

Fredonia University Senate Bylaws

Preamble

The Faculty of the State University College at Fredonia enacts the following bylaws to provide for the organization and procedures by which this faculty may effectively exercise its rights and fulfill its responsibilities within the framework established by the Policies of the Board of Trustees of the State University of New York (Policies, Article X, Sections 4 and 5).

Article I: Definitions

As used in these bylaws, unless otherwise specified, the following shall mean:

- a. "Trustees" refers to the Board of Trustees of the State University of New York.
- b. "Policies" refers to the *Policies of the Board of Trustees*, 1987 (and/or subsequent revisions).
- c. "Chancellor" refers to the Chancellor of the State University of New York.
- d. "University" refers to the State University of New York at Fredonia.
- e. "President" refers to the Chief Administrative Officer of the University.
- f. "Academic Staff" refers to those members of the Staff holding academic rank (although "librarian" is a title denoting academic rank, the librarians shall be grouped with the professional staff for the purposes of local governance).
- g. "Professional Staff" refers to the members of the library faculty, those members in the Professional Services Negotiating Unit other than members of the Academic Staff, and those members of the Professional and Academic Staff holding Management Confidential appointments.
- h. "Faculty" (1) the Chancellor; (2) the President; (3) the Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Academic Deans, and Academic Directors; (4) the Academic Staff; (5) the Professional Staff; and (6) those members of the professional and academic staff holding Management Confidential appointments.
- i. "Senator" refers to the voting constituency of the University Senate: Academic Staff, Professional Staff, and Student representatives.
- j. "Consultation" refers to the process wherein the President, as a matter of record, seeks, considers, and responds to the recommendations of the faculty through its governance units, or the faculty, through its governance units as a matter of record, seeks, considers, and responds to the recommendations of the President.

Article II: Powers and Functions

The senators "shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program: (Policies, Article X, Section 4) of the University; they will be responsible for the conduct of the University's "instruction, research, and service programs" (Policies, Article VI, Section 3). The senators shall exercise their powers and

functions through Faculty Meetings (see Article III below), the University Senate (see Article IV below) and through committees (see Articles V and VI)

Article III: Faculty Meetings

Section 1: Stated Faculty Meetings

- a. At the discretion of the Executive Committee of the University Senate, there shall be two stated meetings of the faculty, the first toward the beginning of the fall semester and the second toward the beginning of the spring semester. The Executive Committee shall set the dates for these meetings. Written agenda shall be distributed to the faculty no fewer than five days prior to each meeting by the President's Office.
- b. *Quorum.* A quorum shall consist of a simple majority of the faculty. If such a majority is not present, members may vote to suspend the quorum provisions by a two thirds vote of those present.
- c. *Voting.* Adoption of any motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when requested by at least ten members of the faculty.
- d. *Presiding Officer.* The Chair of the University Senate, or in the absence of the Chair, the Vice Chair of the University Senate, shall preside at stated faculty meetings.

Section 2: Special Faculty Meetings

- a. Special faculty meetings shall be called by the President when he/she deems them necessary. The President shall also call a special faculty meeting within two weeks of a request for such a meeting by the University Senate or by a petition signed by at least ten percent of the faculty. Written agenda shall be prepared by (1) the President, or (2) the University Senate, or (3) the petitioners and submitted to the President with the request. Such agenda shall be distributed to the faculty at least five days prior to the meeting unless such advance notification is precluded by emergency conditions.
- b. *Quorum.* A quorum shall consist of a simple majority of the faculty. If such a majority is not present, members may vote to suspend the quorum provisions by a two-thirds vote of those present.
- c. *Voting.* Adoption of any motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when requested by at least ten members of the faculty.
- d. *Presiding Officer.* The Chancellor or the President shall preside over those meetings called by the President and those meetings in which a petition by the faculty challenges a resolution passed by the University Senate (Article IV, Section 12). The Chairperson of the University Senate shall preside over those meetings requested by the University

Senate and those meetings which have been petitioned by the faculty except as noted above.

