

**Faculty Senate Officer and Chairperson Handbook
and Procedures Manual**

Revised April 17, 2019

Revisions Approved by the Governance Council

Faculty Senate Officer and Chairperson Handbook and Procedures Manual

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Background

The *Faculty Senate Officer and Chairperson Responsibilities and Procedures Manual* (originally entitled the *Faculty Senate Procedures Manual*, referred to herein as *Procedures Manual*) was designed to be a source of information and a guide for elected and appointed officers of the Faculty Senate, including councils and committees, to assist them in carrying out their Senate duties. It was originally written and approved by the Committee on Governance Structure and Documents, February 23, 2003. Committee members at the time were: Heimur Geirsson, Palaniappa Molian, Michael Olsen, Greg Palermo, Rob Ruben, Janet Sharp, Diana Shonrock, Stanley Wagner, Denise Vrchota (ex-officio), and Colin Scanes (chair).

A major overhaul of the document was initiated in April 2018 by Veronica Dark, outgoing chair of the Senate Documents Committee, and passed on to Denise Vrchota, incoming chair of the Senate Documents Committee for completion. It was approved by the Governance Council in XXXXX.

The *Procedures Manual* also includes information to assist in the performance of official and routine procedures of the Faculty Senate.

Revision and Maintenance Policy

Revisions to the *Procedures Manual* may be made at any time. Officers and senators are encouraged to review and revise sections of the manual on an annual basis to reflect current practices. These revisions will be sent to the chair of the Senate Documents Committee. The Senate Documents Committee will send the proposed revisions to the Governance Council with a recommendation to approve or not. The Governance Council will vote.

The *Procedures Manual* is maintained by the Senate Documents Committee, a part of the Governance Council. It is posted by the Senate office secretary on the Committee's web page on the Faculty Senate Website.

The Senate Documents Committee will formally review the *Procedures Manual* in years ending in –0 and –5.

PART I: Responsibilities of Elected Officers and the Office Secretary

Elected Senate officers are the president-elect, the president, the past president and the secretary. There also is a professional office secretary.

Each January, a current senator is elected to a three year term as president-elect, president, and then past-president. The term as president-elect begins in May of the year of election; the term as president begins in May of the following year. The term as past president begins in May of the third year. The secretary serves a two-year term, but may be re-elected. The descriptions below provide general guidance about the responsibilities and expectations of each office. Consult the *Faculty Senate Faculty Senate By-Laws* for more detailed description about each office.

A. President-Elect of the Faculty Senate

Scope of this office.

The duties listed in the *Faculty Senate By-Laws* are: to advise and assist the Senate president; in the president's absence the president-elect chairs meetings and otherwise acts on behalf of the Senate president; should the office of Senate president become vacant for any reason, the president-elect will become the Senate president. In addition, the president-elect year is a year of being educated about issues and procedures, including the Board of Regents.

The **president-elect** of Faculty Senate has several principal responsibilities. In order to fulfill these responsibilities, the Office of the Provost offers a 25% release from faculty responsibilities during the year served as Senate president-elect.

President-elect responsibilities include:

- 1) Serve on a number of Senate committees. The president-elect should work with the Senate office secretary to add these meetings to his/her schedule. These committees include:
 - a) Senate Executive Board (EB) (Meets on the first Tuesday of each month in Lab of Mechanics (LOM) room 107 from 3:00 to 5:00)
 - b) Resources, Policies and Allocations Council (RPA) (Meets typically 1—2 times monthly—once with faculty only or with an invited guest in LOM 107 and once with the Provost in 1550 Beardshear)
 - c) Chairs the Committee on Committees, which requires populating councils and committees across the Senate. The Committee on Committees consists of the president-elect and all the caucus chairs.
 - d) Chairs the Senate Representative Committee, which is identical in composition to the Committee on Committees. It is scheduled periodically and used at the discretion of the president-elect, typically for help planning the spring faculty conference, during conference years.
 - e) Chairs the Senate Administrative Committee (meets on a Tuesday at Executive Board time, in LOM 107 at the request of the Senate president)
 - f) Vice chair of Judiciary and Appeals Council
 - g) Coordinates the Faculty Spring Conference on alternate years

- 2) Serve on a number of university-wide committees. The president-elect works with the Senate office secretary to add these meeting to his/her schedule. These committees include:
 - a) Policy Library Advisory Committee (PLAC) (Meets the fourth Thurs of each month as needed in the university counsel conference room, 3590 Beardshear Hall)
 - b) Library Advisory Committee (LAC) (Meets typically from 10:30 to noon once a month on a Friday in the library dean's conference room, 3rd floor of Parks Library)
 - c) Chairs' Cabinet (Meets typically once a month on Friday mornings from 8:15 to 9:30 in 3150 Beardshear Hall)
 - d) Faculty Leadership Committee (Meets monthly around noon with the Associate Provosts in 1550 Beardshear Hall)
 - e) Campus Leaders' Luncheons (CLB) (Scheduled by the President's Office on average 2-4 times annually beginning at 7:30 a.m. and ending at 9:00, often at the Knoll)
 - f) CELT Advisory Board (Meets in the CELT conference room 3rd floor, Morrill Hall twice per semester)
- 3) Serves in the absence of the Faculty Senate president as the chair of the Executive Board or chairs Senate meetings (Meets monthly on the 2nd Tuesday of the month in Memorial Union Great Hall or Sun Room from 3:30 to 5:00)
- 4) Prepare president-elect comments as needed on topics of concern/interest for Senate meetings.
- 5) During academic years that end with even numbers schedule and oversee/coordinate the Spring Faculty Conference in collaboration with the Office of the Provost, who underwrites the cost.
- 6) Attend Board of Regents (BOR) meetings with the Faculty Senate president, during the spring but otherwise as arranged. (BOR meetings occur about 5 times annually and often involve travel to another city in Iowa with an overnight paid for by the Faculty Senate)

Calendar of monthly responsibilities (assumed term of May – May).

January (when elected)

- Negotiate release time for president-elect and presidential years with department chair, provost, and, when necessary, the dean (See page 19).

May (when term begins)

- With Senate president, set date for Summer Retreat with Executive Board and administration
- Begin work with Committee on Committees to fill openings (committee appointments are approved by the Executive Board). Membership of committees is posted on website.

August

- Organize orientation for new senators to be held in September in collaboration with Governance Council

September

- Chair and convene planning committee for Spring Faculty Conference (if held)
- Create schedule of planning meetings for Spring Faculty Conference

October & November

- Chair planning meetings for Spring Faculty Conference
- Work with Executive Board to recruit senators for elected officer positions

December – February

- Chair planning meetings for Spring Faculty Conference

March

- Complete arrangements for Spring Faculty Conference
- Attend Spring Faculty Conference

April

- Schedule luncheon with Board of Regents and Executive Board for presidential year
- Invite Board of Regents president to Faculty Senate meeting for presidential year
- Meet with new Council Chairs and set goals
- Attend Board of Regents meeting as guest of Senate president for introduction to Board

May

- Assume presidential responsibility during Senate meeting at “new business”
- Prepare and deliver introductory comments.

Regular Meetings (All meet monthly unless otherwise indicated).

- Executive Board
- PLAC
- Administrative Committee (as needed)
- Provost and Senate president
- Senate president (as arranged)
- Judiciary and Appeals Council (regularly)
- Knoll Breakfast

Responsibilities of non-routine nature.

- Chair the Faculty Senate or Executive Board in the absence of the Senate president
- Assume other responsibilities as requested by the Senate president

B. Faculty Senate President

Scope of this office.

The duties listed in the *Faculty Senate By-Laws* are: the Faculty Senate president serves as voice of the faculty and represents faculty interests to the university administration, Board of Regents, the public, the press and other groups. The Faculty Senate president issues the call for Senate meetings and presides over each meeting of the Senate and other Senate bodies.

The **president** of the Faculty Senate has a number of responsibilities that increase his/her presence on campus and his/her interactions with university administration. The president is expected to be fully conversant in Senate documents, including the Faculty Handbook, and to be familiar with national and local issues facing higher education.

In order to fulfill the responsibilities of Faculty Senate president, the Office of the Provost offers a 50% release from faculty responsibilities during the year served as Senate president.

President's Principle Responsibilities:

1. Serve on Senate committees. The president-elect should work with the Senate office secretary to add these meeting to his/her schedule. These committees include:
 - a. Chair the Senate Executive Board (EB) (Meets the first Tuesday of each month in Lab of Mechanics (LOM) room 107 from 3:00 to 5:00)
 - b. Chair all Senate meetings (monthly, typically on the second Tuesday of the month in Durham Great Hall, Memorial Union beginning at 3:30, and with 2 meetings in April.)
 - i. Prepare president comments on topics of concern/interest for full-Senate meetings.
 - c. Chair the Senate Administrative Committee (meets on a Tuesday at Executive Board time, in LOM 107 at the request of the Senate president)
 - d. Resources, Policies and Allocations Council (RPA) (meets typically 1—2 times monthly—once with faculty only or with an invited guest in LOM 107 and once with the Provost in 1550 Beardshear Hall)
 - e. Ex-officio member of all councils
 - I .Attend Senate council and committee meetings on an invited or as-needed basis
2. Serve on university-wide committees. The president works with the Senate office secretary to add these meetings to his/her schedule.
 - a. One-on-one meetings with the provost (meets monthly by mutual arrangement or as needed in 1550 Beardshear)
 - b. One-on-one meetings with the university president (scheduled as needed and by mutual arrangement by either party)
 - c. Chairs' Cabinet (meets monthly on Friday mornings from 8:15 to 9:30 in 3150 Beardshear Hall)

- d. Faculty Leadership Committee (meets monthly around noon with the associate provosts in 1550 Beardshear Hall)
 - e. Campus Leaders' Luncheons (scheduled periodically by the office of the university president on average 2-4 times annually beginning at 7:30 a.m. and ending at 9:00, often at the Knoll)
 - i. send questions from the Senate to the university president a week prior to the breakfast
 - f. University Budget Advisory Council (UBAC) (scheduled periodically by the university president)
 - g. Liaison to P&S Council (meets first Thursday of the month at 2:10 in the Memorial Union Gallery. Present short report concerning Senate topics.)
3. Represent the faculty at university commencement ceremonies (the registrar will provide regalia as needed)
 - a. Introduce honorary degree recipients (script provided by the registrar).
 4. Serve as the faculty spokesperson for questions from the press. In order to fulfill this function well, the president should:
 - a. Become familiar with national issues facing higher education
 - b. Be familiar with issues facing Iowa State University
 - c. Know the issues the Student Government and Graduate and Professional Student Senate will address
 5. Attend Board of Regents meetings (occur about 5 times annually and involves travel to another city in Iowa for at least half of them, with an overnight stay paid for by the Office of the Provost)
 - a. present comments on behalf of faculty at final board meeting
 6. Maintain relationships with Senate leadership at University of Northern Iowa and University of Iowa [arrange a meeting when the BOR meeting is held in Ames]
 7. Attend national higher education conferences (e.g., APLU) as warranted
 8. Work with the senate office secretary to accomplish ongoing scheduled responsibilities:
 - Oversee the development of Senate agendas in sufficient time for timely electronic dispersion to senators
 - Prepare Executive Board agendas in sufficient time for timely electronic dispersion to Executive Board members
 - Maintain oversight of continued progression of resolutions through the Senate to the administration and the Board of Regents
 - Send agendas and/or discussion points to president and provost in advance of scheduled meetings
 - Send questions to president one week before Campus Leaders' Luncheon
 - Respond to e-mails, phone calls, memos, letters from faculty and others

Calendar of monthly responsibilities (assumed term of May – May).

