

Northwest Missouri State University  
Board of Regents  
Date of Meeting: June 25, 2009

Cabinet Member: Kichoon Yang

Agenda Item: Faculty Senate  
Constitution and By-Laws

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**Background:**

The faculty senate constitution (see Article XII, Section 2 below) requires that the faculty senate constitution and bylaws be reviewed and updated every five years; that the revised documents be approved by the Board of Regents.

*Article XII. Section 2:*

*Each five years the Faculty Senate shall select a committee to review its operation, the Faculty Senate By-laws and Rules of Order, and the Faculty Constitution. The committee shall propose such constitutional amendments and procedural changes as shall, in its opinion, improve the operation of the Senate and the performance of its function. Changes from the review process are to be discussed in an open faculty senate meeting and must be approved by a majority vote of the Faculty Senate in order to take effect; the revised Faculty Senate By-laws and Rules of Order, and the Faculty Senate Constitution shall be forwarded to the President of the University for approval by the Board of Regents.*

Accordingly, I am attaching copies of the revised faculty senate constitution and bylaws for your approval - the faculty senate has approved these documents at its April meeting.

For ease of review all paragraphs with any changes appear in blue. Many of the changes are non-substantive in that they are grammatical and editorial in nature. Interpretative or substantive changes in the documents include:

- Noting that the word, *level*, in senate committee designations refers to function not prestige;
- Streamlining the replacement process for a senate seat vacancy;
- Clarifying the role of a department chair, thus making them ineligible to serve as senators;
- Clarifying the relationship among the faculty senate, the graduate council, and the council on teacher education;
- Clarifying and updating the composition of the senate executive committee, including eligibility for the senate president-elect;
- Updating senate calendar dates in accordance with the Board approved academic calendar.

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**Issue:**

I recommend Board approval.

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**President's Recommendation:**

NORTHWEST MISSOURI STATE UNIVERSITY  
FACULTY SENATE BY-LAWS AND RULES OF ORDER

Ratified by the First Faculty Senate  
April 26, 1974

Amendments Incorporated  
October 4, 1989

Amendments Incorporated  
July 1, 1992

Amendments Incorporated  
June 22, 1994

Amendments Incorporated  
May 12, 1995

Amendments Incorporated  
August 9, 1996

Amendments Incorporated  
April 7, 1999

Amendments Incorporated  
April 7, 2004

Amendments Incorporated  
April 1, 2009

## FACULTY SENATE BY-LAWS AND RULES OF ORDER

### 1. Preamble:

The Faculty Senate of Northwest Missouri State University, in order to provide for effective conduct of its duties and responsibilities as provided in the Faculty Constitution, does establish and subscribe to these By-Laws and Rules of Order.

### 2. Rules of Order:

2.10 The actions of the Faculty Senate, its committees, and the Business Meetings of the General Faculty, shall be governed by those rules contained in the most recent edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and consistent with the Faculty Constitution of Northwest Missouri State University as amended, and its By-Laws, as amended.

2.20 Adjournment is a privileged motion allowing no debate. However, if the agenda has not been fully dealt with, the President of the Senate must rule this motion out of order, unless a date and time for a Special Meeting has been set.

### 3. Definitions:

3.10 Except where the Constitution or By-Laws provide otherwise, all questions of majorities shall be in terms of those present and voting (excluding abstentions).

3.20 The phrase "school days" as used in these By-Laws and in the Faculty Constitution shall mean days, except Saturdays and Sundays, when the University is holding classes, or when there are required faculty meetings, registration or final examinations.

3.30 Unless otherwise specified in this document, "President" and "President-Elect" shall refer to the President of the Faculty Senate and President-Elect of the Faculty Senate.

### 4. Elections of Senators and Alternates (Also see Article IV in the Constitution):

4.10 The Secretary of the Senate shall notify each College and the Library Faculty by February 1 of vacancies to occur for the following year. This notification shall include a list of those faculty members not eligible to be reelected to Senate and the following election procedure.

4.11 Also by February 1, the Secretary of the Senate shall send a notice to all faculty members of the upcoming election and of the requirement to notify their Deans if they are unwilling to serve as Senators so that their names will

not be included on the ballots.

- 4.12 If a Faculty member does not strike him or herself from serving as a Senator, he or she cannot strike him or herself from serving as an Alternate.
  - 4.13 Department chairs are responsible for notifying faculty that Senators should be willing to serve on a Level I or Level II Committee, and they should also be willing to serve as chair of such committee. The ballots will include the names of all those faculty members who are eligible and willing to serve on the Senate. Faculty names on the ballot will be alphabetical and devoid of any indication of rank, title, and tenure status.
  - 4.14 Only those defined as faculty according to Article I, Section I of the Faculty Constitution are eligible to vote.
  - 4.20 Following notification from the Senate Secretary, each Dean and the Director of the Library shall notify the department chairs to conduct elections for one Senator as determined in 4.10 and one Alternate by secret ballot and to notify the Dean of the results by February 20.
  - 4.21 If a departmental Senate seat is uncontested, the seat shall go to the faculty member who expressed interest without a formal election process, provided there is consensus by other faculty in the department.
  - 4.30 In the event of a tie for either Senators or Alternates, a run-off election of the tied candidates will be held.
  - 4.40 A cycle is followed so that each in each year, approximately one-half of the departments will elect a Senator. Alternates shall be elected each year.
5. Faculty Senate Meetings (see also Article VI in Constitution):
- 5.10 The Agenda for each regular meeting shall be prepared by the President and distributed in writing to each Senator at least five school days prior to each meeting. The President is required to include on the agenda all items received that are in proper form for consideration by the Senate and that are within the areas of responsibility as defined in the Faculty Constitution. Persons submitting items which are not placed on the agenda must be notified in writing by the President of the reason(s) for the exclusion from the agenda.
  - 5.11 All proposals including reports from committees for Faculty Senate action shall be assigned a number and distributed in writing and as part of the agenda for each meeting.
  - 5.20 Meetings shall be called in accordance with the Faculty Constitution, Article V, Section I. All meetings of the Senate and its Committees, except executive

sessions, shall be open. Attendance at executive sessions shall be restricted to the duly-elected Senators or Alternates and the President of the University if such meetings have been requested by her/him; upon the approval of the majority of the Senators or Alternates present, other persons may be permitted to attend without voting rights.

- 5.21 Regular meetings of the Faculty Senate shall be held on the first Wednesday of each month (September through April from 3:15 p.m. until adjourned. In the event that the first Wednesday of any month shall fall during a holiday period, the Senate, by majority vote, shall set an alternate date for the regular meeting for that month.
- 5.22 The President may call special meetings of the Senate in the summer to consider necessary business.
- 5.30 A quorum shall consist of a majority of the voting membership of the Faculty Senate. Any Senator may request a quorum call at any time, and if there is no quorum, the Senate can take no action except to set a new meeting date and adjourn.
- 5.40 The first item of business of each Senate meeting shall be the approval of the minutes of the previous meeting. Because minutes are distributed, the reading of such minutes shall be dispensed with except when a correction is to be made. A majority vote of the Senators present is required for the approval of the minutes of the previous meeting and corrections. The minutes shall include Senators present, Senators absent, and Alternates present.
- 5.41 The second item of business of each Senate meeting shall be the approval of the agenda by a majority of the Senators present.
- 5.60 Voting in the Faculty Senate meetings shall be by voice except
  - a. as otherwise specified in these By-Laws;
  - b. when the President or any Senator present requests a show of hands;
  - c. when three or more Senators present request a vote by ballot; or
  - d. when at least one-fifth of those Senators present approve a roll-call vote except when a vote by ballot has been decided.