Section 3: Conduct of Meetings

Faculty meetings and University Senate meetings shall be conducted according to *Robert's Rules of Order*.

Article IV: University Senate

Section 1: Composition, Function, and Responsibilities

- a. The University Senate shall be composed of representatives of the academic staff, the professional staff, and the students, as well as *ex officio* members.
- b. The University Senate functions as the representative body of the faculty acting on behalf of the faculty in carrying out the responsibilities of the faculty as specified in Article II of these bylaws. Members of the University Senate and of all faculty committees, even when selected as delegates of their representational areas, shall act in the interests of the University as a whole. Senators are to attend all Senate meetings, to report Senate business and issues to their constituents, and to solicit Senate business and issues from their constituents.
- c. In exercising its general powers and responsibilities, the University Senate shall, among other things, monitor the responsibilities of all committees specified under these bylaws and be informed of the operations of all such committees, receive policy change recommendations from such committees and act on them, and initiate recommendations to such committees where appropriate.
- d. In its capacity as the governance body for the institution, the University Senate shall also be kept informed of the proceedings of all other University-wide committees (except Labor-Management committees) and shall receive from such committees notice of actions and recommended changes prior to their implementation.

Section 2: Representation

- a. All faculty (full-time or part-time) are eligible to serve as representatives. Any member of the University Senate whose campus duties change, involving at least half that person's time, shall be reviewed by the Executive Committee to determine the appropriate constituency of that member, and may be relieved of his/her seat on the University Senate because of change of constituency.
- b. Within the academic areas, there shall be five electoral units: the Arts (consisting of the School of Music, Theatre and Dance, and Visual Arts and New Media), Education (consisting of Curriculum and Instruction and Language, Learning and Leadership), the Humanities (consisting of Communication; English; History; Philosophy; Health, Wellness and Recreation; and Modern Languages and Literature), the Natural Sciences

(consisting of Biology, Chemistry and Biochemistry, Geosciences, Mathematical Sciences, Computer Science, and Physics) and Social Sciences (consisting of the School of Business, Political Science, Psychology, Speech Pathology and Audiology and Sociology, Anthropology, Social Work and Criminal Justice). There shall be one senator for each department/school and also one Senator from the Interdisciplinary Studies Program.

Those departments/schools which have 25 or more FTE faculty members shall have two senators. When a department/school has two senators, each must be from a different program/department. Departments/schools and the Interdisciplinary Studies Program shall choose by their own processes, their representative(s) on the Senate. They shall serve three year terms. Senators shall be limited to two consecutive terms. The selection process shall be completed and the results reported to the Governance Officer no later than April 15 for the Senate term which begins in September. Each of those five electoral units shall also elect two at large senators. The at large representatives shall be elected from the electoral unit as a whole in elections to be held in May. The at large representatives shall serve three year terms. Senators shall be limited to two consecutive terms. Within each area, the at large terms shall be staggered.

- c. Within the Professional Staff/Management area, there shall be five electoral units: Library, Academic Affairs (other than the Library), Administration, Student Affairs, and University Advancement. Each unit shall elect one representative to the Senate. Those units with 25 or more FTE professional staff shall elect two representatives to the Senate. When a unit has two senators, each must be from a different program/department/office. Units shall choose by their own processes, their representative(s) on the Senate. They shall serve three year terms. Senators shall be limited to two consecutive terms. The selection process shall be completed and the results reported to the Governance Officer no later than April 15 for the Senate term which begins in September. In addition, the Professional Staff/Management area shall elect two at large senators. The at large representatives shall be elected from the electoral unit as a whole in elections to be held in May. The at large representatives shall serve three year terms. Senators shall be limited to two consecutive terms. Within each area, the at large terms shall be staggered.
- d. There shall be six undergraduate student members, including the President of the Student Association.
- e. *Ex officio* members of the University Senate are:
 - 1. President
 - 2. Vice President for Academic Affairs
 - 3. Vice President for Administration
 - 4. Vice President for University Advancement
 - 5. Vice President for Student Affairs
 - 6. Associate Vice President of Research and Graduate Studies
 - 7. Dean of the College of Arts and Humanities