May

- Assume presidency at “new business” of May meeting
- Confer with the Senate office secretary about the upcoming term regularly scheduled meetings and determine a preliminary schedule for the following year
- Schedule and make arrangements for Executive Board retreat with university president and provost
- Schedule Executive Board meetings for coming year (includes summer Executive Board meetings);
- discuss council chair goals

June and July

- Work with Executive Board to plan retreat with university president and provost.
- Call Executive Board meetings on as-needed basis following retreat (possibly to discuss issues raised at the retreat)
- Send letters of appreciation to department chairs of Executive Board members and committee chairs thanking for courtesies extended

August

- Hold retreat
- Hold first of regularly schedule Executive Board meetings to plan for coming year
- Arrange to meet with Senate leadership from University of Northern Iowa and University of Iowa during the first Board of Regents meeting
- Present overview of the Senate to the new faculty at New Faculty Orientation
- Meet with new department chairs at Department Chair Orientation

September

- Ensure that councils begin to work on issues prioritized by strategic planning.
- Initiate administrative reviews as specified in the *Faculty Handbook*
- Follow-up and complete administrative reviews of previous year
- Call meeting of university committee liaisons to discuss duties

November

- Work with Executive Board to recruit senators for elected officer positions

December

- Work with office secretary to prepare Memorial Resolutions for Senate meeting

January

- Announce “funnel” date to committees and councils. The funnel date is the last date that a committee can initiate a proposal to be approved by the Senate in the current academic year

March

- Attend Spring Faculty Conference. Make introductions, give summaries, assume other roles as delegated by the conference planning committee

April

- Introduce incoming Senate president to the Board of Regents
- Address the Board of Regents

May

- Work with Senate office secretary to prepare Memorial Resolutions for Senate meeting
- Present outgoing president comments to Senate
- Write annual report for distribution to general faculty
- Work with incoming president to facilitate transition as past president
- Write letters of commendation to department chairs on behalf of senators

Regular Meetings (All meetings monthly unless otherwise indicated).

- Board of Regents (four or more meetings annually)
- President's Council
- Academic Council
- Deans and Provosts Administrative Group
- Department Chair Cabinet
- Professional and Scientific Council - presenter
- University president (once or twice per semester)
- Provost
- Associate provosts (accompanied by president-elect)
- Senate meetings
- Executive Board
- Executive Board Administrative Committee (as needed)
- Campus Leaders' Luncheons (with 7 Executive Board members)

Responsibilities of Non-routine Nature.

- Appoint task forces as needed
- Serve on search committees (e.g., provost, university president)
- Serve on task forces (or appoint a past president)
- Serve on special committees (e.g., university strategic planning committee, Kellogg Commission, NCAA Review, or appoint a past president)
- Attend events at The Knoll to represent the Senate
- Represent faculty at events as needed
- Make presentations or give impromptu remarks when invited

C. Past President of the Faculty Senate

Scope of this office.

The duties of the past-president listed in the *Faculty Senate By-Laws* are: advises and assists the Senate president; attends Executive Board meetings as a voting member; attends Senate meetings; represents the president when the president-elect is unavailable.

The **past-president** participates in Executive Board meetings and Senate meetings as a voting member. He/she may continue service on task forces or other committees, if desired.

In order to recognize the time invested serving in Faculty Senate leadership, the Office of the Provost will support the past president's return to full faculty responsibilities through a one-semester teaching leave to pursue scholarly work, and will provide for the cost of replacement teaching. In those special cases in which an individual is asked to take on a significant Senate responsibility during their year as past president (e.g., serve as major Task Force chair, etc.), they may request that the one-semester leave be scheduled for the fall semester *following* their service as past president. The request to delay the semester leave must be requested a year in advance and approved by the Office of the Provost, and the chair of the individual's home department.

Past-president principle responsibilities:

1. Serve on Senate committees. The past president should work with the Senate office secretary to add these meetings to his/her schedule. These committees include:
 - a. Attend the Faculty Senate Retreat in August
 - b. Senate Executive Board (EB) (Meets typically on the first Tuesday of each month in Lab of Mechanics (LOM) room 107 from 3:00 to 5:00)
 - c. Attend Senate meetings (monthly, typically on the second Tuesday of the month in Durham Great Hall, Memorial Union beginning at 3:30, and with 2 meetings in April.)
 - d. Campus Leaders' Luncheons (scheduled by the President's Office on average 2-4 times annually beginning at 7:30 a.m. and ending at 9:00, often at the Knoll)
 - e. Senate Administrative Committee meetings scheduled periodically and used at the discretion of the Senate president.
 - f. Resources, Policies and Allocations Council (RPA) (meets typically 1—2 times monthly—once with faculty only or with an invited guest in LOM 107 and once with the Provost in 1550 Beardshear.)
2. Serve on university-wide committees. The past president should work with the Senate office secretary to add these meeting to his/her schedule. These committees include:
 - a. Campus Leaders' Luncheons (scheduled periodically by the President's Office, on average 2-4 times annually beginning at 7:30 a.m. and ending at 9:00, often at the Knoll)
 - b. Serve on other committees and task forces as assigned or for which he/she volunteers.

3. Complete unfinished projects from presidential year
4. Pursue special projects (with approval and support of the president and Executive Board)
5. Chair special projects at request of Senate president (e.g., non-tenure track task force)
6. Represent the Senate in the absence of the president and president-elect (e.g., attend commencement, introduce honorary degree recipients, serve on committees)

Regular Meetings (all meet monthly unless indicated otherwise).

- Faculty Senate Executive Board
- Faculty Senate meetings
- Administrative Committee (as called by Senate president)
- RPA Council

D. Secretary of the Faculty Senate

Scope of this office.

The duties of the Faculty Senate secretary as described in the *Faculty Senate By-Laws* are to keep notes of Faculty Senate and Executive Board meetings.

Secretary principle responsibilities:

1. Attend the Faculty Senate Retreat in August
2. Attend and take minutes for Senate Executive Board (EB) (Meets typically on the first Tuesday of each month in Lab of Mechanics (LOM) room 107 from 3:00 to 5:00)
 - a. Prepare unapproved minutes of each meeting in time for distribution by office secretary prior to the next meeting
 - b. Record amendments to the unapproved minutes
 - c. Prepare approved minutes and send to office secretary in time for distribution prior to next meeting
3. Attend and take notes for Senate meetings (monthly, typically on the second Tuesday of the month in Durham Great Hall, Memorial Union beginning at 3:30, and with 2 meetings in April.)
 - a. Prepare unapproved minutes of each meeting in time for distribution by office secretary prior to the next meeting
 - b. Record any amendments to the unapproved minutes
 - c. Prepare approved minutes and send to office secretary in time for distribution prior to next meeting
4. Attend Campus Leaders' Luncheons (scheduled by the President's Office on average 2-4 times annually beginning at 7:30 a.m. and ending at 9:00, often at the Knoll)
5. Attend Senate Administrative Committee meetings scheduled periodically and used at the discretion of the Senate president.

E. Office Secretary of the Faculty Senate

Scope of this office.

The duties as described in the *Faculty Senate By-Laws* are that an office secretary will be hired to record and transcribe Senate meetings and maintain the Senate website. The office secretary also will do other clerical work for the Senate, its officers, councils, and committees.

Office Secretary Principle Responsibilities:

1. Day to day running of the Faculty Senate office
 - a. scheduling of Senate meeting spaces
 - b. working with chairs of councils and committees to find meeting times and meeting spaces
 - c. respond to e-mails, phone calls, memos, letters from faculty and others
 - d. maintain the Senate budget
 - e. compile the Senate directory
2. Schedule all regular Senate meetings
 - a. reserve rooms over a year in advance and arranging appropriate set up
 - b. arrange appropriate technology for each meeting, including taping
 - c. arrange and pay for refreshments
3. Track Senate docket items thru Board of Regents
4. Update and maintain the Senate webpages
 - a. For the Senate and Executive Board and each Senate Council and Committee
 - i. maintain electronic record of members and terms
 - ii. electronically post agendas and minutes
5. Arrange for gifts and certificates for outgoing senators
6. Foreign Travel Grant
 - a. receive applications
 - b. track recipients expenditures
 - c. prepare report
7. Prepare conference procedures, meeting agendas, council reports, task force reports
8. Update and maintain senate documents
 - a. *Faculty Handbook*
 - i. Each semester provides the Senate Documents Committee with copies of all approved docket items affecting the Faculty Handbook along with a preliminary revised handbook
 - b. *Faculty Senate Bylaws* and *Faculty Senate Constitution*
9. Arrange and oversee all Senate elections as shown on the timeline on the following pages