6. Other Faculty Senate Elections:

- 6.10 All Faculty Senate elections, except those covered in Section 4, which involve distribution of ballots by mail or other carrier to the faculty at large or portions thereof, are subject to the following regulations:
  - 6.20 The Chief Academic Officer shall maintain on file and distribute on request of the President of the Faculty Senate the following lists:

- a. all full-time faculty with current rank and tenure status listed by college
- b. all special, adjunct, and non-tenure track faculty, listed by college.

6.30 Electronic or paper ballots shall be prepared and distributed under the supervision of the President of the Faculty Senate. It is at the discretion of the President of the Faculty Senate to use either electronic or paper ballots for an election.

6.31 Each ballot shall be initialed by two members of the Faculty Senate Executive Committee before distribution. At least one set of initials shall not be done in black ink.

If electronic ballots are used, then two members of the Faculty Senate Executive Committee will witness the distribution of electronic ballots. The two Faculty Senate Executive Committee members will sign off on the finalized and agreed upon electronic ballot.

6.32 All ballots shall be delivered in sealed envelopes to the persons eligible to vote.

If electronic ballots are used, then each person eligible to vote will receive an email invitation to vote electronically and a unique personal identification number that may only be used once. The electronic voting software will prevent users from voting more than once.

6.40 If paper ballots are used, all ballots received by the Faculty Senate office shall be stored unopened in a place of safekeeping until such time as a tally is taken after the conclusion of the voting.

If electronic ballots are used, then all electronic ballots will be collected and processed electronically. A summarized electronic file will be emailed to the Faculty Senate Office email account.

6.41 If paper ballots are used, all paper ballots shall be counted at a tally session after the conclusion of the election period by two or more members of the Faculty Senate Executive Committee.

If electronic ballots are used, then a summarized electronic ballot will be forward to the Faculty Senate Office each time an eligible voter submits a vote. The summing faculty member will not be identified in the email. After the voting period, a summarized electronic file with the results will be emailed to the Faculty Senate Office and reviewed by two or more members of the Faculty Senate Executive Committee.

6.50 After paper ballots are counted and reported, all paper ballots from each

election shall be sealed in an envelope initialed by the counters and kept in the Senate Office for at least thirty days after the conclusion of the initial election for purposes of a possible recount.

After electronic ballots are emailed, counted, and reported, all electronic ballots and the electronic summary report from each election shall be maintained electronically and kept in the Senate office for at least thirty days for purposes of a possible recount.

7. Officers of the Faculty Senate (see also Article III, Section 2 in Constitution):
  - 7.10 The duties and responsibilities of the President, President-Elect and Secretary will be described in the Faculty Constitution, and these By-Laws and Rules of Order.
  - 7.11 The Senate Officers shall poll the entire Faculty as to willingness and desire to serve on committees.
  - 7.12 The President of the Senate shall call a meeting of the Senate-Elect by April 15, at which time the President-Elect assumes his/her duties as President of the Senate-Elect. Officers for the new Senate will be elected at this time; committees necessary for uninterrupted function will be approved at this time. All other committees will be formed during special work sessions of the Faculty Senate Executive Committee during summer work sessions.
  - 7.20 Each officer of the Senate-Elect shall be elected by majority ballot of the total voting membership, and nominations may be from the floor preceding each election. The election of the next President-Elect and the Secretary shall be conducted by the President-Elect with tellers appointed by her/him. All officers shall assume their duties in the Senate-Elect upon their election.
  - 7.22 The President, President-Elect, and Secretary shall hold no Level I or Level II Committee memberships or sit as chair of any Level I or Level II Committee exclusive of the Executive Committee. The above named Senate members may serve as "ex-officio" members to all Senate committees.
  - 7.30 The President-Elect shall perform duties of the president in her/his absence and shall succeed her/him if the Presidency becomes vacant.
  - 7.40 In the event of a vacancy in the office of President-Elect, the Senate shall elect a new President-Elect to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included in the agenda for the meeting.

- 7.50 In the event of a vacancy in the office of Secretary, the Senate shall elect a new Secretary to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included in the agenda for the meeting.
- 7.60 A written petition for the recall of any officer of the Senate when signed by one-fifth of the voting membership of the Senate and presented to the President must be included in the agenda of the next meeting. If the agenda has already been distributed, the petition then shall be added without special approval. Officers shall be recalled upon the approval of the action requested in the petition by two-thirds of the total voting membership and the voting shall be by ballot.
8. Parliamentarian for the Faculty Senate:
- 8.10 The President shall rule on all questions of procedure and order. He/She shall appoint a Parliamentarian from the faculty. The parliamentarian shall keep a record of all usual rulings which shall constitute a precedent.
9. Executive Committee of the Faculty Senate (see also III.2.B. in Constitution):
- 9.10 The membership, duties, and responsibilities of the Executive Committee are provided in the Faculty Constitution, and these By-Laws and Rules of Order.
- 9.11 The President shall also be Chairperson of the Executive Committee.
- 9.20 The Executive Committee shall have the right of advice and consent for all appointments made by the President.
- 9.30 The Executive Committee may assist the President in referring matters to various committees for consideration and appropriate action.
- 9.40 The Executive Committee shall make recommendations to the Senate on all matters not specifically assigned to a committee by the Faculty Constitution or these By-Laws and Rules of Order.
10. Standing Committees of the Faculty Senate (see also Article VII in Constitution):
- 10.10 Standing Committees shall be those stated in the Faculty Constitution with responsibilities listed in that document. Additional Standing Committees created by the Senate shall have responsibilities defined at the time of their creation.
- 10.11 No Senator shall hold membership on more than two Senate Standing Committees exclusive of the Executive Committee.

- 10.20 No Senator shall head more than one Senate Standing Committee.
- 10.21 Each Standing Committee annually shall elect one of its members by a majority of its voting membership to serve as its secretary.
- 10.30 Reports, proposals, and recommendations to be presented to the Senate for consideration from Standing Committees shall require approval of the majority of the voting membership of the committee.
- 10.31 If as many as four committee members, or one-third of the committee membership, whichever is the lesser, approve, minority reports may be submitted and shall be reported to the Senate through the procedures in Sections 5.10 and 5.11 of these By-Laws and Rules of Order.
- 10.32 Proposals appropriate to the responsibilities of Level I and Level II Committees but initiated outside the committees shall be submitted to the Faculty Senate Office for routing to the appropriate committee.
- 10.33 Each proposal received by a Standing Committee that is not forwarded to the Senate for its consideration or knowledge shall be returned to its source. A report of this action shall be forwarded to the President and the Secretary for informational purposes.
- 10.40 Meetings of the Standing Committees are to be called by the Chair of each committee at least three school days prior to the meeting. The Chair must call a meeting when requested by one-third of the members of the committee.
- 10.50 The Standing Committees shall have the right to create sub-committees not restricted to their own members for the purpose of more efficient conduct of their duties. The creation of such sub-committees shall require approval of the majority of the voting membership of the committee concerned. The Chair of the Standing Committee shall appoint the Chairperson and members of the sub-committee thus created and shall notify the President and the Secretary of the Senate of this action and of the purpose(s) of the sub-committee. The purpose(s) and membership of sub-committees shall be subject to challenge by the Senate.
- 10.51 At the beginning of each academic year, the chairs of the Faculty Welfare Committee and the Support Staff Welfare Committee may meet to decide which of their subcommittees would benefit from joint membership and will make the desired appointments to those subcommittees.
- 10.60 The actions of the Curriculum and Degree Requirements Committee, the Admissions and Advanced Standing Committee, and the Academic Appeals Committee, relative to individual petitions shall not be subject to the approval of the Senate prior to implementation, but all such actions must be

reported to the Senate and are subject to challenge by the Senate to the extent they tend to establish precedents and therefore could constitute changes in policies. All specific changes in policies relative to standards of undergraduate instruction, curriculum and degree requirements, admissions and retentions shall be approved by the Senate in accordance with the provisions of the Faculty Constitution and these By-Laws and Rules of Order.