8. Dean of the College of Education
 9. Dean of the College of Natural & Social Sciences
 10. Chairperson of the University Senate
 11. Vice Chairperson of the University Senate
 12. University Senate Secretary
 13. SUNY Faculty Senator
 14. Governance Officer
- f. If and when administrative changes alter an electoral unit or a component of an electoral unit (i.e., a new department is created, departments merge, departments split, etc.), the Executive Committee of the Senate will recommend to the Senate a representational plan and appropriate language to alter this section to reflect those changes. The Senate shall approve a plan and appropriate language for this section. A two-thirds affirmative vote shall be required to pass the plan and to revise the language. These changes shall not require a separate vote by the faculty as a whole.

Section 3: Elections

- a. As vacancies on the Senate occur within the departments of the academic electoral units or within the Professional Staff/Management electoral units, each of those departments/electoral units shall be responsible for choosing the senator(s) who will represent it.
- b. Each spring semester, the Governance Officer shall determine the number of at large positions open for the subsequent academic year and shall conduct the necessary elections in those electoral units in April to assure full at large representation. If an at large vacancy occurs during the elected term of a senator, the candidate with the next largest number of votes in the most recent election for that area shall represent that area, completing the term of elected senator.
- c. The six student representatives on the University Senate shall consist of the President of the Student Association and five full-time registered undergraduate students to be chosen for a term of one year by the Student Association.

Section 4: Terms of Office

- a. The normal term of office of all elected senators, except student representatives, shall be three years. The normal term shall begin with the first University Senate meeting of the fall semester.
- b. When on leave of at least a semester's duration, an elected member of the University Senate shall be considered to have resigned from the University Senate unless that senator has indicated in writing to the Governance Officer that he/she will continue to meet the obligations of the University Senate during the leave. The vacancy will be filled as described in Article IV, Section 3 (elections).

- c. Academic or professional staff who are on leave are eligible to be nominated for and elected to service on the University Senate provided that their term of service would normally begin at or after the time of their expected return from leave.
- d. In the event an elected member of University Senate shall be absent from regularly scheduled University Senate deliberations for two consecutive meetings or a total of three meetings for the academic year, the Executive Committee, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and to order a replacement.

Section 5: Officers

- a. *Chairperson.* The position of Chairperson of the University Senate is a result of the previous election of the Vice Chairperson. The Vice Chairperson serves one year as Vice Chairperson, and then serves one year in the position of Chairperson of the University Senate. Written ballots may be used for this election. The Chairperson shall assume office on July 1. The Chairperson calls University Senate meetings, presides at the meetings, and appoints the Parliamentarian. The Chairperson represents the faculty and the University Senate in regular meetings with the President and represents the faculty at University Council meetings. The Chairperson also chairs the University Senate's Executive Committee (see Section 6 below) and presides at its meetings. The Chairperson shall monitor the disposition of actions taken by the University Senate. The Chairperson shall serve a one-year term and may be re-elected to the sequence at a later date. (see current Release Time policy)
- b. *Vice Chairperson.* The Vice Chairperson shall be elected by the University Senate during a meeting in April. Candidates for the position may be nominated at any time prior to the election by any member of University Senate or by the Executive Committee. Written ballots may be used for this election. The Vice Chairperson shall assume office on July 1. The Vice Chairperson may serve as a non-voting *ex officio* member of any University Senate committee or subcommittee at the discretion of the Executive Committee. The Vice Chairperson substitutes for the Chairperson when necessary. The Vice Chairperson serves as Chairperson of the University Senate during the following academic year.
- c. *University Senate Secretary.* As a member of the University Senate, the University Senate Secretary shall:
 - 1. Be a member of the faculty. When more than one candidate has been nominated, the Secretary shall be elected by the University Senate during a meeting in April and assume office on July 1.
 - 2. Distribute summaries of the minutes promptly to all voting and *ex-officio* members of the Senate, and shall post minutes on the University Senate official electronic sites.
 - 3. Send to the University Archives two copies of all senate standing committee minutes and two copies of the minutes of all University Senate and all stated and special Faculty meetings.

