

# FACULTY SENATE BYLAWS

## **Article I. THE GENERAL FACULTY**

*The Iowa State University General Faculty is described. There are no bylaws in this section.*

## **Article II. THE FACULTY SENATE**

*The Faculty Senate is created. There are no bylaws in this section.*

### **Article II, Section 1. Name and Character**

*The Faculty Senate is named and empowered to act for the General Faculty. There are no bylaws in this section.*

### **Article II, Section 2. Purposes**

*The Faculty Senate's three principal purposes are identified as legislative, advisory, and communication and the resolution of conflicts. There are no bylaws in this section.*

### **Article II, Section 3. Responsibilities and Functions**

*The Faculty Senate is barred from considering non-university matters. The Constitution calls for communication and cooperation between the university administration and the senate. The principal functions of the senate are re-identified as legislative, advisory, and conflict resolution.*

- A. The Faculty Senate may invite representatives of other university bodies representing students and staff to attend senate meetings and may appoint senators as representatives to those same bodies, if invited. In both cases, these representatives will be non-voting members.
- B. The Faculty Senate may appoint a faculty member to be a liaison representative between the senate and any university-wide committee that includes faculty as members. All senate liaisons to university committees will hold annual, renewable appointments. Senate liaisons will be regular, voting members of these committees, except as the Executive Board may specify.

### **Article II, Section 4. Organization**

*The officers of the Faculty Senate, the college caucuses, the Executive Board, the councils, and the committees are created and the memberships specified.*

- A. The councils and committees referred to in Article II, Section 4, of the Constitution are created and described below in Article VI of these Bylaws.
- B. The officers and council chairs constitute the Administrative Committee. This committee exists only as an advisory body to the senate president, who will call meetings when desired.

The officers and caucus chairs constitute the Representative Committee. This committee exists only as an advisory body to the senate president, who will call meetings when desired.

### C. Elections

1. Nominations for Faculty Senate officers and council chairs will be received at the senate meeting preceding their election. Additional nominations may be accepted from the floor prior to the vote. Election of the president-elect will be held at the January meeting of the senate. Election of the senate secretary and council chairs will be held at the March meeting of the senate. Election of caucus chairs and of college representatives to the councils will be completed by the April meeting of the senate. The naming of council members to standing committees will be completed by the final regular meeting of the senate in the spring. Senators-elect are eligible for election to vacant caucus, council, and senate positions.
2. All elections of Faculty Senate officers will be by written, secret ballot and will require a simple majority of the members present and voting. Should there be more than two candidates for any office and none receives a majority of the vote, after the first ballot, the candidate with the fewest votes will be removed from the ballot; this procedure will continue in successive ballots until one candidate receives a majority of the votes cast.
3. Faculty Senate officers, council chairs, council members, and Executive Board members will begin their terms of office after Old Business at the final regular meeting of the senate each spring.
4. Should the president-elect become the senate president at any time before the final regular meeting of the year, a new president-elect will be elected (if necessary) and will assume that office immediately.

### D. Powers and Duties of the Faculty Senate President

1. The Faculty Senate president will issue the call for senate meetings and preside over each meeting of the senate and the Executive Board. With the advice and consent of the Executive Board, the senate president will appoint senate liaisons to university committees where official senate representation is desired and will nominate faculty representatives to all other university committees where appointment of faculty rests with other individuals.
2. With the advice and consent of the Executive Board, the senate president may create ad hoc committees and will report promptly the creation of such ad hoc committees to the Faculty Senate.
3. With the advice and consent of the Executive Board, the senate president will appoint members to all standing and ad hoc committees of the Faculty Senate and will appoint the chairs of such committees. The committee on committees will provide recommendations for committee members, liaisons, and chairs to the senate president. A list of all committees to which liaisons are appointed will be maintained by the senate office.
4. The senate president will convey by memo to the university president and the provost any Faculty Senate actions. Whenever the senate president, on behalf of the Faculty Senate or the Executive Board, requests information or provides advice or recommendations to any university administrator, the administrator may be asked to provide a timely, written response. In the event the university president does not approve a recommendation from the senate, and does not provide written reasons for his or her objections, the senate president may request in writing such documentation in accordance with the Constitution.

5. The senate president or his or her designee will represent the Faculty Senate at the various university forums, councils, and committees that require or request the president's participation, and those in which by administrative policy he or she is understood to be a participant.5.6.The senate president will appoint a parliamentarian, who need not be a senator and who will be present at each Faculty Senate meeting.
6. The senate president will provide a written annual report of the Faculty Senate's activities to the senate, the General Faculty, the university president, and the provost at the end of the spring term.
7. The senate president initiates the Faculty Senate review of administrative officers and their offices (see Faculty Handbook).
8. With the advice and consent of the Executive Board, the senate president will schedule additional senate meetings to discuss special topics and may cancel senate meetings due to lack of business.
9. With the advice and consent of members of the Administrative Committee, the senate president will cancel senate meetings in timely fashion due to inclement weather or other exigency.