- 10.61 Actions of the Curriculum and Degree Requirements Committee that change the number of credit hours of any existing course shall not affect any offering which has been already published in the Schedule of Classes.
- 10.62 Proposals from the Curriculum and Degree Requirements Committee concerning departmental courses or programs, excluding general education courses, may not be substantively amended nor tabled by the Senate. Proposals may be returned to the committee for reconsideration with the concerned department.
- 10.70 Each member of a Senate Standing Committee or other committee unable to attend a meeting should designate a proxy with full voting rights to represent her/him at such a meeting. If the person to be absent is a chair or secretary of a committee, the proxy shall not perform these duties but shall exercise only the rights of a member of the committee.

11.0 University Committees (see also Article VIII in Constitution):

11.10 The Faculty Senate Executive Committee

- 11.10.1 The Faculty Senate Executive Committee shall propose members of the University Committees to the Senate.
- 11.10.2 The Senate shall approve members of the Faculty and recommend members of the administrative staff for each committee to the President of the University by majority vote.
- 11.10.3 The President of the University shall select members of the administrative staff if these have not been recommended by the Senate.
- 11.10.4 For committees which include students, the Student Senate shall nominate students for appointment by the President of the University.
- 11.10.5 The number of nominations and the qualifications for each committee shall be determined by the President of the University and communicated to the Faculty Senate and to the Student Senate.

- 11.20 The following University Committees are designated as Level III relative to their involvement in institutional governance:

Educational Technology  
Employment Equity  
International Studies and Programs

- 11.30 Certain University Committees are autonomous in their functions except that their actions are subject to the approval of the President of the University or her/his delegated representative. These are Level III relative to their involvement in institutional governance, but they may deal with responsibilities beyond the scope of those delegated to the faculty in the Faculty [Senate](#) Constitution. For this reason they are designated as Arrangement Committees. Insofar as their action may relate to the responsibilities delegated to the faculty by the Board of Regents, they are subject to challenge by the Senate. These committees are:

Access and Accommodations Committee  
Athletics\Intramurals Council  
Calendar Committee  
Health and Safety Committee

- 11.40 Certain University Committees are joint committees of students and faculty with their membership being appointed by the President of the University from nominations and recommendations received from both the Student Senate and the Faculty Senate. Members of the administrative staff and/or support staff may be appointed by the President of the University if these members have not been recommended by either Senate. These Committees are:

Student-Faculty Discipline Committee  
Student-Faculty Traffic Committee  
Multicultural Affairs Committee

- 11.50 Every University Committee, with the exception of the Faculty Advisory Committee on Rank, shall provide a written final report and copies of meeting minutes (including attendance) as available and appropriate to the Faculty Senate Office by the end of the current academic year.

- 11.60 The Faculty Senate, as charged by the Faculty Handbook, Chapter 2, Section Q2c, shall provide the EEO Officer with seven names of tenured faculty members to serve as potential members of the Faculty Hearing Committee for one year.

11.60.1 The Faculty Senate, as charged by the Faculty Handbook, Chapter 2, Section P2, shall direct the election of committee members for the Faculty Advisory Committee on Rank.

11.60.2 The Faculty Senate shall receive the names of eligible tenured professors from each University department on or before April 1 of each year.

11.60.3 The Faculty Senate, acting through the Senators, will conduct elections by mid April of the persons to succeed faculty whose terms have expired on the Committee.

11.60.4 The President of the Faculty Senate will forward the results of the elections to the Provost on or before the last class day of the spring term.

- a. In the event of a tie, a run-off election will be conducted.
- b. In the event of a committee vacancy, the faculty member receiving the next highest number of votes in the college with the vacancy will be selected to serve out the remainder of the year. After which time, the Faculty Senate vacancy will be filled by a new election.
- c. In the event a committee member does not complete his or her term, the Faculty Senate will arrange for a special election to fill the unexpired term. The same election procedures will be followed.

## 12. Advisory Committees:

Advisory Committees may be appointed by administrative officers of the University after nominations of faculty members have been received from the Faculty Senate following the procedure provided in Section 11.10 of these By-Laws and Rules of Order.

## 13. Business Meetings of the General Faculty:

13.10 Business Meetings of the General Faculty are defined as those meetings required to consider proposals from the Faculty Senate or to be held as a result of the Faculty Referendum procedure described in the Faculty Constitution, Article VI, Section 2.

13.20 Business Meetings of the General Faculty shall be called by the Chief Academic Officer upon request of the President of the Senate. The agenda for such meetings shall be prepared by the Chief Academic Officer and the President and distributed by the Chief Academic Officer to faculty at least five school days prior to the meeting. Moreover, the agenda shall include all proposals requiring action by the General Faculty.

13.30 The Chief Academic Officer or her/his appointee shall preside at the Business Meetings and a Secretary shall be appointed by the presiding officer of each meeting. The Parliamentarian of the Faculty Senate shall serve in the same capacity for the Business Meetings except that in her/his absence a Parliamentarian shall be appointed by the presiding officer at the beginning of the meeting.

13.40 A quorum shall consist of one-half of the total voting faculty and those

constituting the quorum shall be present at the time of each vote.

13.50 The right to vote shall be held by each faculty member who has been granted academic rank by the Board of Regents of the University and all full-time term appointments who have served at least one year with the exception of those holding Emeritus ranks.

13.60 All votes taken in Business Meetings of the General Faculty shall be by a show of hands except when a ballot vote is called for by at least one-fifth of the voting members present. The presiding officer shall provide ballots at each meeting and he/she shall appoint tellers and provide for their proper counting.

13.70 Minutes of the Business Meeting of the General Faculty Senate

13.70.1 Minutes of the Business Meetings of the General Faculty are to be disseminated to all Faculty [Senators](#) and Administrative Officers within five school days following the meeting. The minutes shall be distributed by the Chief Academic Officer and a file of these shall be kept in her/his office and by the Secretary of the Faculty Senate who shall file them in the Senate Office.

13.70.2 Proposed corrections to the published minutes must be sent in writing to the Chief Academic Officer within fifteen school days after the dissemination of the minutes.

14. Amendments to the By-Laws and Rules of Order:

14.10 Amendments may be proposed in writing at any time by a Senator. For consideration by the Senate, such proposed amendments must be included in the published agenda for the meeting of the Senate.

14.20 If approved by two-thirds of the voting membership of the Senate at the subsequent regular meeting, the amendments shall become effective immediately.

14.30 At the end of each academic year, the Faculty Senate Secretary shall update the Faculty Senate Constitution and By-Laws by adding to the Constitution and By-Laws any amendments or taking out any deletions that may have been made during the course of the academic year.

15. Senate a Continuous Body:

The Faculty Senate for purposes of its operation shall be considered a continuous body from year to year.

16. Compliance with Missouri Statutes:

If any article, section, subsection of the Faculty Constitution or By-Laws of the Faculty Senate is determined to be not in compliance with the statutes of the state of Missouri, the remaining articles, sections and subsections will remain in full force and effect.