4. Prepare a listing of substantive actions taken by the University Senate after each meeting for the campus President. Add copies of this list to the University Senate Official electronic sites, and send two hard copies to the Archives and Special Collections in Reed Library. Once a signed approval/disapproval copy has been received from the campus President, either a copy or appropriate annotations will be appended to the copies on the University Senate official electronic sites and two hard copies to the Archives and Special Collections in Reed Library.
5. Be responsible for informing all appropriate parties of actions taken by the University Senate.
6. Act as teller when secret ballots are called for, designating assistant tellers as necessary.
7. In the Secretary's absence, the presiding officer shall appoint a secretary pro tempore. The term of office of the University Senate Secretary shall be one year with eligibility for re-election.

- d. *SUNY Faculty Senator.* The SUNY Faculty Senator shall serve as the faculty's representative on the SUNY Faculty Senate and, as such, serves as a liaison between the University and the SUNY Faculty Senate. The SUNY Faculty Senator shall be elected to a three-year term in an election conducted by the Governance Officer, and assume office as of July 1. The SUNY Faculty Senator shall be eligible for re-election to a second consecutive term, but will then not be eligible to serve again as a member of the SUNY Faculty Senate until the expiration of one year from the end of the last preceding term. In the event that the SUNY Faculty Senator shall be unable to meet the duties of that position, the SUNY Faculty Senator Alternate shall serve in his/her stead.
- e. *Governance Officer.* The Governance Officer is an *ex officio* member of the Executive Committee of the University Senate. The Governance Officer shall be nominated by the Executive Committee of the University Senate and shall be elected by the University Senate during its meeting in April and assume office July 1. The Governance Officer shall serve a one-year term ending June 30 of the subsequent year. The Governance Officer is not required to be a member of the University Senate.

◇*Responsibilities.* The Governance Officer shall be responsible for reviewing the operations of these bylaws and for accepting and initiating proposed amendments to these bylaws.

- The Officer shall prepare slates of candidates and conduct elections for senators, the SUNY Faculty Senator, the SUNY Faculty Senator Alternate, the faculty representatives to the Faculty Student Association, and representatives on various standing committees. An election for SUNY Faculty Senator and SUNY Faculty Senator Alternate shall be conducted on one ballot, with the SUNY Faculty Senator Alternate being the individual with the second highest number of votes.

- The Governance Officer shall notify all candidates and the appropriate electorate of the election results.

- The Governance Officer shall regularly review the responsibilities, actions or lack of Senate.

- f. *Parliamentarian.* A Parliamentarian, not necessarily a member of the University Senate, shall be appointed by the University Senate Chairperson at the first meeting of each academic year. The Parliamentarian shall be prepared to advise the University Senate or any senator. The Parliamentarian shall also be prepared to advise the presiding officer or any faculty member at stated and special faculty meetings

Section 6: Planning and Budget Advisory Committee

The Executive Committee shall nominate and the University Senate shall approve the membership of a Planning and Budget Advisory Committee. The Committee shall have one representative from each area: Arts, Humanities, Natural Sciences, Social Sciences, and Education. There shall further be two representatives of the Professional Staff. Committee members shall serve three year terms. The terms shall be staggered. Members of the committee shall be elected in the spring of the academic year. They may be re-nominated and re-elected. The Executive Committee shall nominate its slate of committee members on the basis of their leadership experience and/or expertise in fiscal matters.

Section 7: By-Election of Officers

- a. If the University Senate Chairperson is unable to perform the duties of that office, the Vice Chairperson shall complete the Chairperson's term of office. In such a case the Executive Committee shall serve as a nominating committee for Vice Chairperson pro tempore. The Vice Chairperson pro tempore shall complete the remainder of the former Vice Chairperson's term. Until a Vice Chairperson pro tempore is elected, the Governance Officer shall serve as Vice Chairperson of the University Senate.
- b. If the University Senate Vice Chairperson is unable to perform the duties of that office (except as indicated in paragraph A above), the Executive Committee shall serve as a nominating committee and shall report its slate for Vice Chairperson no later than the University Senate meeting after the inability of the former Vice Chairperson to perform the duties of that office has been determined. The newly elected Vice Chairperson shall complete the term of the former Vice Chairperson. Until a Vice Chairperson is elected, the Governance Officer shall serve as Vice Chairperson of the University Senate.
- c. If the University Senate Secretary is unable to perform the duties of that office, the Executive Committee shall serve as a nominating committee and report its slate for University Senate Secretary no later than the University Senate meeting after the inability of the former Secretary has been determined. The newly elected University Senate Secretary shall complete the term of the former Secretary.