Election Time Line and Document List

Target Date	Election	Activity	Document Name
November	Departmental and At-large Senators	Identify which senators will be coming up for election	(Year)Faculty Senator List
January – first week	Departmental Senators	Send departmental election email to Department Chairs, caucus chair, and affected senators asking them to elect a new senator or re-elect their current senator. Also send the election results form	(Year)Election Memo to Departments and (Year)Results of Departmental Election Form
By end of January	Departmental Senators	Departmental elections should be complete. .	
First week of February	At-Large Senators	Send out campus wide memo call for at-large nominations	(Year)Call for At-large Nominations Memo
3rd week of February	At-Large Senators	Nominations close. Set up ballots on Qualtrics. Make ballots with instructions on how to electronically vote to send out to colleges who will be holding at-large elections	(Year) Directions on voting for at-large senators
Last week of February	At-Large	Start at-large elections. Send out ballots to each individual college who is holding elections. Active Qualtrics ballots	(Year)Directions on voting for at-large senators
First week of March	At-Large	At-large elections are complete. Send out memo to those who were not elected. Send out memo to those who were elected – at-large and departmental - welcoming them to the Senate.	(Year)Rejection Letter (Year) New Senator Letter
November, December and January	President-Elect	Send nomination form in November, December and January meeting packet to Faculty Senators.	(Year)President-Election Nomination Form
January FS Meeting	President-Elect	Prepare written ballot for January meeting	
January F.S. Meeting	President-Elect	Conduct election with written ballots	(Year)President-Elect Ballot
March 1	Secretary & Council Chairs	Send nomination forms in March meeting packet to Faculty Senators.	(Year) Council Chairs Nomination Form
April	Secretary & Council Chairs	Prepare written ballots.	(Year) Ballots for Council Chairs

April FS Meeting	Secretary & Council Chairs	Conduct election with written ballots.	(Year) Ballots for Council Chairs
May	Caucus Chairs & Council reps from Senate	Once departmental and at-large elections are complete. Send email to each caucus chair with caucus membership for the following year. List all council and committees that need a representative from their college. All council/committees and caucus chairs need to be selected by the last meeting in April. This information is to be given to the Office Secretary.	

F. Letter of support

**Faculty Senate President, President-Elect, and Past President Support
Office of the Senior Vice President and Provost
Iowa State University**

Approved by FS and Provost 2008

For several years, the Provost's Office has supported faculty members who have served as Faculty Senate President, President-Elect, and immediate Past President. This support has included funds to support release time from selected duties during the years of service as President-Elect and President, and during the fall semester following service as President. Such support has been used primarily to cover replacement teaching or to support ongoing research through the employment of a graduate student. The use of such funds has varied widely because of individual needs and assignments. The faculty member's home department has also usually been willing to support this important university service. This agreement is meant to establish an understanding of the Provost's financial support for this aspect of shared governance.

To recognize the time commitment involved in this important institutional service, the Office of the Senior Vice President and Provost will fund these Senate leadership positions in the following ways.

- **President:** for the year of service as President, the Provost will work with the department chair to negotiate a half-time (50%) release from faculty responsibilities for the academic year of service. This will normally include replacement costs for teaching or funds to hire a graduate assistant. The Provost will also provide a \$3000 professional development fund for the President. This amount includes funding for the President to attend one of the conferences coordinated by the AAHE, ACE, or AAUP, allowing the Senate leadership to remain informed about national conversations on shared governance.
- **President Elect:** for the year as President Elect, the Provost will work with the department chair to negotiate a quarter-time (25%) release from faculty responsibilities for the academic year of service. This will normally include replacement costs for teaching or funds to hire a graduate assistant.
- **Past President:** for the year as immediate Past President, the Provost will support the past President's return to full faculty responsibilities through a one-semester leave to pursue scholarly work and will provide for the cost of replacement teaching. Past Presidents who pursue this funded leave will provide the Provost in advance with a description of their planned scholarly activities for the fall semester of the leave.

Funds for this compensation of Faculty Senate service cannot be carried over from year to year.

PART II: Executive Board Duties and Charge of Its Committees

Scope of this Board

The Executive Board, which is chaired by the Senate president, provides leadership and planning for the Faculty Senate. It consists of the Senate officers, the chairs of the five Senate councils, and the chairs of the seven Senate caucuses. The provost and the associate provost are *ex-officio* members of the Executive Board. The Executive Board meets monthly prior to each Senate meeting during the academic year and meets during the summer as needed. It acts on behalf of the Senate when the Senate is not in session. The Senate may countermand any action of the Executive Board.

The main order of business at regular meetings of the Executive Board during the academic year is preparation of the agenda for the upcoming Senate meeting.

The Senate secretary takes minutes of the meeting.

The agenda and the minutes are posted on the Senate website.

Committees

A. Administrative Committee

The elected 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.

B. Representative Committee

The elected 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. Committee on Honorary Degrees

Scope of this committee.

Bylaws 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.

Responsibilities.

Committee –

- Meet deadlines as follows:
 1. Send letter to deans, directors, senators and department chairs requesting nominations by September 14th (The list should be expanded to all faculty.)
 2. Make nominations by November 30

3. Distribute nominations (including C.V.) to committee by December 30.

Chair –

- Call meetings as needed, beginning with the first week in September. (The Senate's office secretary is available to help set up initial meeting)
- Meet mid-January to determine whether additional information is required or a recommendation can be made. A subsequent meeting may be required. At that time, the recommendation goes to the Senate Executive Board and then to the president.

Officers –

Secretary –

- There is no secretary on the Honorary Degree committee. Minutes of meetings are recorded by the chair or on a rotating basis by members, as the chair and committee agree.

Members –

- Attend Committee Meetings

Structure/membership.

The Committee has 8 members, one from each academic college.

D. Created as needed--Committee for Oversight of Academic Reorganization

Scope of this committee.

Bylaws charge: Executes 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.

Structure/membership.

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.

PART III: Council and Committee Charges and Responsibilities of Elected Council Chairs and Appointed Committee Chairs

Chairs of the five Senate Councils are elected by the full Senate for a two year term. Council chairs are members of the Executive Board.

A description of the scope of each council and the chair responsibilities follows along with the charge and description of each committee reporting to the council. The *Faculty Senate Faculty Senate By-Laws* state that it is the responsibility of each council to ensure that issues in its purview are considered in such a way that the Executive Board receives policy proposals that are adequately prepared and integrated.

In addition to the described members, the Senate president, with the approval of the Executive Board may appoint additional voting members of any council. The Senate president is an *ex-officio* member of each council.

I. Council on Academic Affairs

A. Description

Scope of this council

Faculty Senate By-Laws 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, the Committee on Academic Standards and Admission and the Committee on Outcomes Assessment.

The scope of the Academic Affairs Council is extremely broad. Virtually any issue in the university could be referred to this Council since it may impact on the university's academic life, even if tangentially. A significant portion of the business handled by this Council are issues related to the standing committees that report to the Council, i.e., Curriculum Committee, Academic Standards and Admissions Committee, and Student Affairs Committee. Additionally, the Council deals with a number of *ad hoc* issues, such as duration and timing of the course drop policy, student evaluations of teaching, scholarship of teaching, research advisory committee, and dead week policies.

Issues may come before the Council in one of four ways:

- a. a charge from the Senate
- b. a charge from the Executive Board
- c. a request from the Council Chair
- d. a request from a Council member

Structure/membership

The Council is composed of a chair elected from the Faculty Senate, one senator elected from each college caucus, and chairs of the committees that report to the council: the Academic

Standards and Admissions Committee, the Curriculum Committee, the Outcomes Assessment Committee, and the Student Affairs Committee. A member of the provost's office is an *ex-officio* member of the Council.

Responsibilities

Chair –

- Call meetings of the Academic Affairs Council
 - Determine a semester meeting schedule (At the chair's request, the Senate office secretary will survey members to find times that minimize conflicts and allow maximum participation.)
 - Distribute an agenda prior to each meeting
 - At the first meeting, determine a system of recording minutes (The bylaws state that there should be a council secretary but some councils rotate the responsibility rather than elect a permanent secretary.)
- Submit the agenda and minutes to the Senate office secretary for posting on the web page
- Attend monthly Executive Board meetings (member of the Executive Board)
 - Present items from the Academic Affairs Council to the Executive Board
- Attend monthly Senate meetings
 - Present items from the Academic Affairs Council to the Senate
- Attend Administrative Committee meetings
- Coordinate resolutions and business of Committees responsible to the Council; serve in advisory capacity to committee chairs responsible to the Council
 - Work with chairs of standing committees for guidance and direction on issues addressed by those committees (The council chair is an *ex-officio* member of each committee.)
- Provide written reports of Academic Affairs Council and Committee business annually to the
- Senate and more often as requested by the Senate president

Members –

- Attend council meetings (approximately once a month or as needed)
- Participate actively
- Set aside personal biases in order to represent the interests of the faculty community as a whole
- Become informed on issues before the Council
- Solicit opinions from wide spectrum of faculty members
- Assist chair in preparing recommendations to the Executive Board and to the Senate
- Assist chair in bringing resolutions to the Senate for a vote

B. Committees

1. Committee on Academic Standards and Admissions

Charge of this committee.

Bylaws charge: Considers policies and procedures related to academic standards, admissions, and advising for both prospective and enrolled undergraduate students.

Responsibilities.

Committee –

- Complete duties depending on priorities established by the Academic Affairs Council
- Complete duties depending on the vice provost for academic affairs requests
- Establish admission standards; approval and periodic review of special GPA requirements
- Edit the Academic Life section of the *Catalog* each time it is revised (biennially)

Chair –

- Call meetings as needed (normally held monthly) (the Senate's office secretary is available to help set up initial meeting)
- Serve in an ex-officio capacity on the Academic Affairs Council
- Report to the Academic Affairs Council.
- Establish meeting times for the committee and assemble the agenda for each meeting.
- Ensure that the agenda and minutes are posted on the Faculty Senate web page following approval.
- Communicate with vice provost for undergraduate programs for agenda items

Members –

- Attend committee meetings
- Take turns recording minutes

Non-routine responsibilities.

- Recognize that duties vary from year to year (e.g., evaluate "cut levels" for CLEP scores or research issues such as grade inflation.)

Structure/membership.

The Committee has 8 members, one from each academic college, one of whom may be the chair. Student Government may appoint up to two student members.

Ex-officio members include the registrar, the vice-provost for Undergraduate Programs, the director of Student Affairs, the director of Minority Student Affairs, a representative from the Admissions Office, a representative from the Office of Institutional Research, and a representative from the Office of Student Counseling. The chair of the Academic Affairs Council may occasionally attend meetings of this committee

2. Committee on Curriculum

Charge of this committee.