#### E. Roles of the President-elect

1. The president-elect will advise and assist the senate president. In the case of the senate president's temporary absence, the president-elect will chair meetings and otherwise act on behalf of the senate president.
2. The president-elect will represent the Faculty Senate at the various university forums, councils, and committees that require or request the president-elect's participation, and those in which the senate president has designated the president-elect to represent the senate.
3. Should the office of senate president become vacant for any reason, the president-elect will become the senate president. Whenever the office of president-elect is vacant, a new president-elect will be elected. The new president-elect will take office immediately, and his/her senate seat becomes a temporary vacancy (see Article II, Sections 11-12). The term of office of the person elected to fill this vacancy will be three years.
4. The president-elect will chair the Committee on Committees; the members will consist of the caucus chairs.

#### F. Roles of the Past-President

1. The outgoing president is designated "past-president" for one year following the end of his or her term as faculty senate president.
2. The past-president will advise and assist the senate president.
3. The past president may attend and vote at Executive Board and Faculty Senate meetings.

#### G.. Roles of the Senate Secretary

1. The senate secretary will be elected by the Faculty Senate for a two-year term.
2. The senate secretary will prepare minutes of Faculty Senate and Executive Board meetings.
3. The senate secretary will maintain council and committee documents is responsible for submitting council and committee documents for archival purposes to the library.

#### H. Roles of the Office Secretary

1. An office secretary will be employed by the Faculty Senate to record and transcribe senate meetings and maintain the senate website.
2. The office secretary will do other clerical work for the senate, its officers, councils, and committees.

#### I. Powers and Duties of the Executive Board

1. The Executive Board is subject to the decisions of the Faculty Senate, and none of its acts may conflict with decisions made by the senate. The senate may countermand any action of the Executive Board.
2. The Executive Board will:
  - a. provide leadership and planning for the Faculty Senate, especially in the preparation of the senate's long range and annual goals
  - b. oversee and direct the preparation of the agenda for the Faculty Senate, ensuring that all issues recommended by senate councils are docketed on the senate agenda in a timely manner for action by the senate
  - c. act for the Faculty Senate when the senate is not in session and report such actions to the senate at its next meeting; this does not include any authority to amend the Constitution or the Bylaws
  - d. circulate to all members of the Faculty Senate the minutes of Executive Board meetings
  - e. manage relationships between the Faculty Senate and the university administration and other organizations
  - f. advise the senate president on the appointment of standing and ad hoc committee members and chairs and other matters, as requested
3. Committees that report to the Executive Board
  - a. Committee for Oversight of Academic Reorganization

**CHARGE:** Executives the Faculty Senate's required role to monitor all phases of academic reorganization as covered by the Policy for Academic Reorganization. The Committee for Oversight of Academic Reorganization will report to the Faculty Senate Executive Board.

**MEMBERSHIP—VOTING:** The voting members of the committee will be the chair and one member representing each college. Members with a conflict of interest on a particular reorganization will recuse themselves from voting.

**NON-VOTING:** Non-voting ex officio member will be the Faculty Senate president.

b. Reserved.

#### J.. Faculty Senate Councils

1. Faculty Senate councils will report to the senate Executive Board and will be guided by its recommendations and actions.
2. Faculty Senate councils:
  - a. will oversee and coordinate the activities of the committees under the council; they will review and may revise resolutions and proposals prior to consideration by the Executive Board
  - b. will ensure that issues are adequately prepared and that integrated policy proposals are submitted to the Executive Board for senate action in a timely manner
  - c. will keep agenda and minutes of their activities and periodically deliver them to the office secretary for posting on the senate website; will see that the committees under the council keep adequate records of their activities and of the texts of their resolutions and other documents
  - d. will provide written reports to the Executive Board and the Faculty Senate annually (or more often if requested by the senate president) on the activities of the council and of the committees reporting to it

#### K. Faculty Senate Caucuses

1. The senators from each college will form a caucus.
2. Each caucus will elect a senator from its membership to serve as caucus chair. The caucus chair will be a voting member of the Executive Board and will serve on the Committee on Committees.
3. Caucuses:
  - a. Will report senate business to constituents in their colleges
  - b. Will relay items of interest and concern from the college to the Faculty Senate.
  - c. Will serve as an organizational structure to conduct college business as needed.

- d. With the caucus chair, the members will identify and encourage faculty to serve on senate and university committees.
- e. May serve in other capacities as requested by the college.