## CALENDAR DATES FOR FACULTY SENATE

### January

- Senate Agenda: The agenda for each regular meeting shall be prepared by the President and distributed in writing to each Senator at least five school days prior to each meeting. (By-Laws. 5.10)
- Open Meeting: A regular open meeting of the Senate shall be held at least once each month-during the fall and spring trimesters. (Constitution. Article V. Section 1.)
- Regular meetings of the Faculty Senate shall be held on the first Wednesday of each month (September through April) from 3:15 p.m. until adjourned. In the event that the first Wednesday of any month shall fall during a holiday period, the Senate, by majority vote, shall set an alternate date for the regular meeting for that month. (By-Laws. 5.21)
- Minutes: A copy of the minutes of each session of the Senate shall be filed with the Chief Academic Officer and a to-be-approved copy of the minutes shall be distributed to all Faculty Senators and major administrative offices by the Secretary of the Senate within five school days after the meeting of the Senate. A copy of the minutes will also be on file in the Senate office for review at any time. (Article V. Section 3.)

### February

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)
- The Secretary of the Senate shall notify each College and the Library Faculty by February 1 of vacancies to occur for the following year. This notification shall include a list of those faculty members not eligible to be reelected to Senate and the following election procedure. (By-Laws.4.10)
- Also by February 1, the Secretary of the Senate shall send a notice to all faculty members of the upcoming election and of the requirement to notify their Deans if they are unwilling to serve as Senators so that their names will not be included on the ballots. (By-Laws.4.11)
- Following notification from the Senate Secretary, each Dean and the Director of the Library shall notify the department chairs to conduct elections for one Senator as determined in 4.10 and one Alternate and to notify the Dean of the results by February 20. (By-Laws.4.20)

### March

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)

Revised, by Board approval, February 21, 2002; April 26, 2002;

- Regular elections to the Faculty Senate shall be held no later than March 1 to elect those Senators and Alternates who will assume office one calendar week after the end of final examinations of the Spring Trimester. (Article IV. Section 1.)
- The results of the election are to be reported by the respective Deans to the President of the Senate prior to the March Faculty Senate meeting. (Article IV. Section 1.)

#### April

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)
- A President-Elect and a Secretary shall be elected by the Senate-Elect from current Faculty Senators. This election shall take place during a special Senate-Elect meeting held during April. Any member of the faculty may nominate candidates for President of the Senate-Elect. (Article III. Section 2. A.)
- Any member of the Executive Committee who will not be available to serve during the summer shall notify the President of the Faculty Senate who will then appoint another Senator or eligible faculty member who shall serve as the Senator's summer replacement. (Article III. Section 2. B.)
- The President of the Senate shall call a meeting of the Senate-Elect by April 15, at which time the President-Elect assumes his/her duties as President of the Senate-Elect. Officers for the newly-elected Senate will be elected; members to committees deemed necessary for uninterrupted function are to be approved by a majority of the newly elected Faculty Senate. Other committees will be formed during special summer work sessions of the Faculty Senate Executive Committee. (By-Laws. 7.12)
- Each officer of the Senate-Elect shall be elected by majority ballot of the total voting membership, and nominations may be from the floor preceding each election. The election of the next President-Elect and the Secretary shall be conducted by the President-Elect with tellers appointed by her/him. All officers shall assume their duties in the Senate-Elect upon their election. (By-Laws. 7.20)
- After officer elections, the incoming President shall appoint a committee to aid the new officers in selecting committee members. (By-Laws. 7.21)
- The Faculty Senate-Elect shall meet before the end of the spring trimester to approve the committees and chairs proposed by the incoming President. (By-Laws. 10.12)
- As the two-year terms of present members [of the Faculty Advisory Committee on Rank] expire, each department within the voting units with eligible faculty members will nominate one eligible professor with tenure on or before April 1 of each year. The results shall be forwarded to the Faculty Senate President. (Faculty Handbook, Chapter 2, Section P. 2.)
- The Faculty Senate, acting through the Senators, will conduct [Faculty Advisory Committee on Rank] elections by mid April of the persons to succeed faculty whose terms have expired on the Committee. The President of the Faculty Senate will forward the results of the elections to the Provost on or before the last class day of the spring term. (Faculty Handbook. Chapter 2. Section P. 2.)
- Every University Committee shall provide a written final report to the Senate office by the end of the current academic year. (By-Laws. 11.5)

- At the end of each academic year, the Faculty Senate Secretary shall update the Faculty Senate Constitution and By-Laws by adding to the Constitution and By-Laws any amendments or taking out any deletions that may have been made during the course of the academic year. (By-Laws. 14.20)

#### May

- Regular elections to the Faculty Senate shall be held no later than March 1 to elect those Senators and Alternates who will assume office one calendar week after the end of final examinations of the Spring Trimester. (Article IV. Section 1.)
- The President may call special meetings of the Senate in the summer to consider necessary business. (By-Laws. 5.22)
- The results of the elections [for members of the Council on Teacher Education (COTE)] will be reported by the administrative head of each unit to the Vice President of Academic Affairs, the Director of Teacher Education, and the Secretary of the Faculty Senate by May 1 following the election. (COTE By-Laws. 6.)

#### June

- The President may call special meetings of the Senate in the summer to consider necessary business. (By-Laws. 5.22)

#### July

- The President may call special meetings of the Senate in the summer to consider necessary business. (By-Laws. 5.22)
- In accord with the University calendar established by the Provost, the Faculty Senate and the President shall each provide the EEO Officer with seven names of tenured faculty members to serve as potential members of the Committee for one year. (Faculty Handbook, Chapter 2. Section Q. 2. c.)

#### August

- The President may call special meetings of the Senate in the summer to consider necessary business. (By-Laws. 5.22)
- At the beginning of each academic year, the chairs of the Faculty Welfare Committee and the Support Staff Welfare Committee may meet to decide which of their subcommittees would benefit from joint membership and will make the desired appointments to those subcommittees. (By-Laws. 10.51)

#### September

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)

#### October

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)

## November

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)

## December

- Senate Agenda: (By-Laws. 5.10)
- Open Meeting (Constitution. Article V. Section 1.) (By-Laws. 5.21)
- Minutes (Article V. Section 3.)

## Periodic Occurrences

- Proposals approved by the Senate cannot be implemented for at least fifteen school days unless a two-thirds majority of the total voting membership of the Senate and the President of the University consider immediate action necessary. (Article V. Section 4.)
- Actions of the Faculty Senate as authorized in Article II shall not require faculty approval unless the referendum process is initiated (see Article VI). Unless a signed petition requesting a new hearing of one or more of the actions of the Senate, or unless a petition requiring referendum to the faculty is received by the President of the Senate within fifteen school days after the meeting in which the actions were taken, the actions taken by the Senate at that meeting will be recommended to the appropriate authority. (Article V. Section 5.)
- Whenever the Faculty Senate passes a proposal for the review or consideration of an issue by the Board of Regents, such proposal shall be forwarded to the Chief Academic Officer for comment and/or disposition. Comments from the Chief Academic Officer shall be returned to the Faculty Senate by the next Senate meeting or in a time frame jointly agreed to by the Senate and the Chief Academic Officer. (Article V. Section 6.)
- Meetings of the Standing Committees are to be called by the Chair of each committee at least three school days prior to the meeting. The Chair must call a meeting when requested by one-third of the members of the committee. (By-Laws. 10.4)
- In the event of a vacancy in the office of President-Elect, the Senate shall elect a new President-Elect to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included in the agenda for the meeting. (By-Laws. 7.40)
- In the event of a vacancy in the office of Secretary, the Senate shall elect a new Secretary to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included in the agenda for the meeting. (By-Laws. 7.50)
- Business Meetings of the General Faculty shall be called by the Chief Academic Officer upon request of the President of the Senate. The agenda for such meetings shall be prepared by the Chief Academic Officer and the President and distributed by the Chief Academic Officer to faculty at least five school days prior to the meeting. (By-Laws. 13.20)
- Minutes of the Business Meetings of the General Faculty are to be distributed to all Faculty Senators and Administrative Officers within five school days following the meeting. The minutes shall be distributed by the Chief Academic Officer and a file of

these shall be kept in her/his office and by the Secretary of the Faculty Senate who shall file them in the Senate Office. (By-Laws. 13.70)