Bylaws 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.

- Recommend and develop policy and procedures for university-wide curricular standards
- Review catalog offerings degree requirements
- Initiate discussions on future-curricula.
- Committee reviews college proposals
- Make recommendations for curriculum changes to the Faculty Senate
- Make revised *Catalog* report to Board of Regents

Responsibilities.

Committee –

- Approve new majors, minors and programs that require Board of Regents approval
- Approve changes in name of majors and minors
- Discontinue majors and minors
- Lead the process to develop the new catalog; review course and curricular changes
- Respond to concerns of academic advisors

Chair –

- Schedule Faculty Senate Curriculum Meetings
- Set the agendas
- Post minutes on Senate web page
- Maintain meeting calendar
- Answers question of curricular nature
- Forward items to Academic Affairs Council

Members –

- Member take turns keeping notes and preparing minutes
- Minutes are posted on the Faculty Senate web page

Structure/membership.

- Chair of each College Curriculum Committee
- Chair of the Graduate College Curriculum Committee.
- *Ex.-officio* members: editor of the *Catalog*, the registrar, and the vice-provost for Undergraduate Programs.

3. Outcomes Assessment Committee

Charge of this committee.

Bylaws charge: coordinate learning outcomes assessment activities across the university, such as the following:

- Facilitate, coordinate and/or advise the development of mechanisms that support university level reporting requirements, such as reports to the Board of Regents and the Higher Learning Commission.
- Facilitate, coordinate and/or advise assessment efforts in order to support continual improvement of university level course requirements (for example International Perspectives, US Diversity, Communications and Library) and the assessment of those outcomes that are held in common between some or all colleges.

Responsibilities.

Committee –

- Facilitate and coordinate university level reporting requirements for the Board of Regents and accrediting bodies
- Coordinate and support assessment practices between colleges
- Promote best assessment practices to each college

Chair –

- Schedule committee meetings
- Set the agendas
- Post minutes on Senate web page
- Maintain meeting calendar
- Forward items to Academic Affairs Council

Members –

- Members take turns keeping notes and preparing minutes
- Minutes are posted on the Faculty Senate web page

Structure/membership.

- Chair of each College Assessment Committee or other appointee as designated by college
- *Ex.-officio* members: director, Undergraduate Education and Academic Quality

4. Student Affairs Committee

Charge of this committee.

Bylaws charge: Represents the faculty perspective on student success. Serves as the faculty advisory committee to the vice president of Student Affairs.

Responsibilities.

Committee –

- Addresses issues given to the committee from Academic Affairs Council
- Addresses issues brought to the committee from student representatives
- Addresses issues brought to the committee from faculty representatives

Chair –

- Schedule committee meetings
- Set the agendas
- Post minutes on Senate web page
- Maintain meeting calendar
- Forward items to Academic Affairs Council

Members –

- Members take turns keeping notes and preparing minutes
- Minutes are posted on the Faculty Senate web page

Structure/membership.

- **Voting:** The voting members of the committee will be a chair and a faculty member from each college.
- *Ex-officio* members: the vice president of Student Affairs, the associate vice president of Student Affairs, a representative of the Government of the Student Body, and a representative from the Graduate and Professional Student Senate. The student representatives are appointed by their respective student governing bodies.
- **Term of Office:** Committee members will be appointed for a three-year term, renewable for a maximum of six years.

II. Council on Faculty Development and Administrative Relations (FDAR)

A. Description

Scope of this council.

Faculty Senate By-Laws 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 work environment, including well-being, development, morale, and supporting services; considers other issues and proposals related to faculty-administrative relations.

The scope of FDAR Council is broadly interpreted as faculty development, faculty-administration relations, and faculty interaction, especially related to university policy and the Faculty Handbook. These policies may include faculty interactions with various university groups, such as administration, merit staff, professional and scientific staff, and students.

Each year areas of improvement for policies and practices related to faculty development and faculty-administration interactions are prioritized for examination and potential actions by the FDAR Council. Issues may come before the FDAR Council via:

1. a charge from the Senate
2. a charge from the Executive Board
3. a request from the FDAR Council Chair
4. a request from a FDAR Council member.
5. a request from the Council Chair via ISU administration

Therefore, the FDAR Council develops agenda items and deadlines consistent with accomplishing the goals and tasks that are needed each year.

Structure/membership.

The Council is composed of a chair elected from the Faculty Senate, one senator elected from each college caucus, and chairs of the committees that report to the council: the Recognition and Development Committee, the Facilities and Educational Resource Committee, the Equity, Diversity, and Inclusion Committee. Ex-officio members include representatives from the office of the provost, the Student Government, and the Graduate and Professional Student Senate.

Responsibilities

Chair –

- Convene meetings of FDAR Council

- Determine a semester meeting schedule (may request, the Faculty Senate office secretary to find times that minimize conflicts and allow maximum participation)
- Distribute an agenda prior to each meeting
- Determine a system of recording minutes
- Submit the agenda and minutes to the Faculty Senate office secretary for posting on the web page
- Attend monthly Executive Board meetings as a voting member of the Executive Board
- Present items from FDAR Council to the Executive Board
- Attend monthly Faculty Senate meetings
- Present items from FDAR Council to the Faculty Senate
- Attend Administrative Committee meetings
- Coordinate resolutions and business of standing committees responsible to the Council
- Work with chairs of other Faculty Senate Councils when there are needs; example: chair of the Governance Council when changes to the Faculty Handbook are under consideration
- Encourage two-way communication by FDAR Council members with faculty to know of faculty concerns that may need to be addressed by FDAR Council
- Assist the Faculty Senate leadership to engage university-wide interest and engagement for faculty awareness of Faculty Senate functions, the benefits of the Faculty Senate, and the need for faculty to serve in the Faculty Senate
- Provide a yearly summary report of FDAR Council and standing committee business to the Faculty Senate administrative support staff for posting on the Faculty Senate web page; and additional reports as requested by the Faculty Senate President
- Communicate to the successor advice, concerns, and unfinished business

Members –

- Attend council meetings (approximately once a month or as needed) and participate actively
- Represent the interests of the faculty community as a whole by:
 - Soliciting opinions from a variety of faculty perspectives
 - Assuring two-way communication with faculty to be aware of faculty concerns
 - Initiating discussions of emerging faculty concerns to FDAR Council
- Be informed on issues before the FDAR Council
- Assist FDAR Council chair in preparing recommendations to the Executive Board and to the Faculty Senate
- Assist FDAR Council chair in bringing resolutions to the Faculty Senate for a vote
- Attend public forums on issues of importance to faculty development and administrative relations

Structure/Membership

- Chair nominated and elected by the Faculty Senate
- One Faculty Senate representative elected from each college caucus

- Chairs of the standing committees that report to the council:
 1. Equity, Diversity, and Inclusion
 2. Facilities and Educational Resource
 3. Recognition and Development
- Ex-officio - a representative from the Office of the Provost, usually the associate provost for faculty or similar position responsibilities

B. Standing Committees

1. Equity, Diversity and Inclusion Committee

Charge of this Committee

Bylaws charge: Reviews Faculty Senate initiatives to assess their probable impact upon equity, diversity, and inclusion, operates in an advocacy role for its constituencies, and initiates proposals.

Responsibilities.

Committee –

- Evaluate the status of female and other underrepresented faculty populations to assure that their views and concerns are represented in Faculty Senate
- Determine how the committee will interface with groups representing female and other underrepresented faculty populations
- Review Faculty Senate initiatives to assess their probable impact on female and other underrepresented faculty populations
- Operates in an advocacy role for its constituencies
- Initiate proposals on equity, diversity and inclusion issues

Chair –

- Convene meetings on a monthly basis
- Arrange for meeting rooms
- Create a meeting agenda
- Communicate meeting minutes to committee members and to FDAR Council
- Provide a yearly summary report to the Faculty Senate office secretary for posting on the Faculty Senate web page
- Serves as a voting member on the FDAR Council
- Maintain records and forward minutes to the FDAR Council.
- Communicate to successor advice, concerns, and unfinished business

Members –

- Attend meetings and actively participate in committee business

Membership

- One faculty representative from each college
- May or may not be members of the Faculty Senate

2. Facilities and Educational Resources

Charge of this Committee

Bylaws charge: Advises on all matters concerning facilities, grounds, and other physical resources as they relate to instruction and research.

Responsibilities.

Committee –

Represent faculty needs for educational and research resources, including a focus on classroom space, classroom scheduling, and related initiatives and policies.

Chair –

- Convene meetings, usually 2-3 times per year
- Communicate with resource people across campus
- Communicate meeting minutes to committee members and to FDAR Council
- Serves as a voting member on the FDAR Council
- Communicate to successor advice, concerns, and unfinished business

Members –

- Attend meetings and actively participate in committee business

Membership/structure.

- One representative from each college
- May or may not be members of the Faculty Senate
- Ex-officio from the Provost's Office, usually the associate provost for academic programs
- *Ex-officio* from room-scheduling

3. Recognition and Development

Charge of this Committee

Bylaws 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.

Responsibilities

Committee –

- Review and make recommendations for Regents Award for Faculty Excellence to the Faculty Senate Executive Board, which will forward the recommendations to the provost.
- Review and make recommendations for Big 12 Faculty Fellowship program to the provost.

- Review and make recommendations on faculty applications/nominations for various awards as requested
- Review and make final decisions for Foreign Travel Grant program
- Report on activities to FDAR Council meetings

Chair –

- Convene meetings, usually 3-5 times per year; The committee meets three times a year (Oct., Jan. and April) to evaluate Foreign Travel Grants and Big 12 Faculty Fellowship proposals. It meets once or twice to review Regents Excellence award nominations
- Work with Faculty Senate office secretary to contact committee members and schedule meetings
- Set the agenda and format for the meetings.
- Ensure timely and fair assessment of applications and nominations for various grants, fellowships, and awards
- Casts a vote only in the event of tie
- Maintain committee records. Since almost all actions of the committee are evaluative in nature, specific information on the deliberations of the committee are not maintained; however, the summative evaluations and the recommendation decisions are communicated to the Faculty Senate and the provost for their action
- Serves as a voting member on the FDAR Council
- Communicate to successor advice, concerns, and unfinished business

Members –

- Attend meetings and actively participate in committee business
- Conduct necessary reviews of application packets prior to committee meetings

Membership.