- d. If the University Senate Governance Officer is unable to perform the duties of that office, the Executive Committee shall serve as a nominating committee and report its slate for University Senate Governance Officer no later than the University Senate meeting after the inability of the former Governance Officer has been determined. The newly elected University Senate Governance Officer shall complete the term of the former Governance Officer.

Section 8: Meetings

The University Senate shall have monthly meetings during the academic year. Meetings need not be held when the University is not in regular session. The Chairperson of the University Senate may call special meetings and shall call a special meeting at the written request of five University Senate members. All meetings of the University Senate shall be open to all members of the campus community.

Section 9: Quorum

A quorum shall consist of a simple majority of the voting members of the University Senate.

Section 10: Voting

Adoption of any main motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when required by the bylaws or when requested by at least five members.

Section 11: Agenda

The agenda for the University Senate shall be formulated by the Executive Committee. It shall include all items requested by the President, the University Senate, and the Standing Committees of the University Senate; and those matters stated in a petition signed by ten or more of the voting academic or professional staff. Requests for inclusion of items on the agenda shall be in the hands of the Executive Committee not less than two weeks prior to the meeting. The agenda shall be distributed to the faculty no fewer than three days prior to the meeting.

Section 12: Decision and Challenge

University Senate minutes shall be distributed to each senator and ex-officio member by the University Senate Secretary as soon as possible after each University Senate meeting. During the ten instructional days after the date of mailing of the minutes of the University Senate meeting, a special faculty meeting to challenge a University Senate decision may be called (see Article III, Section 2). If the stipulated petition is not received by the President during that time period, the action of the University Senate becomes the official action of the faculty.

Article V: Standing Committees of the Faculty

Section 1: Responsibility

- a. There shall be standing committees of the faculty whose functions are to recommend policies or policy changes to the University Senate in a timely manner and perform such other functions as specified by these bylaws and/or further delineated by the University Senate. Standing committees appoint ad hoc subcommittees, as working committees on an as needed basis.
- b. Each standing committee is responsible for keeping the University Senate informed of the committee's activities by:
 - 1. Submitting a copy of the minutes of each meeting of the committee to the Secretary of the University Senate, and
 - 2. The Committee will post their minutes in their Committee folder on the University Senate electronic site.
 - 3. Submitting an annual report of all activities to the University Senate according to a schedule established by the Executive Committee.
 - 4. Each standing committee is responsible for preparing and following its own Policies and Procedures Manual. Changes and additions to such manuals shall be sent to the Governance Officer for his/her records. The Governance Officer shall give new members of standing committees a copy of the appropriate manual upon election.

Section 2: Service on Standing Committees

- a. Members of all standing committees, although selected as delegates of their representational areas, shall act in the interests of the University as a whole.
- b. Except where divisional representation limits standing committee membership, all faculty members are eligible to serve on any standing committee or subcommittee.
- c. Student members of standing committees and their subcommittees shall be chosen according to procedures developed by the Student Association and approved by the University Senate. Except where otherwise noted, student terms on all standing committees and subcommittees shall be one year.
- d. If a committee member fails to attend two consecutive meetings without due excuse, the Chairperson of that committee shall report the absences to the Governance Officer, who, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and to order a replacement.
- e. When on a leave of at least a semester's duration, an elected member of a standing committee shall be considered to have resigned from the standing committee unless the member has indicated to the Governance Officer in writing that the member will continue to meet the obligations of membership on the standing committee during the leave. If the member has indicated the desire to continue service but does not meet the obligations of membership on the standing committee during the leave, the Governance Officer is empowered to rule the member's seat vacant and order a replacement.