- Proposed corrections to the published [Business Meetings of the General Faculty] minutes must be sent in writing to the Chief Academic Officer within fifteen school days after the distribution of the minutes. (By-Laws. 13.71)

## FACULTY CONSTITUTION

### Amendments Incorporated

April 7, 1999  
February 21, 2002  
July, 2004  
April, 2009

### Preamble

The authority for the governance of the Northwest Missouri State University lies with the Board of Regents. The Board of Regents conveys this authority through the President of the University. The Board of Regents may delegate portions of this authority, through the President, to various constituents of the University, subject to review and approval by the Board and/or its appointed representatives.

The governance of the institution is shared by various constituents of the campus community. Principally, these include the governing board, the administration, the faculty, and the student body. Each has legitimate responsibility and each necessarily manifests unique functions and appropriate sensitivity in the exercise of its power in cooperation with the other constituents.

The responsibility for developing and ratifying academic policy for approval by the Board of Regents lies with the faculty. The faculty has the responsibility to manifest concerns for issues pertaining to the interest of the faculty, to engage in dialogue, and to make recommendations to the appropriate authorities relative to these issues. The faculty will participate in the formulation of all policies relative to its own welfare.

This constitution defines the participatory involvement of the faculty in institutional governance as defined by the Board of Regents and delineates those responsibilities assigned by the faculty to the Faculty Senate. Procedures for fulfilling those responsibilities are described herein.

## ARTICLE I. DEFINITION OF FACULTY AND AREAS OF RESPONSIBILITY

### Section 1. Faculty

The faculty of Northwest Missouri State University shall consist of all who have academic rank as granted by the Board of Regents of the University and all full-time term appointments who have served at least one year.

### Section 2. Areas of Involvement

The Board of Regents recognizes three levels of faculty involvement in institutional governance. Each committee's level designation refers to committee function, not

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

prestige or service merit.

- A. Level I: Matters Relating to Faculty Sovereignty.  
These committees have responsibility in those areas that require action by the faculty before permanent implementation may occur, including the standards for undergraduate and graduate instruction, curriculum and degree requirements, and admissions and retention policies (as well as appeals of those policies).
- B. Level II: Matters Requiring Faculty Advisement.  
These committees have responsibility in those areas that require the faculty to have opportunities to advise before action can be taken, including:
  - 1) The development of principles and policies concerning compensation, tenure, promotions, appointments, dismissal of faculty members, leaves, workloads, retirement, and other matters concerning the welfare of the faculty; and
  - 2) The development of principles, policies, and procedures concerning student assessment.
- C. Level III : Matters Involving Faculty Advisement.  
These committees have responsibility in those areas in which faculty should advise the delegated authority before action is taken.
- D. The standing committees shall be the primary avenue for faculty participation in development of policies and the preparation of recommendations.

### ARTICLE II. FACULTY SENATE

#### Section 1. Definition

The Faculty Senate is the representative body of the faculty at Northwest Missouri State University.

#### Section 2. Purposes of the Senate

- A. The Faculty Senate develops, formulates, and recommends policies to the Board of Regents and advises appropriate authorities in other areas assigned to the faculty by the Board of Regents.
- B. The Faculty Senate is authorized to provide a forum for discussion of matters that are of concern to the faculty and to make recommendations concerning their findings to the appropriate authorities, including the Chief Academic Officer, the President of the University, and/or the Board of Regents.

### ARTICLE III. COMPOSITION OF THE SENATE

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

### Section 1. Membership

- A. College representation in the Senate shall be limited to those who are:
  - 1) faculty on non-tenure, tenure track, or tenure appointment with the rank of instructor or above, as determined by the Chief Academic Officer;
  - 2) who have served at least two full academic years on the faculty at the time that they take office in the Senate; and
  - 3) who are not currently serving as a department chair.
- B. Each department shall elect one member and one alternate to the Faculty Senate. The Library Faculty is entitled to elect one member and one alternate to the Faculty Senate. Both the Senate member and the alternate must meet the requirements as listed in III.1.A.

### Section 2. Senate Officers

- A. A President-Elect and a Secretary shall be elected by the Senate-Elect from faculty who are currently serving or who have previously served on the Senate. This election shall take place during a special Senate-Elect meeting held during April. Any member of the faculty may nominate candidates for President of the Senate-Elect.
- B. The Executive Committee of the Faculty Senate shall consist of: President, President-Elect, Secretary, the immediate Past President, and the Chair of the following standing committees: Academic Appeals; Admissions and Advanced Standing; Curriculum and Degree Requirements; Assessment; Budget, Planning, and Development; and Faculty Welfare. The Chairs of the Council on Teacher Education and the Graduate Council shall serve *ex officio* on the Executive Committee. Any member of the Executive Committee who will not be available to serve during the summer shall notify the President of the Faculty Senate who will then appoint another Senator or eligible faculty member to serve as the Senator's summer replacement.
- C. During the term of the President, he/she shall represent all University faculty. The department from which the President comes shall hold a special election for a senator replacement prior to the beginning of the President's term of office. If the President-Elect's term in the Senate is over at the time he/she assumes the office of President, the department Senator shall be elected in the regular manner.

## ARTICLE IV. ELECTIONS, TERM OF OFFICE, AND RECALL OF SENATORS

### Section 1. Regular Elections

Regular elections to the Faculty Senate shall be held no later than March 1 in order to elect those Senators and Alternates who will assume office at the special Senate-Elect

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

meeting held in April. Such elections are to be conducted by the faculty of the respective units by secret ballot **or, if uncontested, by consensus**. The results of the election are to be reported by the departments to their respective Dean and to the President of the Senate prior to the March Faculty Senate meeting.

### Section 2. Term of Office

The term of office for a Senator is two academic years, (or, in the case of a substitution, more than one academic year). No Senator shall serve more than two consecutive terms. **Following the two terms of office**, a waiting period of at least one term of office is required of senators before eligibility is regained. **For the Alternate, the term of office is one academic year; consecutive terms may be served**. Serving as an alternate does not affect one's eligibility to serve as a Senator. When a Senator completes a four year term, a waiting period of one year is required before the Senator can be eligible to serve as an alternate.

### Section 3. Interim Vacancies

If a Senator is unable to serve, an Alternate will serve with all of the privileges of the Senator being replaced for any meeting or portion of the term that the Senator is unable to serve. In the event the Senator is unable to serve for an extended period of time, the department shall elect a new Senator by secret ballot, **or by consensus if the seat is uncontested**, and shall notify the Secretary of the Senate within a week following this election.

### Section 4. Recall

Written notice signed by a majority of the members of the electing unit and filed with the Secretary of the Senate is sufficient for immediate recall of its Senator or Alternate.