- One faculty member from each college selected from the college committee that reviews the Foreign Travel Grant applications.
- May or may not be members of the faculty Senate.

III. Council on Faculty Governance

A. Description

Scope of this Council

Faculty Senate By-Laws Charge: Oversees the internal operations of the Faculty Senate; proposes for Senate approval and implementation procedures for Senate elections; undertakes continuing review of the *Faculty Handbook*, including crafting legislation that meets the *Handbook* standards, and ensuring that departments and colleges have publicly available governance documents that meet the requirements specified in the *Handbook*. It oversees the Senate governance documents, and the council and committee structure. The council is responsible for the orientation of new faculty senators.

Structure/membership.

The Council is composed of a chair elected from the Faculty Senate, one senator elected from each college caucus, and chairs of the committees that report to the council: committee chairs of the Committee on Committees (i.e., the Senate president-elect), Committee on Senate Documents, and the College and Department Document Review Committee. Ex-officio members include a representative from the office of the provost and from AAUP.

Routine responsibilities

Council Chair –

- Call meetings of Governance Council
 - Determine a semester meeting schedule (At the chair's request, the Senate office secretary will survey members to find times that minimize conflicts and allow maximum participation.)
 - Distribute an agenda prior to each meeting
- At the first meeting, determine a system of recording minutes (The bylaws state that there should be a council secretary but some councils rotate the responsibility rather than elect a permanent secretary.)
- Submit the agenda and minutes to the Senate office secretary for posting on the web page
- Attend monthly Executive Board meetings as a member of the Executive Board
- Present items from Governance Council to the Executive Board
- Attend monthly Senate meetings
- Present items from Governance Council to the Senate
- Work with Senate office secretary to ensure smooth elections as noted in the timeline inserted on pages 16-17.
- Attend Administrative Committee meetings
- Coordinate resolutions and business of Committees responsible to the Council; serve in advisory capacity to committee chairs responsible to the Council
- Work with chairs of standing committees for guidance and direction on issues addressed by those committees; serves as ex-officio on standing committees
- Provide written reports of Governance Council and Committee business annually to the Senate and more often as requested by the Senate president

Council Members –

- Attend council meetings (approximately once a month or as needed)
- Participate actively
- Set aside personal biases in order to represent the interests of the faculty community as a whole
- Become informed on issues before the Council
- Solicit opinions from wide spectrum of faculty members
- Assist chair in preparing recommendations to the Executive Board and to the Senate
- Assist chair in bringing resolutions to the Senate for a vote
- Attend public forums on issues of importance to faculty governance

Non-routine responsibilities.

Handle appeals for election (for instance if a Senate election is challenged in a department.)

B. Committees

1. Committee on Committees

Scope

Bylaws 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.

- Provide names of faculty members for appointment to Senate committees, university committees, and any other university-wide committee that needs faculty members
- Review all Faculty Senate committee mandates and policies as well as evaluate necessity for the continuation of committees
- Ensure as many interested faculty members as possible have the opportunity to serve on committees

Membership - The Committee has 8 members, one from each college, plus the chair. Among its other duties, the Representative Committee serves as the Committee on Committees.

Responsibilities.

Committee –

- Provide broad input into committee appointments
- Offer opportunity for committee service to a wide range of faculty members
- Open the scope of service beyond individuals already personally known to members of the Executive Board, Councils and Committees

- Call and conduct committee meetings on the calendar schedule (several times annually)
- Design and distribute agenda
- Make assignment for minutes to be recorded
- Maintain file of faculty members interested in serving on committees
- Report to Governance Council, may be oral or written reports
- Present annual report to Faculty Senate at April meeting
- Attend Governance Council meetings or assign a substitute
- Attend Senate meetings or assign a substitute
- Maintain communication with the Senate president and Executive Board

Committee members-

- Attend committee meetings
- Take turns recording minutes
- Represent college in identifying faculty members interested in serving on committees
- Maintain list of college faculty members for potential committee service

Non-routine responsibilities-

- Provide names for appointment to specially-called task forces or committees. (e.g., a President's Task Force or a Provost Search Committee.)

2. Senate Documents Committee

Charge of this Committee

Bylaws charge: Undertakes a continuing review of the Faculty Senate governance documents and the Senate's organizational structure. 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 put before the Senate that are to be included in the Faculty Handbook.

Responsibilities.

Committee –

- Prepare proposed changes to Faculty Senate documents (done in conjunction with the Senate office secretary)
 - Assure that revisions to the Faculty Handbook are appropriate as approved by the Faculty Senate, the Provost, and the University President (and, when appropriate, the Board of Regents)

Respond to requests from the Governance Council regarding review of Faculty Senate documents (*Constitution, Faculty Senate By-Laws, Faculty Senate Officer and Chairperson Handbook, Faculty Handbook*)

- Assure that resolutions placed for Senate approval are worded in the style of the *Faculty Handbook*

- Assure that revisions to other documents occur in the style of the specific document
- Review and revise Senate documents in years ending in -0 and -5

Chair –

- Call meetings as needed - much of the work of this committee is done electronically
- In conjunction with the Senate office secretary, prepare an updated *Faculty Handbook* prior to the beginning of each semester (typically August and January). The update will contain revisions based on Senate action from the previous semester and will be posted on the Senate and the Provost Office websites.
 - Posts the revised handbook each semester for approval along with the Senate legislation underlying the changes
- Serve as a member of the Governance Council and attend Council meetings
- Work with the Governance Council chair and the Senate office secretary to maintain Senate governance documents on the Senate website.

Members –

- Attend meetings, when called, and actively participate in committee business
- For face-to-face meetings, keep minutes on a rotating basis. Minutes are sent to the Senate office secretary for posting on the Senate web page
- When assigned, read and comment on draft/final documents in a timely manner.

Structure/membership.

- Appointed chair
- One representative from each college
- Past president of the Senate
- President elect of the Senate (as chair of the Committee on Committees)
- Member of the provost office is *ex-officio*

3. College and Departmental Documents Review Committee

Charge of this Committee

Bylaws 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.

Responsibilities.

Committee –

- Respond to requests from the Governance Council
- Review college and department governance documents for compliance with the Faculty Handbook and for public posting

Chair –

- Call meetings as needed (approximately monthly)
- Serve as a member of the Governance Council and attend Council meetings
- Work with the Governance Council Chair to ensure public availability of all college and department governance documents

Members –

- Attend meetings, when called, and actively participate in committee business
- For face-to-face meetings, keep minutes on a rotating basis. Minutes are sent to the Senate office secretary for posting on the Senate web page
- When assigned, read and comment on draft/final documents in a timely manner.

Structure/membership.

- Appointed chair
- One representative from each college

IV. Council on Judiciary and Appeals (J&A)

A. Description

Scope of this Council

Faculty Senate By-Laws 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.

The Council deals with judiciary issues of the faculty and monitors its functioning.

Structure/membership.

The Council is composed of a chair elected from the Faculty Senate and one senator elected from each college caucus. There is only one committee that reports to the council: the Appeals Committee. The Council Chair is chair of the Appeals Committee.

No senators who are department chairs or who hold administrative appointments may serve on the committee. There is no *ex-officio* member of the provost office. The president-elect is the vice-chair of the council.

Unlike other councils, each official council member is also a member of the Committee on Appeals, which is where the main activities of the Council are carried out. The Council itself (rather than the Appeals Committee) typically only meets when there is consideration of changes to the Faculty Handbook describing the way faculty grievances are handled.

Responsibilities

Chair –

- The major duty is to serve as the Chair of the Committee on Appeals. The responsibilities associated with that duty are described under the Appeals Committee.
- Call meetings of J&A Council on an as needed basis
 - At the request of the chair, the Senate office secretary will survey members to find times that minimize conflicts and allow maximum participation.
 - Distribute an agenda prior to each meeting
- Determine a system of recording minutes (The *by-laws* state that there should be a council secretary but some councils rotate the responsibility rather than elect a permanent secretary.)
- Submit the agenda and minutes to the Senate office secretary for posting on the web page
- Attend monthly Executive Board meetings (member of the Executive Board)
- Present items from J&A Council to the Executive Board
- Attend monthly Senate meetings
- Present items from J&A Council to the Senate
- Attend Administrative Committee meetings

- Provide written reports of J&A Council business annually to the Senate and more often as requested by the Senate president

Members –

- The major duty is to participate as a member of the Committee on Appeals. The responsibilities associated with that duty are described under the Appeals Committee.
- Attend Council meetings
- Participate actively in Council meetings

B. Committees

1. Committee on Appeals

Charge of this Committee

By-laws 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.

Responsibilities.

Committee –

- Manage the Judiciary Appeals Committee hearings, grievances and committee makeup; ensure appeals are heard in time allowed (45 working day from the filing of the appeal).
- Hear grievances from faculty related to salary, promotion, tenure, academic concerns, reduction in force, or other employment-related matters
- Recommend grievance resolutions to the provost
- Recommend changes in procedures

Chair –

- Appoint the Appeals Committee when an appeal is filed (5 working days to appoint a committee and 45 working days to get the information to the Provost)
- Conduct meetings; co-chair handles meetings if the chair cannot
- A three person ad hoc committee handles each case; none of these persons are necessarily on the council
- Oversee the progress of each committee
- Review committee reports
- Ensure that committee reports are timely
- Write letters to the provost regarding committee decisions
- Serve in unofficial ombudsman function in the appeal process – direct appeals to the appropriate council
- Ensures that persons know where to file their grievance

Structure/membership.

- At least 16 members on the Committee
- Senator from each caucus plus the chair
- Senate president –elect is ad hoc member
- President-elect is vice-chair
- Other members are appointed by the Committee on Committees at-large – 8
- Temporary members can be appointed if the caseload is too heavy
- Aim is for diversity of membership on each committee
- Meets as necessary to handle the issues and the caseload

V. Council on University Resource Policies and Allocations (RPA)

A. Description

Scope of this council.

Faculty Senate By-Laws 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 with chief financial officer issues related to finance, reviews budget policy and makes recommendations to the provost. Oversight for information technology and research advisory committees.

Because of the nature of its scope, the council often must work within externally derived deadlines related to budget and strategic planning, including reallocations. These deadlines often require some formal response such as representation in various budget and planning bodies. The council also deals with the administration on issues of strategic plans, budget adjustments and reallocations.