- f. Faculty members who are on leave are eligible to be nominated for and elected to or appointed to service provided that their term of service would normally begin at or after the time of the return from leave.
- g. Any committee member whose campus duties change, involving at least half that person's time, shall be reviewed by the Executive Committee to determine the appropriate constituency of that member and may be relieved of his/her seat on the committee because of change of constituency.
- h. A standing committee vacancy occurring due to death, retirement, resignation, or the occurrence of situations as described in paragraphs d and e of this section, shall be filled by the runner-up in the most recent election in the appropriate representational area. If there is no runner-up of record, the Governance Officer may appoint a replacement from that representational area. The length of term for such a replacement shall be the completion of the original term.

Section 3: Standing Committees

a. Academic Affairs Committee

1. *Membership and Terms.* This Committee shall have one representative elected by and from the Professional Staff, one representative elected by and from each area: Arts, Humanities, Natural Sciences, Social Sciences and Education. These representatives shall serve staggered three-year terms. The Committee shall have two student members and if no representative is currently serving as a department chairperson, one elected by the chairpersons. These latter members shall serve one-year terms.
2. *Officers.* By the third week of the Fall semester each academic year there shall have been elections for officers as deemed appropriate by the committee. Such officers will be reported to the Governance Officer, the Faculty Secretary and the Chairperson of the University Senate. Officers may be re-elected.
3. *Responsibilities.* The Academic Affairs Committee is responsible for policy development and oversight of all academic matters on campus such as curricula and the establishment and scrutiny of procedures for course and program changes. It recommends programs, program changes, and policies and policy changes to the University Senate. The Academic Affairs Committee serves as the Senate's liaison to the administration on Academic matters. The committee also serves as an advisory board for the Vice President for Academic Affairs, who shall be informed of all forthcoming agenda items.
4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities, size and composition of subcommittees are left to the discretion of the Academic Affairs Committee subject to review and consultation with the Governance Officer. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to University Senate as provided in Article V, Section 1, Paragraph B, part 2.

5. *Report.* Following each meeting of the Committee, a report of all (1) actions taken (2) policies recommended, and (3) future agenda items, shall be sent to the Executive Committee of the University Senate, the President, the Vice Presidents, each Dean and Department chairperson, the President of the Student Association, and such others as the Committee may designate.

b. Faculty and Professional Affairs Committee

1. *Membership and Terms.* The Committee shall be composed of two representatives elected by and from the Professional Staff, one representative elected by and from the Arts, Humanities, Natural Sciences, Social Sciences and Education. They shall serve staggered three-year terms. If none of the elected members is a part-time employee, the Governance Officer shall appoint an additional member who is a part-time employee. This appointed member may be from either academic or professional staff, and shall serve a one-year term. There shall be no student members.
2. *Officers.* By the third meeting of the Fall semester each academic year there shall have been elections for officers as deemed appropriate by the committee. Such officers will be reported to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers may be re-elected.
3. *Responsibilities.* The Faculty and Professional Affairs Committee is responsible for recommending policy on all matters on campus relating to the welfare of the faculty and professional staff except for those matters which contractually are the responsibility of the union representing the faculty and professional staff. This committee also serves as an advisory board for the President of the University.
4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities, size and composition of the subcommittees are left to the discretion of the Faculty and Professional Affairs Committee, subject to review by and consultation with the Governance Officer. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report as provided in Article V, Section 1, Paragraph B, part 2.

c. Student Affairs Committee

1. *Membership and Terms.* The Committee shall be composed of five members of the faculty and professional staff elected at large and serving staggered three-year terms and five student members serving staggered two-year terms.
2. *Officers.* At the Committee's first meeting of each academic year, there shall be elections for a Chairperson, a Vice Chairperson, and a Secretary who shall serve until their successors are chosen. Officers may be re-elected.
3. *Responsibilities.* The Student Affairs Committee is responsible for recommending policy to the University Senate on all campus matters relating to student welfare. This committee also serves as an advisory board for the Vice President of Student Affairs who shall be informed of all forthcoming agenda items.
4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities,

size, and composition of subcommittees are left to the Student Affairs Committee subject to review by and consultation with the Governance Officer. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report as provided in Article V, Section 1, Paragraph B, part 2.