## ARTICLE V. MEETINGS AND IMPLEMENTATIONS OF ACTIONS OF THE FACULTY SENATE

### Section 1. Meetings

A regular open meeting of the Senate shall be held at least once each month-during **both** the fall and spring trimesters. Special meetings or executive sessions shall be called by the President of the Senate **according to the following stipulations**:

- (a) when deemed warranted by the President of the Senate, or
- (b) whenever five members of the Senate request it in writing to the President of the Senate, or
- (c) upon request of the President of the University.

The President of the Senate, **upon receipt of the request**, shall schedule and hold the requested meeting within five school days.

## Section 2. Curriculum and Degree Recommendations

Recommendations from the Curriculum and Degree Requirements Committee shall be considered by the Faculty Senate at its first meeting subsequent to receipt of those recommendations, provided there has been a period of at least three school days for the Senators to evaluate them.

## Section 3. Minutes of the Senate

A copy of the minutes of each session of the Senate shall be filed with the Chief Academic Officer and a to-be-approved copy of the minutes shall be disseminated to all Faculty Senate members and major administrative offices by the Secretary of the Senate within five school days after the meeting of the Senate. A copy of the minutes will also be on file in the Senate office for review at any time.

## Section 4. Implementation

Proposals approved by the Senate cannot be implemented for at least fifteen school days unless a two-thirds majority of the total voting membership of the Senate and the President of the University consider immediate action necessary.

## Section 5. Faculty Challenge

Actions of the Faculty Senate, as authorized in Article II, shall not require faculty approval unless the referendum process is initiated (see Article VI). Actions taken by the Senate will be recommended to the appropriate authority if:

1. a signed petition is received by the Senate requesting a new hearing of one or more of the actions of the Senate, or
2. a petition requiring a referendum of the faculty is received by the President of the Senate within fifteen school days after the meeting in which the actions were taken.

## Section 6. Disposition of Actions

Whenever the Faculty Senate passes a proposal for the review or consideration of an issue by the Board of Regents, such proposal shall be forwarded to the Chief Academic Officer for comment and/or disposition. Comments from the Chief Academic Officer shall be returned to the Faculty Senate by the next Senate meeting or in a time frame jointly agreed to by the Senate and the Chief Academic Officer. The Senate then may withdraw, reconsider, or amend the proposal and forward it to the Chief Academic Officer for further consideration. If the Chief Academic Officer does not respond to the original or any amended proposal, or if the Senate disagrees with the comment of the Chief Academic Officer, the Chief Academic Officer will forward the original or amended proposal to the President of the University for consideration by the Board of Regents.

## ARTICLE VI. INITIATIVE AND REFERENDUM

### Section 1. Faculty Initiative

Any faculty member may file a signed petition with the President of the Senate requesting a hearing. The Senate is required to consider any issue within the scope of its responsibility when a written petition signed by five or more faculty members is presented to the President of the Senate.

### Section 2. Faculty Referendum

Questions or issues before the Senate must be referred to the faculty for discussion and decisions whenever a majority of the membership of the Senate considers this desirable or whenever ten percent of the faculty members file a signed petition with the President of the Senate. Action by referendum supersedes any action by the Senate.

## ARTICLE VII. FACULTY SENATE COMMITTEES

The Faculty Senate has the authority to create standing committees and such special committees that it may deem necessary to carry out its purposes as specified in Article II of this constitution.

### Section 1. Membership of Standing Committees

- A. The President of the Senate-Elect, in consultation with the Executive Committee-Elect, annually shall appoint members to the standing committees. The membership of the standing committees must be approved by a majority of the total voting membership of the Senate-Elect. The chair of specified standing committees\* (but not standing subcommittees) must be a Senator and is appointed by the President of the Senate-Elect. A list of the appointments for all standing committees shall be forwarded to the Chief Academic Officer for informational purposes.

\*Specified standing committees in which the chair must be a Senator:  
Academic Appeals; Admissions and Advanced Standing; Curriculum and Degree Requirements; Assessment; Budget, Planning, and Development; and Faculty Welfare

- B. During the summer, or between regular Senate meetings, the President of the Senate, with the approval of the Executive Committee, may appoint replacement or substitute members of standing committees. Continuing membership is subject to confirmation by a majority of the members of the Senate.

### Section 2. Proposals from Standing Committees

Proposals recommended for approval or initiated by the following standing

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

committees shall be forwarded to the Faculty Senate for its action: Academic Appeals; Admissions and Advanced Standing; Curriculum and Degree Requirements; Assessment; Budget, Planning, and Development; and Faculty Welfare. (Reference: Article I, Section 1, Paragraph D. of this constitution)

### Section 3. Level I Standing Committees ([Committees Responsible for Matters Related to Faculty Sovereignty](#))

- A. Proposals appropriate to the responsibilities of Level I committees may be introduced by any member of the faculty, by the Student Senate, or by any administrative officer of the University.
- B. The Curriculum and Degree Requirements Committee shall be concerned with all policies and individual student petitions relating to undergraduate curriculum and degree requirements, excepting those relative to teacher education programs and teacher certification requirements. Decisions of this committee relative to individual student petitions may be appealed to the Academic Appeals Committee.
  1. [The faculty representation on this committee shall be composed of four representatives from the College of Arts and Sciences, two from the Booth College of Business and Professional Studies, two from the College of Education and Human Services, and one from the Library Faculty. Each of these members must have been a faculty member for a minimum of two full academic years. The Student Senate shall appoint one student to serve as a non-voting member. The Chief Academic Officer and Registrar shall serve as ex-officio, non-voting members of this committee.](#)
  2. The Subcommittee on Designated Curriculum Matters shall be a standing subcommittee of and make recommendations to the Curriculum and Degree Requirements Committee. It shall be concerned with curricular matters related to Freshman Seminar, technology-based courses, the Honors Program, articulation agreements, General Education, dual-credit courses, and other matters as designated by the Curriculum and Degree Requirements Committee. The faculty representation on this committee shall be composed of nine faculty members. The Curriculum and Degree Requirements Committee shall appoint one of its members to the committee; this individual shall also serve as a liaison between the subcommittee and the person(s) or committee (e.g., dean, director, etc.) responsible for each of the designated matters. The remaining eight faculty members will be selected by the Senate President Elect; four from the College of Arts and Sciences, two from Booth College of Business and Professional Studies, and two from the College of Education and Human Services. All faculty members who have been a faculty member for two full academic years are eligible to serve. Committee membership will be appointed as described in Article VII, Section 1 of this

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constitution. The chairperson of this subcommittee will be appointed by the President of the Senate-Elect. The chair of this subcommittee does not need to be a Senator.

- A. The Admissions and Advanced Standing Committee shall be concerned with all policies and individual student petitions relating to the admission of students to the undergraduate programs, transfer of credit from other institutions, credit by examination, dropping of courses, withdrawals, and retention or dismissal of students with academic deficiencies. Decisions of this committee relative to individual student petitions may be appealed to the Academic Appeals Committee.

The Registrar and the Dean of Enrollment Management, or their respective delegated representatives, shall serve as ex-officio, non-voting members of this committee, as shall the Vice President of Student Affairs.

- B. The Academic Appeals Committee shall hear and determine all student appeals of an academic nature. All students who petition for an exception to university policy to the appropriate university committee have the right to a subsequent appeal to the Academic Appeals Committee. Those students have the opportunity to present their cases to the Academic Appeals Committee in person. Petitioners are required to submit new information not available to the committee of origin at the time of the hearing or demonstrate error or prejudice on the part of the committee of origin.