Structure/membership

The Council is composed of a chair elected from the Faculty Senate, one senator elected from each college caucus, and chairs of the committees that report to the council: Faculty Compensation Committee, Business and Finance Committee, Research Planning and Policy Committee, and the Information Technology Committee. *Ex-officio* members include a representative from the office of the provost and the Senate president and president elect.

Routine responsibilities

Chair –

- Serve, along with the Senate president, on the University budget committee.
- Call meetings of RPA Council
- Because some of the meetings involve attendance by the provost, scheduling is a bit different from some other councils. The council meets typically 1—2 times monthly—once with faculty only or with an invited guest in LOM 107 and once with the Provost in 1550 Beardshear. The Senate office secretary will work with the office of the Provost to find times that work for the provost and the members of the council.
- Distribute an agenda prior to each meeting
- At the first meeting, determine a system of recording minutes (The bylaws state that there should be a council secretary but some councils rotate the responsibility rather than elect a permanent secretary.)
- Submit the agenda and minutes to the Senate office secretary for posting on the web page
- Attend monthly Executive Board meetings (member of the Executive Board)
- Present items from RPA Council to the Executive Board

- Attend monthly Senate meetings
- Present items from RPA Council to the Senate
- Attend Administrative Committee meetings
- Coordinate resolutions and business of Committees responsible to the Council; serve in advisory capacity to committee chairs responsible to the Council
- Work with chairs of standing committees for guidance and direction on issues addressed by those committees. (The council chair is an *ex-officio* member of each committee)
- Provide written reports of RPA Council and Committee business annually to the Senate and more often as requested by the Senate president

Members –

- Attend council meetings (approximately once a month or as needed)
- Participate actively
- Set aside personal biases in order to represent the interests of the faculty community as a whole
- Become informed on issues before the Council
- Solicit opinions from wide spectrum of faculty members and faculty groups
- Assist chair in preparing recommendations to the Executive Board and to the Senate
- Assist chair in bringing resolutions to the Senate for a vote
- Attend public forums on issues of importance to strategic planning and budgeting

B. Committees

1. Committee on Research Planning and Policy

Charge of this Committee

Bylaws charge: Reviews issues of long term and short term importance to 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).

Responsibilities.

Committee –
XXX

Chair –

- Call meetings on a monthly basis
- Arrange for meeting rooms
- Create a meeting agenda
- Take notes and prepare the minutes
- Maintain records and forward minutes to the RPA Council.

Members –

- Attend meetings and actively participate in committee business

Structure/membership.

- One faculty representative from each college.
- *Ex-officio*: VP for research

2. Committee on Faculty Compensation

Charge of this Committee

Bylaws charge: The Faculty Compensation Committee has two major charges: To track faculty salaries and annual salary increases at ISU and at our peer institutions and to provide an annual report on the status of faculty salaries to the RPA Council; and (2) to examine and recommend changes to the university policies and procedures for determining annual faculty salary increases and changes in benefits.

Responsibilities.

Committee –
XXX

Chair –

- Call meetings as needed
- Arrange for meeting rooms
- Create a meeting agenda
- Take notes and prepare the minutes
- Maintain records and forward minutes to the RPA Council.

Members –

- Attend meetings and actively participate in committee business

Structure/membership.

- Five faculty members plus the chair
 - One member is liaison to the University Benefits Committee
- Member of the Office of the Provost is *ex-officio*

3. Committee on Information Technology

Charge of this Committee

Bylaws 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.

-Responsibilities.

Committee –
XXX

Chair –

- Call meetings as needed
- Arrange for meeting rooms
- Create a meeting agenda
- Take notes and prepare the minutes
- Maintain records and forward minutes to the RPA Council.

Members –

- Attend meetings and actively participate in committee business

Structure/membership.

- Appointed chair
- One representative from each college
- One representative from the library
- Up to three additional faculty who have expertise in IT matters
- The CIO is *ex-officio*

4. Committee on University Services

Charge of this Committee

Bylaws charge: The University Services Committee is charged to review the university infrastructure. Serves as the faculty advisory committee to the senior vice president for university services. Prepares reports and recommendations for the Senate and for the senior vice president for university services.

-Responsibilities.

Committee –
XXX

Chair –

- Call meetings as needed
- Arrange for meeting rooms
- Create a meeting agenda
- Take notes and prepare the minutes
- Maintain records and forward minutes to the RPA Council.

Members –

- Attend meetings and actively participate in committee business

Structure/membership.

- Appointed chair
- One representative from each college

- Member of the office of the VP for University Services is *ex-officio*

Part IV: College Caucus Charges and Responsibilities of Caucus Chairs

General description from the *Faculty Senate By-laws*

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/Representative Committee.
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.

I. College of Agriculture and Life Sciences Caucus

Charge of This Caucus

- Examine college issues and how Faculty Senate issues affect the College of Agriculture and Life Sciences
- Bring college issues to the Senate and Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

Responsibilities

Caucus –

- Elect caucus chair
- Meet with the dean monthly
- Provide advice on changes in college
- Nominate college members for new committees in the college and Senate
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Senate; i.e., budget
- Maintain caucus committee records

Chair –

- Facilitate and arrange meetings of caucus
- Chair caucus meetings
- Prepare agendas for caucus meetings
- Record votes taken
- Communicate to the dean from the college and the Senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college faculty Senate seats are full
- Act as representative of Ivy College of Business on Executive Board
- Represent the caucus at Full Cabinet meetings of the college

Other Officers – None

Non-routine responsibilities

- Attend college retreat
- Serve on ad hoc committees.

Membership

One member per department (note: many departments are jointly administered and some department senators are aligned with other caucuses) and there are four at-large members

II. Ivy College of Business Caucus

Charge of This Caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the Faculty Senate and Faculty Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Faculty Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Represent the five departments and two at large senators on the Faculty Senate

Responsibilities

Caucus –

- Elect caucus chair
- Nominate college members for new committees in the college and Faculty Senate
- Discuss issues being discussed in the Faculty Senate at the College of Business Faculty Executive Council meetings
- Meet prior to first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Faculty Senate, i.e. budget

Chair –

- Serve on Senate Executive Board
- Communicate with caucus members
- Maintain communication with all faculty especially junior faculty
- Make sure college Faculty Senate seats are full
- Serve on the College of Business' Dean's Cabinet

Membership

All senators from the College of Business including at-large senators.

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

III. College of Design Caucus

Charge of This Caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the Senate and Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

Responsibilities

Caucus -

- Elect caucus chair
- Nominate or assist in nominating college members for new committees in the college and Senate
- Meet prior to the first Senate meeting with other college senators
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Senate, i.e. budget
- (For individual caucus members) Report to their own departments in faculty meeting forum on Faculty Senate issues/agenda of concern to them
- Announce upcoming Faculty Senate vacancies in the college, solicit qualified candidates
- Attend various Faculty Senate councils and report back to the caucus on key issues
- Communicate effectively departmental/college faculty desires relative to the issues before the Faculty Senate

Chair -

- Attend Faculty Senate meetings, participate in issue discussions, vote on motions made (monthly)
- Meet with caucus before Faculty Senate Executive Board meetings (monthly)
- Determine caucus agenda and send out agenda with date/time/location reminder
- Maintain records for the caucus
- Sit on the Executive Board, be the voice for the college in those discussions (twice a month)
- Sit on Dean's Liaison Council. Give reports to dean and Liaison Council on activities of the Faculty Senate (twice a month)
- Give Faculty Senate report in all college faculty meetings
- Supervise elections by soliciting nominations from departments for Faculty Senate vacancies coming up and ensuring that elections are according to the bylaws and the Senate *Constitution* (every 3 years). Make sure college Faculty Senate seats are full

- Coordinate appointment of new or continuing members to the five Senate councils for the coming year (annual, spring)
- Report to college dean and inform Faculty Senate the desires of dean/college relative to issues before the Faculty Senate
- Inform caucus members about the college's position on key issues and what is in our best interest
- Maintain communication with all faculty

Officers -

The chair is first among equals and there is no official co-chair

Non-routine Responsibilities

- Emphasize the importance of all senators reading their packets when they receive them; they need to be good citizens with their respective councils

Membership

All senators from the College of Design including at-large senators.

- One senator serves each of the Faculty Senate Councils
- 1 person serves as caucus chair
- Most members serve on council committees

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

IV. College of Engineering Caucus

Charge of This Caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the Senate and Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees
- Keep the college administration informed of faculty and Faculty Senate concerns

Responsibilities

Caucus –

- Nominate college members for new committees in the college and Senate in the spring
- Meet prior to the first Senate meeting of the academic year
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Senate
- Elect chair (Chair cannot be elected more than twice)

Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college Senior Leadership meetings, or arrange for a substitute
- Communicate to the dean from the college and the Senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college Faculty Senate seats are full
- Maintain caucus records
- Schedule college faculty meetings and arrange for electronic votes

Membership

All senators from the College of Engineering including departmental and at-large senators.

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

V. College of Human Sciences Caucus

Charge of This Caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the Senate and Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and Faculty Senate committees.
- Keep the college administration informed of faculty and Faculty Senate concerns

Responsibilities

Caucus –

- Elect caucus chair
- Nominate college members for new committees in the college and Senate
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Senate, i.e. budget
- March/April: Assess upcoming Faculty Senate vacancies in the college. Send college-wide memos seeking candidates.

Chair –

- August/September: Convene caucus briefly to choose chair, committee assignments.
- Convene caucus in advance of any Faculty Senate meeting where College of Human Sciences-specific issues are to be covered.
- Attend Faculty Senate Executive Board meetings
- Schedule (Meet on an as needed basis rather than scheduling regular meetings)
- Chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings as invited
- Communicate to the dean from the college and the Senate
- Communicate with caucus members
- Maintain communication with all faculty
- Make sure college Faculty Senate seats are full

Non-routine responsibilities

- As a member of the executive committee, often called on to serve on a number of ad hoc university committees.

Membership

All senators from the College of Human Sciences including at-large senators.