### **Article II, Section 5. Membership**

*Departmental, at-large college, and ex officio members of the Faculty Senate are specified.*

- A. The Council on Faculty Governance will report to the Faculty Senate by December each year its recommendations for the yearly elections, which will include a list of department and college at-large seats to be filled.
- B. The most recent enumeration of faculty in the university's annual report to the Board of Regents will be used to determine college representation, adjusted for individual faculty and departments with split affiliations aligning with a department or college, as set forth herein and in the Constitution, Article II, Section 8 (Definitions). Once established, the number of at-large senators per college will remain constant until a periodic re-adjustment occurs in years ending in zero or five, when the most recently available faculty numbers will be used to determine new college at-large representation.
  1. In the event that a college's number of at-large senators decreases as a result of the adjustment made every five years, incumbent senators will serve out their term without replacement until the appropriate adjustment is accomplished. If a college's number of at-large senators increases, the increase will become effective with the next election and seating of at-large senators.
  2. Representation of a new college or a new department will become effective with the next election and seating of senators in the spring. In the event a college or department is dissolved, representation will cease with the seating of new senators in the spring.

### **Article II, Section 6. Term of Office**

*Senators are elected for three years and begin their terms at the final regular meeting of the spring semester.*

New senators will be seated as voting members following Old Business at the final regular meeting of spring semester. There is no oath of office.

### **Article II, Section 7. Continuous Body**

*The Faculty Senate is a continuous body with approximately one-third of the members elected each year. There are no bylaws in this section.*

## **Article II, Section 8. Definitions**

*The provost is described as the principal representative of the university president to the Faculty Senate and the administrative officer who most directly interacts with the senate. Department, college, and faculty are defined.*

- A. Departmental Affiliation: For all Faculty Senate purposes, each department will be regarded as belonging to only one college. Each department which is administered by more than one college will determine the college with which it wishes to affiliate. Such a department may indicate or change its affiliation by communicating this in writing to the senate president at any time. Changes will take effect at the next election for a seat held by a member of that department or at the next regularly scheduled senate election, whichever occurs first. The Executive Board will specify the date by which such changes in affiliation must be reported to the senate president.
- B. Individual Affiliation: For purposes of voting in Faculty Senate elections and membership in the senate, a person will be regarded as on the faculty of only one department and college. Persons with split appointments may affiliate with any department or college in which they hold an appointment and should declare their departmental (or college) affiliation for voting purposes or when becoming a candidate for a senate seat.
- C. Caucus Membership: The college affiliation of a department determines the caucus affiliation of its elected departmental senator. Senators elected at-large will caucus with the college from which they were elected.
- D. Schools: For purposes of voting and membership in the Faculty Senate, a school with no or one department will be treated as a department.

## **Article II, Section 9. Eligibility of Faculty Senate Members**

*Senators are elected to represent faculty in their departments or a college on an at-large basis. All members of the faculty, as defined in the Constitution (Art. II, Sec. 8), are eligible for election to and continued membership in the Faculty Senate with the following exceptions.*

- A. Exceptions:
  - 1. a senator who has served two consecutive terms, including any partial term in excess of one-and-one-half years, is ineligible for re-election to the senate until after one year has passed
  - 2. senators who are unable to attend and participate in senate business for more than two consecutive semesters will resign from the Faculty Senate and the seat will be treated as a vacancy in an unexpired term (see Article II, Sections 11-12)
  - 3. senators whose primary affiliation with the department or college that elected them ceases before the expiration of their current term will resign from the Faculty Senate as of the end of the academic year, and the seat will be treated as a vacancy in an unexpired term (see Article II, Sections 11-12)

4. faculty members who hold college or central administrative appointments whose duties are judged to be primarily administrative, are ineligible to serve as senators; included are titles that contain the term president, provost, or dean (e.g., president, provost, associate provost, assistant provost, vice provost, associate vice provost, assistant vice provost, vice president, associate vice president, assistant vice president, dean, associate dean, and assistant dean); whenever a senator assumes an administrative position that meets the above criteria, the senator will resign immediately and the vacancy will be filled according to the procedures for filling vacancies (see Article II, Sections 11-12)
- B. Although ineligible for election to a full term, any senator or former senator may be elected or appointed to act as a temporary substitute for up to one year or to fill a temporary vacancy (ending with the seating of senators in the spring).
- C. The Executive Board will decide all questions of eligibility.

#### **Article II, Section 10. Nomination and Election of Senators**

*Faculty Senate elections will be held each spring and require written, secret ballots and a majority vote rule.*

With the approval of the senate president and Executive Board, the Governance Council may specify the manner of making nominations, of voting, and of counting votes. Whether for filling a vacancy in an unexpired term or the election of departmental or at-large college senators, the following will apply.

- A. Nominations: Every elector will have an opportunity to nominate by written petition a candidate for each position for which the faculty who are eligible to vote; nominations will require the written approval of the nominee and the support of one faculty member eligible to vote in Faculty Senate elections; the closing of nominations will occur no sooner than six class days after written notice is given every elector who is eligible to make a nomination, but the Executive Board may require a longer period for at-large nominations.
- B. Elections: All elections will be by written, secret ballot and will be decided by majority vote; in all cases, the period for casting ballots will be at least six class days after ballots are distributed to all eligible voters.
- C. Departmental Option: Instead of electing a senator, departments may choose to have their departmental senator position added to the number of at-large positions of the college with which they are affiliated. The Executive Board will specify the date by which such changes must be reported to the Faculty Senate in order to be effective for the next election of senators.

