All other course and program proposals, including one-time-only, experimental, and intersession  
1849 proposals, to the chair, college council of the college in which the department/school serves. Chairs  
1850 of special academic programs shall forward proposals of this kind to the Committee on General  
1851 Education and Intercollegiate Programs.

1852

1853 **SEC 4 Responsibility of College Councils**

1854

1855 A Shall receive, deliberate on, and expedite curricular proposals from the academic departments/schools  
1856 within a college.

1857

1858 B Shall approve a departmental/school proposal, reject and return a proposal to the originating depart-  
1859 ment/school, or amend and approve the proposal. A curricular proposal which has been amended may  
1860 be tabled or withdrawn by motion of the representative of the department/school in which the proposal  
1861 originated, without second or vote.

1862

1863 C All matters approved by a college council, amended or not amended, shall be forwarded to the Secretary of  
1864 the Faculty for disposition as hereinafter stipulated.

1865

1866 **SEC 5 Responsibility of Graduate Council, Professional Education Committee, and Committee on**  
1867 **General Education and Intercollegiate Programs**

1868

1869 A Shall receive, deliberate on, and expedite curricular proposals from academic departments/schools or  
1870 special academic programs in the university.

1871

1872 B Shall approve a proposal, reject and return a proposal to the originating department/school or special  
1873 academic program, or amend and approve the proposal. A curricular proposal shall be withdrawn from  
1874 consideration before final action of the council or committee, upon specific request to the council or  
1875 committee chair by the originating department/school, without motion or vote.

1876

1877 C All matters approved by the graduate council, Professional Education Committee, and Committee on  
1878 General Education and Intercollegiate Programs, amended or not amended, shall be forwarded to the  
1879 Secretary of the Faculty for disposition as hereinafter stipulated.

1880

1881 **SEC 6 Responsibility of Secretary of the Faculty**

1882

1883 A Shall receive approved curricular proposals from college councils, graduate council, Professional Education  
1884 Committee, Committee on General Education and Intercollegiate Programs, and the Faculty Senate.

1885

1886 B The approved curricular proposals shall be distributed to all college deans and department heads/school  
1887 directors.

1888

1889 C Approved curricular proposals shall be forwarded to the Provost after lapse of the appeals period.

1890

1891 **SEC 7 Responsibility of Executive Committee of Faculty Senate**

1892

1893 The Executive Committee of the Faculty Senate shall have authority to recommend to departments/schools or  
1894 special academic programs, to college councils, to the graduate council, to the Professional Education  
1895 Committee, to the Committee on General Education and Intercollegiate Programs or to the Faculty Senate,  
1896 new curricular programs or alterations (including deletion or addition) to existing courses or programs.

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**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

1944 relevant academic unit would be the faculty committee charged with overseeing the program, major, minor,  
1945 option, or certificate in question. Such formal sponsorship by the relevant academic unit must be obtained  
1946 before the proposed substantive change can be formally considered by any higher level of the faculty  
1947 governance structure (College Council, Graduate Council, CGEIP, PEC, Faculty Senate).  
1948

1949 Under no circumstance should a proposal for a new academic degree program, major, minor, option, or  
1950 certificate, or a proposal for a substantive change to an existing academic degree program, major, minor,  
1951 option, or certificate formally originate from one of the academic college councils, the Graduate Council,  
1952 CGEIP, the PEC, or any other higher-level body within the faculty governance structure. Likewise, under no  
1953 circumstances should a proposal for a new academic degree program, major, minor, option, or certificate, or a  
1954 proposal for a substantive change to an existing academic degree program, major, minor, option, or certificate  
1955 formally originate from the administration of one of the academic colleges, the Graduate College, or any other  
1956 unit of the administration. Ideas for new curriculum or substantive changes to existing curriculum are always  
1957 welcome, regardless of where they originate, but such ideas should be communicated to the relevant groups of  
1958 faculty members as efficiently as possible so that the process of developing or revising the curriculum in  
1959 question can formally begin at the lowest level of the faculty governance structure.  
1960

#### 1961 **SEC 11 Approval Process for Individual Sections of Variable Content Courses and Special Topics Courses**

1962

- 1963 A New sections of existing variable content courses and special topics courses, whether taught during a  
1964 regular semester or during an intersession, may be offered the first time with the approval of the  
1965 department head and the college dean and may be offered a second time without additional approval.  
1966
- 1967 B Before a specific section (topic) of an existing variable content course or special topics course may be  
1968 offered for the third time, it must be proposed and approved by means of the procedures outlined in  
1969 Sections 3 through 10 of the Article, as a “regular” section of that course just as if it were a new stand-alone  
1970 course.  
1971
- 1972 C The procedures outlined in the Section do not apply to courses designed to provide one-on-one instruction  
1973 or supervision of individual students (practicum, internship, research, independent study, etc.).  
1974
- 1975 D The procedures outlined in the Section do not apply to sections of GEP 397, for which a separate approval  
1976 process is already established.  
1977