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

VI. College of Liberal Arts and Sciences Caucus

Charge of this caucus

- Examine college issues and how Faculty Senate issues affect the college
- Bring college issues to the Senate and Senate issues to the college
- Represent the departments and college faculty with respect to broader issues before the Faculty Senate
- Represent the college on the Faculty Senate Executive Board
- Lead discussion on issues from the Senate relevant to the college
- Encourage interest among faculty in serving on Faculty Senate
- Interface between the faculty and the college administration
- Nominate committee members for college and faculty Senate committee governance committee
- Keep the college administration informed of faculty and Faculty Senate concerns
- Appoint members to be on councils
- Respond to requests for information or suggestions from faculty in the caucus
- Hear senators reports on their committee and council activities

Responsibilities

Caucus -

- Elect caucus chair
- Nominate college members for new committees in the college and Senate in spring
- Meet prior to the first Senate meeting
- Meet, as needed, informally with senators in other colleges
- Create focus on current issues before the Senate, i.e. budget
- Meet as needed before the Senate meeting

Chair -

- Serve on Senate Executive Board
- Schedule and chair meetings of the caucus
- Prepare agendas for caucus meetings
- Arrange to keep minutes as a log of caucus actions/discussions
- Attend college dean's meetings
- Communicate to the dean from the college and the Senate
- Communicate with caucus members
- Maintain communication with Representative Assembly
- Maintain communication with all faculty
- Make sure college faculty Senate seats are full
- Attend the dean's cabinet meetings (or appoint another to do so) as liaison to the caucus
- Act as liaison for LAS constituents concerning inquiries about College or University policies or procedures

Non-routine Responsibilities

- Each caucus chair takes a varying level of activity on the Executive Board. Some are simply much more “involved” than others.

Membership

All senators from the College of Liberal Arts and Sciences Caucus, including departmental and at-large senators

Recommendations

- Start meetings on time regardless of the number in attendance
- Stay in touch with the dean.
- Keep other senators informed (by e-mail preferably).

VII. College of Veterinary Medicine Caucus

Charge of This Caucus

The College of Veterinary Medicine Caucus serves as a liaison between the university and CVM administration and faculty at the College of Veterinary Medicine.

General Process for CVM Representation

For departmental CVM faculty caucus members of the Faculty Senate, the departments will solicit nominations and the departmental faculty will vote to select the departmental caucus representative.

For the at-large CVM faculty representatives, the CVM administration will solicit nominations on behalf of the Faculty Senate Office, and the CVM faculty will vote for the at-large CVM faculty representatives.

Responsibilities

Chair-

- Attend the Faculty Senate Executive Board (EB) and the Representative Committee (RC) as a voting member
- Discuss activities and actions of the EB and RC with the CVM caucus
- Schedule and chair meetings of the CVM caucus
- Schedule and chair meetings with the CVM dean (schedule via the dean's administrative assistant) and caucus members
- Prepare agendas for CVM caucus meetings
- Arrange to keep minutes for CVM caucus actions/discussions
- Present current Faculty Senate issues at monthly CVM faculty meetings
- Assure college Faculty Senate positions are filled
- Assure caucus members are aware of current Faculty Senate and CVM issues to be addressed
- Communicate to the successor advice, concerns, and unfinished business

Caucus –

- Elect CVM caucus chair
- The CVM chair and caucus meet with CVM dean to provide and gain information regarding Faculty Senate and related CVM issues
- Attend the general Faculty Senate meetings
- Departmental caucus representatives communicate Faculty Senate items to respective departments
- Assure Faculty Senate policy aspects and impacts related to the College of Veterinary Medicine are known by the Faculty Senate
- Meet at least once per month
- Nominate college members for committees and councils in the Faculty Senate
- Meet, as needed, informally with senators in other colleges
- Communicate to the successor member(s) advice, concerns, and unfinished business

Membership

All senators from the College of Veterinary Medicine including at-large senators.

Section B - Procedures

Part I: Procedures for Running Faculty Senate Meetings

I. Chairing Meetings.

A. *Roberts Rules of Order.*

Unless other rules of conducting business are approved by the Senate, Senate meetings will be conducted in accordance with the latest edition of *Roberts' Rules of Order*.

B. 90 minute rule.

The 90 Minute Rule was approved by the Faculty Senate on April 14, 1998. The rule sets a 90 minute meeting limit in which to conduct the monthly business of the Faculty Senate. The intent of the rule is to guide the Faculty Senate president in setting an agenda and in monitoring discussion that can be accomplished within the allotted time frame. In the event that the agenda cannot be completed within the time set by the rule, any senator can move the meeting be extended by a specified number of minutes. A supporting majority vote extends the meeting by the time specified. If the additional time is insufficient to come to closure, a second motion and supporting majority vote will again extend the meeting. Failure to receive a supporting majority vote ends the meeting. Unfinished business is carried over to the next meeting of the Faculty Senate.

C. Seating Substitute Members

1. Members not able to attend a Senate meeting will arrange for a substitute from among their constituency.
2. Substitute members will identify themselves to the Senate secretary prior to the meeting.
3. Introduction of substitute members will occur as the first order of business at each meeting.
4. Substitute members will stand and introduce themselves, the senator for whom they are substituting, and the constituency they represent.
5. Substitute senators have voting, discussion, and other rights during the meetings for which they act as substitute senators.

D. Consent Agenda

The consent agenda appears on the order of business after the call to order and seating of substitute senators. The placement of items on the agenda includes those that appear to be routine and as such, do not require lengthy discussion. These items may include:

- (1) The minutes of the previous meeting [and their approval].
- (2) Reports of boards and standing committees.
- (3) Reports of Special (Select) Committees.

Items entered on the consent agenda may also include any items of business not intended for discussion such:

- (1) Special or general orders

- (2) Unfinished business
- (3) New business (such as curriculum proposals)

The chair asks for a motion and second to approve the consent agenda. During discussion a senator may request a specific item be pulled. The body votes on the remaining consent agenda. The chair indicates specifies the point at which the pulled item will be placed on the agenda for discussion.

E. Chairing Debate When the President Wishes to Participate.

The Senate president will chair debate on all motions before the Senate. The chair of the meeting may not engage in debate on the merits of any motion. On the occasion when the Senate president wishes to engage in debate on a motion, the president appoints another person to chair the portion of the meeting during which the motion in question and any amendments to it are considered.

F. Determining Order of Recognition During Debate.

Members seeking to address the meeting on a motion will be recognized in the order in which they seek recognition, alternating between those who favor and those who oppose the motion. The maker of the motion has the right to make the first comment in favor of the motion. Debate or discussion of any resolution(s) will occur only after a motion is made and seconded (where required).

G. Determining Order of Introduction of Motions and Amendments.

All motions and amendments that have been submitted to the Senate prior to the meeting will be considered before any amendments that have not been previously distributed.

H. Proposing Amendments to Motions.

Amendments should be presented in a manner that offers both sponsors and senators equal opportunity for consideration of the proposed amendment by following this procedure:

The amendment should be submitted in writing to the Senate office secretary early enough for it to be included in the documentation for the Senate meeting at which it will be discussed. The amendment should clearly indicate the original proposal it seeks to amend and provide a brief justification for the amendment.

Amendments speaking to the same point of a resolution will be dated with time of receipt in the Senate office and will be organized in that order for distribution to the Senate.

On the Senate floor, the amendments will be entertained in the order of receipt unless the sponsors of amendments agree to a revision of the order or unless a majority of the Senate votes to approve a new order. The sponsor of the amendment may offer a brief oral justification, time allowing, and should also be prepared to respond to questions.

Amendments may also be offered from the floor, however, amendments distributed with the Senate packet will be considered first.

When amendments are presented from the floor, they may have originated with any faculty member but they must be sponsored and presented by a senator. Copies of the amendment should be made available to senators with a specific description of the original proposal it seeks to amend. A very brief justification for the amendment should be attached although time allowing, the sponsor may present an oral justification and should be prepared to respond to questions. Additionally, a version of the amendment suitable for projection should be available.

I. Chairing Debate on Motions.

Senator and non-senators, may present a viewpoint about an issue on the Senate floor.

To ensure that all have the opportunity to speak, rules of operation should be identified in advance and should be made public. The specific rules of operation needed for a balanced discussion will depend on the specific issue. The Senate president in consultation with the Executive Board should identify the necessary operating rules for a discussion. Points that should be considered include these:

1. The order in which participants will speak.
2. The time limit for a participant's initial comment.
3. A method with time limit to allow participants to make additional comments.
4. The order in which pro and con statements will be presented.
5. Whether participants should contact the Senate office in advance of their intention to speak.
6. Whether a hard copy or other format of comments should be distributed to the Senate.

J. Point of Order Objections.

Any member may raise a point of order objection when it is believed that the rules of the Senate are being ignored or followed incorrectly. The parliamentarian will advise the entire Senate on the point of order. After hearing the advice of the parliamentarian, the chair will rule on the appropriate order. Any member then may appeal the ruling of the chair (preference in recognition will be given to the person who first raised the point of order). A majority vote is required to sustain the ruling of the chair. Failing a majority vote, any member may move what will be the proper order (preference in recognition will be given to the person who first raised the point of order).

K. Open Meetings.

According to the *Faculty Handbook* (Section 8.4.8.), state law does not require that committee meetings be open to the public. However, in accordance with the university, the Faculty Senate wishes to support the principles of open meetings.

Minutes of the meeting should be kept with the minutes showing the results of action items.

If a meeting or portion of a meeting is not open, the following procedures should be observed:

1. Two-thirds of members present at the meeting must vote in support of closing the meeting.
2. The vote of each member present on the question of the closed session must be recorded in the minutes.
3. Detailed minutes of the closed session must be kept however, only the reasons for closing the meeting and the record of members' votes on closing the meeting must be made public.
4. Final actions on a matter discussed in the closed session must be taken in an open session.
5. No business may be discussed which is not directly related to the reason for holding the closed session.

A meeting may be closed for a number of reasons. Some of relevance to Senate business are:

1. Discussion of confidential records such as nominees of honorary degrees.
2. Discussion with counsel.
3. Discussion of evaluation of professional competence.

II. Ceremony.

A. Approving the Graduation List

Candidates for graduation are listed on the web site at <http://www.public.iastate.edu/~catalog/fsc/facultylist.pdf>.

The Faculty Senate approves candidates for fall and spring graduation.

During the Senate meeting before winter and spring graduation, the chair of the Academic Affairs Council offers this motion to the Senate during new business:

“That the Faculty Senate approve the candidates recommended to the State Board of Regents for their respective degrees subject to the usual stipulations that questionable cases be settled by conference with departmental representatives and the dean of the college concerned.”