#### **Article II, Section 11. Vacancies in Unexpired Terms**

*When a seat becomes vacant before the end of the term to which a person was elected, the affected constituency is expected to fill the vacancy.*

- A. If a senator's seat will become vacant at the end of the current academic year and this is announced in time, the vacant seat will be filled at the next regularly scheduled election.
- B. Whenever a seat becomes vacant other than at the end of an academic year, it will be treated as a temporary vacancy until the end of the academic year and filled permanently at the next regularly scheduled election.
- C. Time served in the senate as president-elect and senate president will not be included when computing terms served for the purpose of eligibility (see Article II, Section 9).
- D. The frequent absence of a senator or the failure of a senator to participate in Faculty Senate activities will be grounds for the senate, by two-thirds vote of senators present and voting, to declare the seat to be temporarily vacant.
- E. In the event a Faculty Senate officer or council chair is unable to complete his or her term, an election to fill the open position will be held at the next Faculty Senate meeting. Nominations will be solicited from Faculty Senators prior to the meeting and during the meeting prior to voting. The vote will be conducted by written ballot. (See also Article II, Section 4, C.4.)

**Article II, Section 12. Absences and Temporary Vacancies**

*Brief absences and temporary vacancies (not longer than one year) may be filled by the absent senator.*

- A. Whenever a senator will be absent for one or more meetings, for up to one academic year, the seat will be filled by one or more substitutes. The elected senator will name the substitute(s); if this does not happen, the affected department will elect the substitute for a departmental position, and the college caucus will elect the substitute for an at-large position.
  - 1. A substitute senator must meet the same qualifications for office as the absent senator.
  - 2. The absent senator or the substitute senator will notify the senate president of the substitution in writing and the substitution will be announced at the beginning of the meeting.
  - 3. If a substitute is designated for more than two consecutive meetings, the senate president may ask the substitute to assume appropriate duties.
- B. All temporary vacancies will expire when the elected senator returns to the Faculty Senate or following the election of a permanent replacement and the seating of new senators in the spring.
- C. Whenever a vacancy is to be filled through the regular elections to the Faculty Senate, the term of each seat will be three years, except in years ending in zero or five, when the lengths of terms are balanced so that approximately one-third expire every year.

## **Article II, Section 13. Dismissal from Faculty Senate**

*The Faculty Senate may dismiss a senator from office for cause.*

- A. Dismissal procedures may be initiated by either a majority of the Executive Board or by ten percent of the members of the Faculty Senate. A list of charges against the senator must be communicated to him/her in writing, as well as to all members of the senate, at least 14 days prior to the senate meeting at which the matter will be debated.
- B. The Faculty Senate will hear the charges against the senator, and the senator will be given the opportunity to reply. A postponement of the hearing may be allowed, but for only one meeting beyond the meeting originally scheduled for the proceedings. In no case will a final vote on dismissal be taken at the same meeting as the hearing. The vote, conducted by written, secret ballot and tabulated by the Council on Faculty Governance, will occur at the next regular meeting of the senate after the hearing. A two-thirds majority of those eligible to vote is required for dismissal.
- C. A dismissed senator may appeal his/her dismissal to the senator's electing constituency, and he/she will be reinstated if a resolution of reinstatement is approved by a majority vote of the affected constituency casting ballots. The vote will be taken using written, secret ballots, and the ballots will be counted by the Council on Faculty Governance.

## **Article II, Section 14. Meetings**

*The Faculty Senate will schedule and hold monthly meetings and may call additional meetings.*

### **A. Agenda and Calendar**

1. The Executive Board will prepare the agenda for each Faculty Senate meeting. The senate president will distribute the agenda at least 48 hours prior to the meeting. The agenda will be subject to amendment and will be approved by the senate at the beginning of the meeting.
2. All documents placed on the agenda of the Faculty Senate for consideration or action will be assigned a calendar number. These calendar numbers will include the last two digits of the academic year (which is the same as the calendar year of the fall semester) plus an identifying number, in the form YY-NNN, where YY is the year and NNN is the sequential number.
3. The senate president will place resolutions on the calendar of the Faculty Senate, indicating a title, the principal sponsor, and the calendar number. The senate president will be responsible for ensuring that the complete calendar and agenda of the Senate are available to senators and faculty in a timely manner. Supporting documents will be available for inspection by any faculty member at the senate office.

### **B. Consideration of Resolutions and Amendments**

1. All resolutions will be in writing and deposited with the office secretary in time for inclusion in the call of the meeting. When a resolution is offered at a Faculty Senate meeting itself, it should be in writing and in a medium for projection. The presiding officer or the senate may grant exceptions.