5. *Report.* Following each meeting of the Committee, a report of all (1) actions taken, (2) policies recommended, and (3) future agenda items, shall be sent to the Executive Committee of the University Senate, the President, the Vice Presidents, each Dean, the President of the Student Association, and such others as the Committee may designate.

d. College Core Curriculum Committee

1. *Membership and Terms.* This Committee shall have one representative elected by and from each area: Arts, Humanities, Natural Sciences, Social Sciences and Education. The Committee shall include the Director of the College Core Curriculum. These representatives shall serve staggered three-year terms.
2. *Officers.* By the third week of the Fall semester each academic year there shall have been elections for officers as deemed appropriate by the committee. Such officers will be reported to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers may be re-elected.
3. *Responsibilities.* The Committee shall receive, consider and approve courses proposed for inclusion in the College Core Curriculum. Further, the Committee shall be responsible for recommending to the University Senate any changes to the requirements of the College Core Curriculum.
4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities, size and composition of subcommittees are left to the discretion of the College Core Curriculum Committee subject to review and consultation with the Governance Officer. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to University Senate as provided in Article V, Section 1, Paragraph B, part 2.

e. Graduate Council

1. *Membership and Terms.* The Graduate Council shall consist of one appointed faculty member representing each department with a graduate program; two elected members from the faculty-at-large; one graduate student recommended by the Council members and appointed by the Student Association; and the Associate Vice President for Research and Graduate Studies. Appointed members serve at the discretion of their departments. Elected representatives shall serve three-year terms.
2. *Officers.* The presiding officer of the Council is the Associate Vice President for Research and Graduate Studies, and the Graduate secretary will attend meetings and prepare reports on proceedings. The Associate Vice President of Research and Graduate Studies will organize an agenda for each meeting, and each member may propose agenda items for the Council's consideration. All members will cast equal votes whenever decisions are made.

3. *Responsibilities.* The Graduate Council is charged to act as an advisory body to the Associate Vice President for Research and Graduate Studies responsible for overseeing program quality and support master's degree programs that provide a sound education for graduate students, lead to advanced qualification in the professions and disciplines, and generate new knowledge through the research and publication of its faculty and students. The Council's primary functions are to approve graduate course additions and deletions, to develop standards for admission, to oversee matriculation and graduation standards, and to recommend new and/or revised graduate programs and policies to the Vice President for Academic Affairs and the University Senate.
4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may establish subcommittees by its own procedures. The responsibilities, size and composition of subcommittees are left to the discretion of the Graduate Council subject to review and consultation with the Executive Committee. The Council shall cause an adequate record of each subcommittee's activities to be included with the Council's annual report to University Senate as provided in Article V, Section 1, Paragraph B, part 2.
5. *Report.* Following each meeting of the Council, a report of all actions taken and policies recommended shall be sent to the Vice President for Academic Affairs and the Executive Committee of University Senate.

Article VI: Ad Hoc Committees of the Faculty

Section 1: Ad Hoc Committees

a. Selection of the President.

Representatives and/or committees of the academic and professional staff to participate in the selection and recommendation of a candidate for President shall be elected by their respective constituencies in an election to be supervised by the Governance Officer.

b. Committees for the Selection of Certain Administrative Officers.

Committees to participate in the recruitment and selection of a Vice President, Associate Vice President or Dean shall be established by the University Senate as soon as its normal meeting schedule permits after the announcement of an impending vacancy, or the existence of a vacancy in any of these offices, or after the announcement that such an office is newly established.