Voting membership of the committee shall consist of three members from each College. It is recommended that at least one member be appointed from the Psychology/Sociology/Counseling Department. The Student Senate shall appoint one student to serve as a non-voting member. The Registrar or his/her designated representative shall serve as an ex-officio, non-voting member.

### Section 4. Level II Standing Committees (Committees Responsible for Matters Requiring Faculty Advisement)

- A. Proposals appropriate to the responsibilities of Level II committees may be introduced by any member of the faculty or administrative officer of the University.
- B. The Faculty Welfare Committee shall be concerned with all policies relating to tenure, promotion, appointments, dismissal of faculty members, leaves, work loads, and other matters relating to the welfare of the faculty, including, but not limited to, those matters described in Chapter 2 of the Faculty Handbook.
- C. The Budget, Planning and Development Committee shall make

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recommendations relative to priorities in annual budgets and long range planning for the University and shall be concerned with all policies relating to salary, retirement, and fringe benefits.

One member of the Faculty Welfare Committee shall be appointed as a voting member of the committee. The Chief Financial Officer of the University or his/her designated representative, shall serve as an ex-officio, non-voting member of this committee.

- D. The Assessment Committee shall review and advise on institutional policies and procedures relating to student assessment, or other duties as assigned by the Faculty Senate.
- E. The Institutional Review Board shall review proposals and advise on matters related to faculty research involving the use of human subjects in biomedical and behavioral research. Membership shall be composed of faculty from all colleges and shall include representation from current graduate student body and a non-university member of the community. The chair of this committee need not be a Senator.
- F. The Research Committee shall review and advise faculty research proposals related to the dissemination of Faculty Research and Applied Research funds. Membership shall include representation from all colleges and a member of the graduate student body. The Grants / RM analyst shall serve as an ex-officio member of this committee. The chair of this committee need not be a Senator.
- G. The Animal Welfare Committee shall review proposals from faculty members involving the use of animals in research and educational activities. Membership shall include representation from the Departments of Biology, Agriculture, and Psychology/Sociology/Counseling. The chair of the committee shall appoint a Doctor of Veterinary Medicine, a representative of the student body, and a non-university member of the community to serve on this committee. The chair of this committee need not be a Senator.

### Section 5. Special Committees

Special committees may be appointed by the President of the Senate with subsequent approval by majority of the voting membership of the Senate. No special committee will be automatically carried over to a new Senate without the approval of a majority of the voting membership of the new Senate. The level of faculty involvement in institutional governance (Article I, Section 2, this constitution) shall be designated at the time of the appointment of the special committee.

## ARTICLE VIII. UNIVERSITY COMMITTEES

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

The Faculty Senate, in conjunction with the President of the University, shall choose faculty members of those University Committees having membership that includes faculty, students, and/or administrative staff.

The Senate is authorized to request the forming of University Committees when approved by majority vote of the Senate.

### Section 1. Levels of Faculty Involvement in Institutional Governance

The level of faculty involvement of the University Committees shall be defined in the Faculty Senate By-Laws and Rules of Order and by the functions of the Committees.

### Section 2. Actions of the University Committees

The actions of University Committees that involve responsibilities delegated by the Board of Regents to the faculty in this constitution shall be subject to challenge by the Faculty Senate. Thus all actions involving these responsibilities will be reported to the President of the Senate to be forwarded to the Senate at the first meeting following the receipt of such reports.

### Section 3. Provisional Appointment of Committee Members

During the summer, or between regular Senate meetings, the President of the Senate, upon the approval of the Executive Committee of the Senate and the President of the University, may choose faculty members to serve as replacement or substitute members of these committees.

## ARTICLE IX. ONE-TIME COURSE OFFERINGS COMMITTEE

### Section 1. Areas of Responsibility

- A. Proposals for one-time course offerings at the 500-level and below which use the properly designated course numbers for such offerings shall be considered by this committee.
- B. The committee shall consider only: (1) one-time experimental courses, and (2) courses intended to be permanent which, due to exceptional circumstances, are submitted too late to proceed through the Faculty Senate before being offered.
- C. These courses must be approved by the appropriate department and the votes recorded on the proposal.
- D. By definition, such courses are to be taught only once. Before being offered again, each must be submitted as a new course proposal to the Curriculum and Degree Requirements Committee and receive approval of the Faculty

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

Senate.

- E. The Chief Academic Officer is responsible for maintaining records of one-time course offerings.

### Section 2. Membership and Meetings

- A. The One-Time Course Offerings Committee shall be composed of the President-Elect of the Faculty Senate, two members of the Curriculum and Degree Requirements Committee, and two other faculty members.
- B. Meetings of the committee shall be called by the Chief Academic Officer or that Officer's appointee who will also chair the meetings without the right to vote.
- C. The person chairing the meetings will designate a secretary.

### Section 3. Proposals for Offerings at the 500-Level

Proposals for one-time offerings at the 500-level will be routed first to the Graduate Council, which will consider whether to grant graduate credit, and then to the One-Time Course Offerings Committee.

### Section 4. Actions of the Committee and Implementations

- A. One-time undergraduate course proposals shall be sent directly to the One-Time Course Offerings Committee.
- B. Both undergraduate and 500-level courses must receive a majority approval of the voting members of the committee before being implemented.
- C. The actions of the committee as well as those of the Graduate Council which are approved will be reported to the Faculty Senate but will not be subject to challenge before implementation and will not be subject to Article V, Section 4, of this constitution.

## ARTICLE X. COUNCIL ON TEACHER EDUCATION

### Section 1. Teacher Education Faculty

The teacher education faculty shall include the faculty of the Department of Educational Leadership and the Department of Curriculum and Instruction within the College of Education, faculty teaching elementary or secondary special methods and other faculty teaching professional courses in teacher education programs as named by the Chief Academic Officer.

## Section 2. Areas of Responsibility

The teacher education faculty has the responsibility for the standards of instruction in teacher education programs, compliance with teacher certification requirements, admission to and retention in teacher education programs, and approval of teacher education student organizations. The Council on Teacher Education shall represent the teacher education faculty in the development and recommendation of policies relating to these areas of responsibility. Proposals passed by the Council on Teacher Education will be reported to the Faculty Senate and forwarded to the Chief Academic Officer for submission to the President for Board of Regents consideration.

## Section 3. Composition of the Council

The Booth College of Business and Professional Studies shall elect one representative from its designated teacher education faculty, the College of Arts and Sciences shall elect four representatives from its designated teacher education faculty; and the College of Education and Human Services shall elect five representatives (three at-large from its designated teacher/~~school counselor~~ education faculty and one each from the Department of Educational Leadership and the Department of Curriculum and Instruction) to serve on the Council on Teacher Education. One graduate **education student** and one undergraduate education student shall be elected to serve as members of the Council. Three P-12 educators, having earned a master's degree (comprised of two teachers from different levels) and a school administrator shall serve as members with voting privileges on all motions not involving curriculum proposals **as** designated by a Faculty Senate number.

The Director of Teacher Education or her/his appointee shall serve as the Executive Secretary of the Council. When the Director is not serving as the Executive Secretary, she/he will serve as a non-voting member of the Council. The Chief Academic Officer or her/his designee, the Graduate Dean, a representative from Vocational Education, the Dean of Libraries, and the Teacher Education Student Services (TESS) Coordinator will serve as non-voting members of the Council.