2. All motions and resolutions for Faculty Senate consideration must be introduced by a senate committee or by an individual senator, but senators may do so on behalf of others. An individual senator's resolution will carry the name of a single principal sponsor plus the names of any co-sponsors and any persons proposing the resolution who are not members of the senate. The resolution will begin by clearly indicating what policy or action is proposed for senate consideration. Supporting information and arguments may be placed after the proposed resolution but should be kept brief. Except for a resolution that has previously been considered by a senate committee, the senate president will assign the resolution to a council or committee for study. Following consideration by the appropriate council or committee, the Executive Board will recommend a course of action, which may or may not include placement on the senate agenda, further consideration by a council or committee, or the taking of no action at all. The senate president will inform the principal sponsor of such action.
3. A resolution will not be considered at the same Faculty Senate meeting at which it is introduced, but any senator may move that the resolution be considered at the same or a specific future senate meeting.
4. Senators with lengthy amendments or amendments that would alter a resolution substantially should present their proposed amendments to the office secretary in time to be sent out with the call of the next Faculty Senate meeting. The presiding officer or the senate may grant exceptions to this requirement.
5. Any member of the Faculty Senate may speak on any issue before the senate. Others may address the senate upon recognition by the presiding officer, at the invitation of the senate president, when approved by the Executive Board, or by a majority vote of the senate.
6. Upon the adoption of the call for the question or the determination by the presiding officer that a vote is in order, the presiding officer will ask for the yeas and nays. Immediately after the announcement of the result of this vote, either the presiding officer or any senator may demand a vote by a show of hands or by a standing vote.

### **Article III. FACULTY SENATE DOCUMENTS**

*The Faculty Senate may create its own rules but otherwise will use the latest edition of Robert's Rules of Order.*

- A. These Bylaws are adopted pursuant to Article III of the Constitution and use the definitions contained in the Article II, Section 8, and elsewhere in the Constitution.
- B. The Executive Board may establish other governance documents for the use of the Faculty Senate, and these documents may be amended by the Executive Board or by the senate, which has final authority.
- C. The Executive Board will keep track of resolutions and other Faculty Senate business as they progress from introduction and committee consideration through senate consideration and will

establish procedures for the orderly maintaining of resolutions and other documents being considered by the senate, its councils, and committees.

- D. The Faculty Senate may utilize university publications, campus mail, and/or electronic means to distribute its documents and other communications, to vote on senate matters, to solicit nominations, and to conduct elections.

#### **Article IV. AMENDMENT OF GOVERNANCE DOCUMENTS**

*The Faculty Senate Constitution may be amended by the General Faculty, following approval by the Board of Regents. The Executive Board and the Faculty Senate each may create and amend the other documents.*

- A. Amending the Constitution

All amendments will be referred to the appropriate committee and will be reviewed and considered the same as any other resolution. The Faculty Senate may divide any proposed amendment into sections for separate votes on each section. Should the senate adopt an amendment proposed by petition, either in its original or in a modified form, it will be put to a vote of the General Faculty. Should the senate entirely reject an amendment submitted to it by petition, the proposed amendment will not be put to a vote of the General Faculty.

- B. Amending the Bylaws

The Bylaws may be amended by a majority vote of the Faculty Senate. Proposed amendments will be presented in writing at any senate meeting. If they have not been considered previously by the Council on Faculty Governance, amendments will be referred to that council for consideration. Amendments will be reported to the senate at least one meeting prior to the meeting at which the amendments will be voted upon. At any meeting where a vote may be taken, it will be in order to amend a motion to amend the Bylaws.

- C. Amending Other Governance Documents

The Faculty Senate must approve the initial adoption of any other governance documents, which may be amended by majority vote of the Executive Board thereafter. The Executive Board will notify the senate of any amendments, and the senate may amend, approve, or disapprove of any amendments.

#### **Article V. DISSOLUTION OF THE FACULTY SENATE**

*The Faculty Senate may be dissolved by action of the General Faculty.*

*There are no bylaws in this section.*

## **Article VI. COUNCIL AND COMMITTEE STRUCTURE OF THE FACULTY SENATE**

*The Faculty Senate may create, alter, or dissolve senate councils and committees with the approval of a majority of senators present and voting.*

### **Article VI, Section 1. Common Procedures**

#### **A. Procedures in Common to Councils**

Except as specified elsewhere, the following apply to all councils:

##### **1. Membership**

- a. **Voting:** The voting members of each council will consist of a chair of the council elected by the Faculty Senate, one senator elected by each of the college caucuses, and the chairs of the standing committees reporting to that council. In addition to the membership specified below for any council, additional voting members may be appointed by the senate president, assisted by the recommendations of the committee on committees, and confirmed by the Executive Board.
- b. **Non-voting:** The non-voting, ex officio members of each council will include the senate president and a representative of the office of the provost. Additional non-voting members may be named to a council by the senate president or the chair of the council. Ex officio appointments may be requested of any administrative unit and will be named by the head of the unit.
- c. Without violating university policy or state law on open meetings, from time to time the chair of any council may call meetings of the voting members only.