In the case of all other administrative offices at the level of director or above, the Executive Committee shall be informed immediately by the President or divisional Vice President of an impending vacancy or the existence of a vacancy or after the decision that such an office is to be newly established. Upon such notification, the Executive Committee shall consult with the President regarding the vacancy. If the Executive Committee recommends to the University Senate that there be a selection Committee appointed by the University Senate and if the Senate approves that recommendation, a selection committee shall be appointed. Such

committees are not necessary when the position in question is a temporary, faculty-development position.

After consulting with the President, the Executive Committee of the University Senate shall nominate the members and the chairperson of such committees with the approval of the University Senate. Committee representation shall be appropriate for the area of responsibility of the office in question.

These Selection committees shall function in accordance with guidelines adopted by the University Senate and published in the Faculty Handbook.

These selection committees shall have the opportunity to:

1. Suggest Candidates;
2. Have access to all candidates' papers;
3. Request that invitations to visit be extended to selected candidates;
4. Interview all appropriate candidates;
5. Transmit their recommendations to the appropriate authority.

c. Administrative Review Committees

Administrative review committees shall be created no more often than every three years and no less often than every five years for the office of the President and the offices of the Vice Presidents. The University Senate Chairperson shall nominate the members of such committees with the approval of the University Senate. Administrative review committees may be established for other offices as the University Senate sees fit.

These committees shall review the activities of the office over the past three to five years, the problems and challenges it faces, the current issues facing the office, and the immediate future needs of the office. These committees shall endeavor to work closely with the person directly responsible for the operation of the office. Each committee shall produce a summary evaluation and recommendations which shall be presented to the office. A copy of these committee reports shall be available in the Library and the University Senate shall be notified.

d. Screening Committees

These committees shall receive nominations for such special University awards as may be designated by the Chancellor's Office. From the names furnished, these committees may recommend, campus nominees for these awards to the campus President, in accordance with procedures established by the Office of the Chancellor. Membership, terms, and officers of such committees may be designated by the Chancellor's Office or, when options are available, shall be determined by the University Senate.

Section 2: Other Ad Hoc Committees

The University Senate shall establish such committees as are necessary to assist in carrying out its responsibilities and shall designate the size, composition and function of these ad hoc

committees. Members of these ad hoc committees shall be nominated by the University Senate Chairperson with the approval of the University

Article VII: Amendment Procedures

Section 1: Proposal

Amendments to these bylaws may be recommended to the University Senate by one of the following methods:

- a. The Governance Officer may initiate the proposal for a change.
- b. The Governance Officer may transmit, with his/her recommendations, a proposal for a change presented to him/her by one or more faculty members.
- c. The University Senate may propose amendments to these bylaws on its own initiative.

Section 2: Ratification

At the discretion of the University Senate, proposed amendments shall be ratified either by mail ballot, where ratification is to occur upon receipt of affirmative votes equal to two-thirds of the number of faculty who return the ballots, provided that at least one-quarter of the faculty return their ballots; or at a meeting of the faculty, provided that at least one-third of the faculty is in attendance, ratification to occur with an affirmative vote equal to two-thirds of those present and voting. Changes to the language of these bylaws to reflect current divisional structure should be ratified with a majority vote of University Senate provided that such changes preserve correct proportion of representation by Division.

Section 3: Amendment by Petition and Special Meeting

- a. Faculty members may petition for a special faculty meeting to consider amendments proposed in petition (see Article III, Section 2, Paragraph A). Such a petition requires the signatures of at least 10% of the faculty.
- b. The amendment is to be adopted upon an affirmative vote by written ballot of two-thirds of those present and voting, a quorum being present.

Section 4: Implementation

Proposed amendments to these bylaws shall be categorized by the Governance Officer in one of two classes: those that affect provisions concerning consultation between the President and the Faculty and those that do not.

Amendments that affect consultation between the President and the Faculty will, upon ratification by the Faculty, be transmitted to the President by the Chairperson of University Senate. Within ten [10] business days, the President will submit a written statement of veto or approval to the Chair of University Senate. Failing this written response, amendments will become effective ten [10] business days after transmittal to the President.

Amendments that do not affect consultation between the President and the Faculty will go into effect upon ratification by the Faculty and written notice of voting results by the Chairperson of University Senate to the President.

(Revised 5/2007)