## Section 4. Actions of the Council

- A. The participation of the Council in institutional governance shall be at Level I as defined in Article I, Section 2 of this constitution.
- B. Proposals related to teacher education programs and teacher certification shall be submitted to the Faculty Senate office to be logged and forwarded to the Council for action.
- C. Proposals for teacher education programs and the alteration of teacher certification requirements may be introduced by any member of the faculty, by the Student Senate, or by any administrative officer of the University.

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

- D. Decisions made by the Council on Teacher Education concerning teacher education programs and teacher certification at the undergraduate level (including 100- through 500-level courses) are subject to review by the Faculty Senate by the following procedure:
1. The Faculty Senate may raise questions relative to the proposal and vote support for the proposal or return it to the Council on Teacher Education for clarification or recommended modification.
  2. If returned to the Council on Teacher Education by the Faculty Senate, and after appropriate reconsideration by the Council on Teacher Education, the action of the Council shall be communicated back to the Faculty Senate.
  3. The Faculty Senate must then reconsider the proposal. By majority vote of the Faculty Senate the proposal from the Council on Teacher Education may then be supported or challenged.
  4. Should the Council on Teacher Education proposal be challenged, the issue shall be resolved by a majority vote of the Teacher Education Faculty.
  5. All undergraduate proposals passed by the Teacher Education Faculty or the Council on Teacher Education will be reported to the Faculty Senate and forwarded to the Chief Academic Officer for submission to the President for Board of Regents consideration.
- E. Decisions made by the Council on Teacher Education concerning teacher education programs and teacher certification at the graduate level (including 500-, 600- and 700-level courses) are subject to review by the Graduate Council by the following procedure:
1. The Graduate Council may raise questions relative to the proposal and vote support for the proposal or return it to the Council on Teacher Education for clarification or recommended modification.
  2. If returned to the Council on Teacher Education by the Graduate Council, and after appropriate reconsideration by the Council on Teacher Education, the action of the Council shall be communicated back to the Graduate Council.
  3. The Graduate Council must then reconsider the proposal. By majority vote of the Graduate Council the proposal from the Council on Teacher Education may then be supported or challenged.
  4. Should the Council on Teacher Education proposal be challenged, the issue shall be resolved by a majority vote of the Graduate Teacher Education Faculty.
  5. All graduate proposals passed by the Graduate Teacher Education Faculty or the Council on Teacher Education will be reported to the Faculty Senate and forwarded to the Chief Academic Officer for submission to the President for Board of Regents consideration.

### Section 5. Committees

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The Council on Teacher Education has the authority to create standing committees and such special committees as are needed to fulfill its responsibilities.

### Section 6. By-Laws and Rules of Order

The Council shall establish such by-laws and rules of order as are needed to fulfill its responsibilities.

## ARTICLE XI. GRADUATE COUNCIL

### Section 1. Graduate Faculty

Graduate faculty status is approved by the Graduate Council for faculty recommended by his/her department's graduate faculty, chairperson, and dean. Graduate faculty status is reserved for faculty members who have earned the terminal degree in the appropriate discipline. Associate graduate faculty members do not have privileges of graduate faculty.

### Section 2. Areas of Responsibility

The graduate faculty has the responsibility for standards of graduate instruction, graduate [curricula](#) and degree requirements, graduate admission and transfer of credit policies, admission to candidacy policies, approval of graduate faculty, associate graduate faculty status, adjunct faculty to teach graduate courses, and approval of graduate student organizations. The Graduate Council shall represent the graduate faculty in the determination of policies relating to these areas of responsibility.

### Section 3. Composition of the Council

Each college offering a graduate degree shall elect three representatives from its designated graduate faculty who serve overlapping three-year terms. No more than one faculty member shall be elected from each department. Graduate students shall elect two, [at-large](#) representatives for one-year terms. The Graduate Council shall elect a chairperson at its first meeting in the fall term. The Dean of the Graduate School shall serve as an ex-officio member who votes only in the case of a tie.

### Section 4. Actions of the Graduate Council

- A. All actions of the Graduate Council are subject to the final approval of the President of the University and/or the Board of Regents. The participation of the Council in institutional governance shall be at Level I as defined in Article I, Section 2 of this constitution.

- B. [Decisions made by the Graduate Council concerning 500-level courses are subject the following procedure:](#)

1. Courses at the 500-level shall be referred to the Graduate Council for a

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

recommendation on graduate credit before action is taken by the Faculty Senate.

2. By majority vote of the Faculty Senate, decisions made by the Graduate Council concerning 500-level courses may be supported or challenged.

3. Decisions that are challenged shall be returned to the Graduate Council for reconsideration, and the issue shall be resolved by a majority vote of the Graduate Council.

C. Decisions made by the Graduate Council concerning 600-level courses and higher are subject the following procedure:

1. Courses at the 600- and 700-levels, new graduate programs, and modifications to existing graduate programs are submitted only to the Graduate Council for approval, with the exception of College of Education and Human Services courses, which are submitted for a vote of support or challenge.

2. Should a College of Education course be challenged, it shall be returned to the Council on Teacher Education for reconsideration.

3. The final faculty body of authority and review for all matters of graduate responsibility, except those under the jurisdiction of the graduate teacher education faculty, shall be the graduate faculty.

4. Proposals passed by the Graduate Council will be reported to the Faculty Senate, and forwarded to the Chief Academic Officer for submission to the President for Board of Regents consideration.

D. If **any** graduate faculty member, chair **or** **director** of any program offering graduate courses, Faculty Senator (in regard to items referred to the Senate for consideration), or administrative staff member **has** objections to any Graduate Council action, she/he must submit a written justification for these objections to the Dean of the Graduate School within fifteen school days after the distribution of the minutes.

### Section 5. Committees

The Graduate Council has the authority to create standing committees and such special committees as are needed to fulfill its responsibilities.

### Section 6. By-laws and Rules of Order

The Graduate Council shall establish such by-laws and rules of order as are necessary to fulfill its responsibilities. These by-laws shall provide for Council officers, eligibility or membership, and election of members.

## ARTICLE XII. AMENDMENTS AND REVIEW

### Section 1. Amendment Procedure

## PROPOSED CHANGES TO FACULTY CONSTITUTION: 2008-09

Amendments to this constitution may be proposed at any time through the initiative procedure (Article VI, Section 1) or by introduction of a resolution for this purpose by a member of the Faculty Senate. Alterations of these proposed amendments shall require a two-thirds majority vote of the Senate; only amendments approved by the Senate shall be forwarded to the faculty. If approved by two-thirds majority of the faculty voting, amendments shall be forwarded to the President of the University for approval by the Board of Regents.

### Section 2. Review Process and Approval Procedure

Each five years the Faculty Senate shall select a committee to review its operation, the Faculty Senate By-laws and Rules of Order, and the Faculty Constitution. The committee shall propose such constitutional amendments and procedural changes as shall, in its opinion, improve the operation of the Senate and the performance of its function. Changes from the review process are to be discussed in an open faculty senate meeting and must be approved by a majority vote of the Faculty Senate in order to take effect; the revised Faculty Senate By-laws and Rules of Order, and the Faculty Senate Constitution shall be forwarded to the President of the University for approval by the Board of Regents.

### ARTICLE XIII. BY-LAWS AND RULES OF ORDER

The Faculty Senate shall establish whatever by-laws and procedural rules consistent with this constitution deemed necessary to fulfill its function.

### ARTICLE XIV. RATIFICATION

This revised constitution shall be approved by two-thirds of the faculty voting and forwarded to the President of the University for approval by the Board of Regents within a reasonable time of Faculty Senate vote. Upon approval by the Board of Regents, it shall be effective immediately.