2. A vice chair and secretary will be elected annually by the members of each council.

3. **Term of office:** The term of council members will be two years. The chairs will be elected for a two-year term. Approximately one-half of all council chairs would be elected in each year. All voting members are limited to a maximum of six consecutive years on any one council.

4. Agenda, minutes, and other records of each council meeting will be kept by the council secretary and copies sent promptly to the Faculty Senate office secretary for posting on the senate website.

#### **B. Procedures in Common to Standing Committees**

Except as specified elsewhere, the following apply to all standing committees of all councils:

##### **1. Membership**

a. **Voting:** The voting members of each standing committee will include no fewer than four faculty members plus the chair. In addition to the voting membership specified below for any committee, the committee chair, any remaining college representatives, and any additional members will be nominated by the senate president, assisted by the recommendations of the committee on committees, and confirmed by the Executive Board.

b. **Non-voting:** The non-voting, ex officio members of each standing committee will include the senate president and the chair of the council to which the committee reports. Additional non-voting members may be named to a committee by the senate president,

the respective council chair, or the committee chair. Additional ex officio appointments may be requested of any administrative unit and will be named by the head of the unit.

- c. Without violating university policy or state law on open meetings, from time to time the chair of any committee may call meetings of the voting members only.
  - d. Agreeing to chair or be a member of a committee carries with it the responsibility to actively participate in and attend its meetings. Individuals not fulfilling their committee member or chair responsibilities may be asked by the Senate President with the advice and consent of the Executive Board to relinquish their positions.
2. Committee chairs will be appointed by the senate president and confirmed by the Executive Board. A vice chair and secretary will be elected annually by the members of each committee.
  3. Term of office: The term of committee members will be two years. The chairs will be appointed for a two-year term after having served as a committee member for at least one year. All voting members are limited to a maximum of six consecutive years on any one committee.
  4. Agenda, minutes and other records of each committee meeting will be kept by the committee secretary and maintained as directed by the respective council chair or as provided in the governance documents.
  5. Agreeing to chair or be a member of a committee carries with it the responsibility to actively participate in and attend its meetings. Individuals not fulfilling their committee member or chair responsibilities may be asked by the senate president with the advice and consent of the Executive Board to relinquish their positions.

## **Article VI, Section 2. Council on Faculty Governance**

- A. Charge: Oversees the internal operations of the Faculty Senate; proposes for senate approval and implementation procedures for senate elections; and undertakes continuing review of the Faculty Handbook, the senate governance documents, and the council and committee structure. The council is responsible for the orientation of new faculty senators. The Governance Council from among its membership will appoint a member of the council to be approved by the Faculty Senate president to serve as the election commissioner to be responsible for scheduling, organizing, and overseeing all Faculty Senate elections.
- B. Committees of the Council on Faculty Governance
  1. Committee on Committees
    - a. Charge: Conducts surveys of faculty regarding their committee interests. Recommends to the senate president the names of individual faculty members for appointment to Faculty Senate committees and to all university committees having appointed faculty membership; recommends liaison representatives to university committees.

A pool of faculty names to be nominated for the Distinguished Professor Nomination Review Committee and the University Professor Nomination Review Committee will be selected by the Committee on Committees and forwarded through the Faculty Senate president to the provost. If a committee member (of either the Distinguished Professor Nomination Review Committee or the University Professor Nomination Review Committee) is a member of the same department as any nominee or otherwise has a conflict of interest with any nominee, the member will recuse himself or herself from the discussion and vote on that nominee.

- b. Membership – Voting: The voting members will consist of the caucus chairs from each college and the president-elect, who will serve as chair. The committee will attain reasonably diverse college representation in its appointments.”

## 2. Committee on Governance and Documents

- a. Charge: Undertakes a continuing review of the Faculty Senate governance documents and the senate’s organizational structure. Periodically reviews college governance documents to advise the college faculty on currency and completeness. Works with the provost to assure that revisions to the Faculty Handbook are appropriate, are as approved by the Faculty Senate, and include academic and curricular policies adopted by the senate. Works with provost to establish procedures for editing and style. Edits for style all resolutions and motions passed by the senate who are to be included in the Faculty Handbook.

To facilitate the implementation of Faculty Senate policies, the Governance and Documents Committee will make non-substantive changes without sending policies through the senate channels. A non-substantive change is defined as a change that

1. Corrects inaccuracies;
2. Results in correct use of mechanics (punctuation, verb tense, section numbering, etc);
3. Formats text to conform to Faculty Handbook style;
4. Corrects a linkage problem.

Non-substantive changes will be recorded and reported to the senate before each new version of the Faculty Handbook is posted. Changes will also be posted on the Faculty Senate website to allow comments from senators. If negative comments are received the Executive Board will decide whether items become future business.