The motion will be listed on the agenda under new business as “Motion to Approve (semester) (year) Graduation List.”

B. Memorial Resolutions.

Deceased faculty colleagues are remembered at the last regular faculty Senate meeting of the fall and spring semester.

Because there is no central office on campus that compiles records of deceased former or current faculty, responsibility for submitting memorial resolutions lies with each department. The Senate office secretary sends an e-mail to department chairs requesting memorial resolutions for colleagues who have died since the previous resolutions were presented to the Senate.

Departments are asked to submit a one page memorial resolutions and a color photograph, if possible.

Memorial resolutions appear on the Senate agenda as a special order of business following the consent agenda and before old business.

Senators are asked to stand while the Senate president reads names of deceased faculty and their photos are viewed. Following the reading of the deceased names, senators observe a moment of silence.

A copy of the resolution is sent to the family after it is presented at the Senate meeting.

C. Recognition of Out Going Members

Recognition of outgoing members of the Senate will occur at the final May meeting of the Senate as the last item of old business.

Names of outgoing senators will be read by the Senate secretary.

Comments of appreciation are made by the outgoing president. Outgoing senators receive a certificate listing their contributions to faculty governance and a small gift.

D. Commendation of Outgoing President.

After the gavel has been passed, the first order of business for the new president is to commend the outgoing president. The outgoing president receives a plaque (the office secretary arranges for the plaque to be inscribed), and a commendation written by the new president detailing the contributions and accomplishments of the term of office of the outgoing president. The commendation is signed by the new president and by the provost.

When presenting the plaque and commendation to the outgoing president, the new president makes appropriate remarks.

E. Passing the Gavel.

The gavel is passed from outgoing Senate president to incoming Senate president at the end of “old business” at the last regular Senate meeting of the year. Although the passing of the gavel is a symbolic transition of the change of Senate president, a gavel is available in the Senate office for use in the ceremony.

F. Introduction of New President.

Preliminary to the passing of the gavel, the outgoing president introduces the incoming president with brief and appropriate remarks which may include recognition of the incoming president’s strengths; contributions the incoming president has made or plans to make to the Senate; a vow of support from the outgoing president.

G. Seating New Senators.

New senators are seated during the last regularly scheduled Senate meeting of the year after the completion of old business and after the passing of the gavel. The new senators are seated by the new president. Although there is no recognized ceremony, new senators are generally asked to stand; they may be introduced and their constituency announced; they may be thanked for their willingness to participate in faculty governance.

H. Good of the Order.

Good of the Order is generally the last item on an agenda before adjourning. The purpose of the Good of the Order is to allow members to speak on issues relevant to the body that do not appear elsewhere on the agenda. Good of the Order should not be used as a time to introduce motions or other actionable items.

Traditionally the president asks “Is there anything for the good of the order?” If there are many individuals who wish to speak, a suggestion regarding time limits for comments may be made by the president. If time limits are not suggested, individuals speaking for the good of the order should present concise and brief comments.

III. Agendas and Resolutions.

A. Electronic Agendas and other Documents.

Agendas for Faculty Senate meetings are distributed to senators in advance of each meeting. Senators should receive electronic agendas no later than 5 p.m. the Friday before the regularly scheduled Senate meeting.

The Senate office secretary also sends the agenda to the *ISU Daily*, the university president, deans, Parks Library, University Relations, and the Provost Office.

When a council or committee conducts its business with electronic documents, the Senate office secretary should be included on the address list. Agendas, minutes, and other documents will then be posted on the Senate web page.

B. Presentation Template for Resolutions.

Resolutions may be submitted in one of two formats:

The Faculty Senate Bylaws (March 7, 1999) indicates resolutions will be in writing and deposited with the Senate office secretary. When a resolution is introduced from the floor of the Senate, copies should be available and the resolution should be presented “in a medium for projection (p. 9).”

The resolution should contain the following information in this order:

- 1) The name of the senator sponsoring the resolution and names of co-sponsors. Note the sponsor must be a senator but co-sponsors need not be senators.

- 2) A statement of the policy or action proposed by the resolution.
- 3) Brief arguments in support of the resolution or
- 4) Support documentation establishing the importance and/or present status of the issue or providing factual information about the issue.

The *Faculty Senate Basic Document* provides these instructions for writing a resolution (1990):

- 1) Indicate the title of the issue.
- 2) Provide supporting documents, data, and other information to establish the importance of the resolution.
- 3) Indicate proposed action(s).
- 4) Indicate name(s) of sponsor(s).

In addition, the 1990 document indicates the resolution should be presented as an inductive argument with each item of support prefaced with “Whereas...” and the proposed action prefaced with: “Therefore, be it resolved that...”

C. Initiating Consideration of a Resolution.

A resolution is a statement outlining possible action on an issue of concern to the ISU faculty. A resolution is longer and more complex than a motion. A resolution is prepared in writing in advance of a meeting. Any faculty member may write a resolution, sign it, and submit it to the Faculty Senate Executive Board; however, only a senator may introduce a resolution on the Senate floor.

A resolution should be submitted in writing via paper or digital format to the Faculty Senate Office, 103 Lab of Mechanics or facsen@iastate.edu .

The Faculty Senate Executive Board shall promptly report to the authors of any resolution their action upon the resolution. Actions may include: amending or editing the resolution, referral to a Faculty Senate council or committee for further study, or immediate approval for presentation to the Faculty Senate. In any case, the Executive Board shall permit the authors of a resolution to present their resolution to the Faculty Senate for a vote.

Resolutions introduced into the Faculty Senate meeting are voted upon. If not passed, the resolutions are filed in the Senate history. If passed, the resolutions are tracked by the Senate Executive Board to see that the requested actions are completed, and a report back to the full Senate is given at a later date.

IV. Cancellation of Senate Meetings.

A. Due to Insufficient Business.

When there is insufficient business for holding a scheduled Senate meeting, the decision to cancel the meeting should be made by the Senate president in consultation with the Executive Board. Ideally cancellation of a meeting will be announced at the Senate meeting previous to the

cancelled meeting. When this is not possible, senators should be notified via e-mail of the cancellation as soon as possible after the decision is made.

IV. B. Due to Inclement Weather or Other Exigency.

Inclement weather or other exigency may force cancellation of a Senate meeting on the day of the meeting. When this is the case, the decision to cancel the meeting is made by the Senate president after consulting with available members of the Administrative Committee. The decision should be made as early as possible on the day of the scheduled meeting, preferable no later than noon. Senators should be informed of the cancelled meeting through e-mail. Others who receive the electronic agenda also receive an e-mail announcing cancellation due to inclement weather or other exigency. Additionally, the office secretary should leave a message on the Senate office phone informing callers of the cancelled meeting.

Part II: Procedures for Submitting Material for Consideration by the Senate

Faculty Handbook Style Sheet For Use by Committees and Councils

- I. General guidelines for submitting proposals to the Faculty Senate.
 - A. Adhere to the existing format in the intended section of the Faculty Handbook.
 - B. Embed proposed language in the intended location of the Faculty Handbook.
 - C. Show revised language with a tracking format that uses line-through to show proposed deletions and underlining to show proposed additions.
 - D. Remove comments from documents before sending to the Faculty Senate Executive Board.
- II. Organization of policies: Limit division of policies to five levels.
- III. Content of policies
 - A. Practice “economy of expression” by avoiding jargon, wordiness, redundancy.
 - B. Avoid bias-laden language.
- IV. Mechanics
 - A. Case
 1. Titles of individuals – lower case (president, faculty, assistant professor)
 2. Named professorships –upper case for first letter of each principle word (Distinguished Professor)
 3. Units, non-specific – lower case (university, department, committee)
 4. Units, specific – upper case (Department of English, Council on Faculty Governance)
 5. Documents – upper case for first letter of each principle word (Faculty Handbook, Iowa Code)
 6. Policies – upper case for first letter of each principle word (Position Responsibility Statement). In addition, include abbreviation in parentheses the first time a policy is referenced in level one or level two; for subsequent uses in levels three through five, use the abbreviation.
 - B. Numbers
 1. Spell out whole numbers one to one hundred, including thousand, million, billion, etc.
 2. Present series of numbers in numerals (1, 2, 3, 4, 5, etc.).
 3. Convert fractions to decimal format followed by “percent” (50 percent).
 - C. Times and dates
 1. “University days” refers to days university offices are open.
 2. “Calendar days” refers to all days including days university offices are not open.
 3. Dates should be given as: Month day, year (February 28, 2008).
 - D. URLs
 1. When possible, convert URL to a hidden link.
 2. URLs should be located in a separate list at the end of a relevant section and designated with a bullet when more than one URL is listed.
 - <http://www...>
 - <http://www...>

For assistance in preparing proposals for the Faculty Handbook, contact the chair of the Council on Faculty Governance or the chair of the Senate Documents Committee.

Faculty Handbook Style Sheet For Use by the Senate Documents Committee

I. Section and heading style

- A. Each level will be indented 0.2 inches with levels flush throughout each chapter.

Example:

7.2

7.2.1

7.2.1.1

7.2.1.2

7.2.1.3

7.2.2

- B. Section headings are designated numerically with no punctuation between the numeral and the heading. Example: 2.7.4.2 Review by Provost.
- C. Level Two headings are in 14 pt. type, headings for levels 3-5 in 12 pt. type.
- D. Headings are not followed by punctuation.
- E. Headings will be in bold.

II. Within sections

A. Lists

1. In instances where lists are necessary, designate items with lower case letters.
2. Minimize use of bulleted lists.
3. Bullets or lower case letters followed by a period will be placed 0.15 inches away from their designation.
4. Listed items in complete sentences end with proper punctuation; non-sentences receive no terminal punctuation.

- B. Line spacing: Line spacing connects related points and distinguishes disparate content. Insert one line between related points and 2-3 line spaces to identify separations in content within a section or to distinguish between sections.

III. Following sections

- A. Approval history will appear at the end of the smallest section modified.
- B. Approval history will indicate the nature of the action taken followed by dates of approval.
- Example: “(Action taken) by the Faculty Senate on (date) and by the president and provost on (date).”

IV. Abbreviations and acronyms – A master list of abbreviations and acronyms will be kept following the last chapter of the Faculty Handbook.