#### 1978 **SEC 12 Approval Process for Courses Taught During an Intersession or Other Compressed-Time Format**

1979

- 1980 A For each application to offer a section of an existing course during an intersession or in another  
1981 compressed-time format (fewer than eight weeks during a regular semester or fewer than four weeks during  
1982 the summer), the department head and dean must supply evidence to the appropriate administrative office  
1983 (Continuing Education or Office of the Provost) that the offering satisfies the following criteria:  
1984
- 1985 (1) The standard credit hour-workload congruence is met (i.e., 1 credit hour = 750 minutes or more of  
1986 actual classroom exposure).  
1987
  - 1988 (2) A course taken for graduate credit holds substantially higher expectations of students than the same  
1989 course for undergraduate credit.  
1990



1991 (3) Faculty credentials are equal or superior to those required for appointment as lecturer in the  
1992 originating department.  
1993

1994 B Each proposal for a new course or a new “regular” section of an existing variable content or special topics  
1995 course designed to be offered exclusively during an intersession or in another compressed time format  
1996 must be approved through the normal curricular approval process outlined in Sections 3 through 11 of the  
1997 Article. For each such offering, each relevant curricular review body must consider, in addition to the  
1998 normal issues related to content, quality, and rigor, the three criteria listed in Part A of this Section.  
1999

### 2000 **SEC 13 Accelerated Course Approval Procedure**

2001  
2002 A This section applies *only* to new courses that cannot fit under existing variable content or special topics  
2003 course designations. Before any course approved through this accelerated process may be offered for a  
2004 third time, it must go through the regular curricular approval process outlined in Sections 3 through 11 of  
2005 this Article.  
2006

2007 B Each proposal for a new course must originate in an academic department or equivalent department-level  
2008 entity, e.g., special academic program. Any department may require approval by its curriculum  
2009 committee or by a majority of its faculty. Each proposal must receive the signatures of the department  
2010 head and dean.  
2011

2012 C Any college council may promulgate more stringent requirements than these; all councils should,  
2013 however, observe at least the following minimum requirements:  
2014

2015 (1) Originating department requests that council chair grant consideration of accelerated approval.  
2016

2017 (2) Council chair decides whether request merits this special consideration.  
2018

2019 (3) If special consideration is granted, the chair distributes materials to council members and arranges  
2020 Internet posting, all with a five-calendar-day turnaround for individual council members’ responses  
2021 to the council chair and for challenges to the action of the council.  
2022

2023 (4) The chair collects individual council members’ votes and disseminates the decision to council  
2024 members, to the originating department, and to all other involved parties.  
2025

2026 D The right of appeal in the accelerated process shall be the same as set forth in ART II, SEC 11, except that  
2027 the appeal period shall consist of five calendar days.  
2028

2029 E The accelerated procedure shall also enable consideration of a course proposal initiated in the summer, if  
2030 the incoming council chair determines that the proposal can not wait until the fall semester. In such a  
2031 case, the Faculty Senate Executive Committee, working with both the past and incoming college council  
2032 chairs (or their designees), shall serve as the course approval committee. The other provisions of the  
2033 accelerated procedure apply to proposals initiated in the summer.  
2034

2035 F This request for acceleration shall NOT be considered by the college council if an originating department  
2036 does not adduce a good reason for failing to observe standard submission procedures. Circumstances that  
2037 might justify such a request include but are not limited to (1) the arrival of a new faculty member who has

2038 not had time to initiate the course proposal through the usual means, (2) student demand that was not  
2039 made known early enough, (3) an unusual opportunity to engage a visiting scholar or other accomplished  
2040 individual at the last minute.  
2041

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## 2043 **ART VII AMENDMENT OF BYLAWS**

2044

2045 **SEC 1** Amendments of these *Bylaws* may be proposed by the Committee on Rules of the Faculty Senate;  
2046 and shall be proposed by the Committee on Rules of the Faculty Senate when made necessary by  
2047 amendments to the *Constitution*. *Bylaws* and amendments to the *Bylaws* of college councils,  
2048 graduate council, or any other body of the Faculty Senate, shall be proposed by the Committee on  
2049 Rules of the Faculty Senate.  
2050

2051

2052 **SEC 2** Amendments of these *Bylaws* may be proposed upon petition to the Faculty Senate of twenty-five  
2053 percent (25%) of the senators. Amendments proposed by petition shall be referred to the Faculty  
2054 Senate Rules Committee for their recommendation before being submitted to the Faculty Senate.

2055

2056 **SEC 3** Proposed amendments may only be fully considered during the course of two Senate sessions.  
2057 Proposed amendments, submitted in writing, must first appear on the agenda and be discussed at one  
2058 session of the Senate with the vote on the proposed amendment(s) occurring at the next regularly  
2059 scheduled session of the Senate. No proposed amendments shall be accepted later than the March  
2060 session of each academic year. Voting on proposed amendments shall be by secret ballot and  
2061 without discussion in the session when the vote is taken. Ballots shall be prepared and distributed  
2062 by the Secretary of the Faculty. An affirmative vote equal to a two-thirds majority of the senators  
2063 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.

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- 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.