When revisions interfere with the original intentions of a policy, the revised text will be sent to the Faculty Senate Governance Council.

In order for a revision to be deemed non-substantive, the members attending the Governance and Documents Committee meeting must unanimously agree to the non-substantive nature of the revision. When unanimity cannot be reached, the change is declared substantive and will be sent to the Governance Council.

- b. Membership – Voting: The voting members will consist of five members including the past president. One voting member will serve as chair.

Non-voting: The non-voting, ex officio members will include a representative of the office of the provost.

3. College and Department Document Review Committee
  - a. Charge: Conducts ongoing reviews of college and department governance documents for consistency with the Faculty Handbook, assists the Provost Office in informing the departments and colleges of new legislation to be included in governance documents, and provides assistance to units on questions regarding governance policy issues.
  - b. Membership—Voting: The committee shall consist of a minimum of five members, including the chair.

Nonvoting: Ex-officio members will include a representative from the Provost Office and the chair of the Governance Council.

### **Article VI, Section 3. Council on Academic Affairs**

A. Charge: Coordinates the creation and consideration of policy in the area of academic affairs, including but not limited to instructional policies, academic standards, honors programs, and the academic calendar. Coordinates the policy proposals of the Committee on Curriculum and the Committee on Academic Standards and Admissions. Works with the Committee on Honorary Degrees to solicit nominations from the faculty and to assist the committee as needed.

#### **B. Committees of the Council on Academic Affairs**

##### **1. Committee on Academic Standards and Admissions**

- a. Charge: Considers policies and procedures related to academic standards, admissions, and advising for both prospective and enrolled undergraduates students.
- b. Membership—Voting: The voting members of the committee will be a chair, the chairs of the academic standard committees of each college, a member of the Faculty Senate Council on Academic Affairs, and two student representatives appointed by the Government of the Student Body.

Non-voting: Non-voting, ex officio members will include one representative each from the offices of the provost, the vice president for student affairs the registrar, admissions, minority affairs, and institutional research.

- c. Term of Office: The length of the terms of office for the college representatives will be determined by the individual colleges. The chair will be appointed for a three-year term, renewable for a maximum of six years. An ex-officio representative from the Faculty Senate Council on Academic Affairs may be appointed by the chair of that council for a renewable one-year term.

##### **2. Committee on Curriculum**

- a. Charge: Recommends and develops policies and procedures for university-wide curricular standards, reviews catalog offerings and degree requirements, and initiates discussions on future curricular matters. The committee reviews college proposals and makes recommendations for curricular changes to the Faculty Senate.

- b. **Membership—Voting:** The voting members of the committee will be a chair, the chairs of each college curriculum committee, a member of the Faculty Senate Council on Academic Affairs, a representative of the Government of the Student Body, and a representative of the Graduate and Professional Student Senate. The student representatives are appointed by their respective student governing bodies. An ex-officio representative from the Faculty Senate Council on Academic Affairs may be appointed by the chair of that Council. The student representatives are appointed by their respective student governing bodies.

Non-voting: Non-voting, ex officio members include the university catalog editor and one representative each from the offices of the provost and the registrar.

- c. **Term of Office:** The length of the terms of the college representatives will be determined by the individual colleges. All others will hold annual appointments, renewable for a maximum of six years.

### 3. Committee on Honorary Degrees

- a. **Charge:** Invites nominations for honorary degrees based on a candidate's record of scholarship, research, and/or creative activity, reviews nominations, and recommends names directly to the Faculty Senate Executive Board for the awarding of honorary degrees.

- b. **Membership—Voting:** The voting members of the committee will include the chair and a representative from each college.

## **Article VI, Section 4. Council on Faculty Development and Administrative Relations**

A. **Charge:** Recommends policies and procedures with regard to academic freedom and responsibility, professional ethics, faculty appointments, promotion and tenure, the appointment and review of administrative officers, and faculty relationships, including well-being, development, morale, and supporting services; considers other issues and proposals related to faculty-administrative relations.

### B. Committees of the Council on Faculty Development and Administrative Relations

#### 1. Committee on Facilities and Educational Resources

- a. **Charge:** Advises on all matters concerning facilities, grounds, and other physical resources as they relate to instruction and research.

- b. **Membership—Voting:** When possible, voting members should serve concurrently as Faculty Senate liaisons to or members of the university committees from which the committee routinely receives reports.

Non-voting: Non-voting, ex officio members will include one representative each from the Government of the Student Body, the Graduate and Professional Student Senate, and the office of the provost.

2. Committee on Recognition and Development
  - a. Charge: Oversees and acts upon policies and programs relative to the professional development of faculty. Makes recommendations to the provost for recognition and awards, travel grants, leaves, and other grants.
  - b. Membership–Voting: The voting members of the committee will include the chair and the chairs of the corresponding college committees.
 

Non-voting: Non-voting, ex officio members will include one representative from the office of the provost.
  - c. Term of Office: The chair will be appointed for a three-year term, renewable for a maximum of six years. The length of term of the college representatives will be determined by the individual colleges.
3. Committee on Women and Minorities
  - a. Charge: Evaluates the status of women and minorities in the ISU faculty, reviews Senate initiatives to assess their probable impact upon women and minorities, plays an advocacy role for its constituencies, and initiates proposals.
  - b. Membership—Voting: A majority of the committee will be from the women and minorities communities.

**Article VI, Section 5. Council on Judiciary and Appeals**

- A. Charge: Maintains a system for faculty grievance; monitors the effectiveness of the faculty grievance process; recommends legislation to the Faculty Senate pertaining to faculty grievance, faculty dismissal, and faculty conduct policies and procedures; and works with the provost in defining the procedural and policy interface between the faculty grievance process and the administration's jurisdiction.
- B. Membership—Voting: Faculty who are departmental executive officers or who hold college or central administrative appointments, as defined in Article II, Section 9(4), are ineligible for membership.
- C. Committees of the Council on Judiciary and Appeals
  1. Committee on Appeals
    - a. Charge: Hears and works to resolve grievances from faculty who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force, or other matters relating to employment; makes recommendations for grievance resolution to the provost; makes recommendations for changes in procedures.
    - b. Membership—Voting: The voting members of the committee will be a chair, all Faculty Senate members of the Council on Judiciary and Appeals, and eight members selected from the faculty at large by the senate president and confirmed by the Executive Board. An attempt will be made to make the committee representative of the broad diversity of the faculty. Faculty who are departmental executive officers or who hold college or central administrative appointments, as defined in Article II, Section 9(4), are ineligible

for membership. The chair of the Council on Judiciary and Appeals will chair the committee. When the committee's workload warrants additional support, temporary members may be appointed for a term no longer than one year.

Non-voting: Faculty who are departmental executive officers or who hold college or central administrative appointments, as defined in Article II, Section 9(4), are ineligible for non-voting, ex officio membership and will not be present during any consideration of any faculty appeal.

- c. Term of Office: Committee members will be appointed for a three-year term, renewable for a maximum of six years.

## 2. Reserved

### **Article VI, Section 6. Council on University Resource Policies and Allocations**

A. Charge: Develops and maintains a system for shared governance to ensure communication between faculty and administration in relation to resource policies and allocations; advances proposals consistent with Faculty Senate initiatives and priorities; recommends initiatives to the senate pertaining to resource policies and allocations; works with the university president and other administrators to implement approved policies. Serves as the provost's advisory committee on budget and planning. Reviews issues related to budget policy and makes recommendations to the provost. Oversight for information technology and research advisory committees.

#### B. Committees of the Council on University Resource Policies and Allocations

##### 1. Committee on Research Planning and Policy

- a. Charge: Reviews issues of long term and short term importance to the ISU research efforts. Serves as the advisory committee to the vice provost for research, and prepares reports and recommendations on items of importance to the faculty and/or the vice provost for research. The chair also serves on the Research Council (formerly CURIA).
- c. Membership—Voting: One member from each college plus a chair.
- d. Non-voting: Non-voting ex-officio member will be the vice-provost for research.
- c. Term of Office: Committee members will be appointed for a three-year term, renewable for a maximum of six years.

##### 2. Committee on Faculty Welfare and Benefits

- a. Charge: Oversees current policies and develops new ones concerning the insurance, benefits, and general welfare of all faculty.
- b. Membership – Voting: An attempt will be made to make the committee representative of the broad diversity of the faculty. A representative of the university benefits committee will be a voting member of this committee.

Nonvoting: Non-voting, ex-officio members will include representatives of the offices of the provost and vice president of business and finance.

- c. Term of Office: Committee members will be appointed for a three-year term, renewable for a maximum of six years.
3. Committee on Business and Finance
- a. Charge: Reviews issues of business, finance, and university infrastructure. Serves as the faculty advisory committee to the vice president for business and finance. Prepares reports and recommendations for the senate and for the vice president for business and finance.
  - b. Membership—Voting: Chair plus four members.
  - c. Non-voting: Non-voting ex-officio member will be the vice president for business and finance.
  - d. Term of Office: Committee members will be appointed for a three-year term, renewable for a maximum of six years.
4. Committee on Information Technology
- a. Charge: Represent faculty interests regarding IT; coordinate information of standing and ad hoc IT committees; address IT issues and policies of importance to the faculty and administration; serve in an advisory capacity to the CIO.
  - b. Membership—Voting: The voting members of the committee will be a chair and one representative from each college and from the library; in addition, not more than three members from the general faculty who have expertise in IT matters will be appointed by the Faculty Senate president.
  - c. Non-voting: Non-voting ex-officio member will be the CIO.

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