

# Faculty Senate Constitution

## Duties:

“The Faculty Senate is the body at Peru State College to provide primary counsel on all academic matters. Thus, the Faculty Senate shall concern itself with any and all policies governing academic matters such as admission requirements, degree requirements, teaching assignments and course schedules, courses and curricula, faculty committee structure and authority, academic standards for students and for the institution, and evaluation of the educational program. Any proposed change in academic policy from any source within the College shall come to the Faculty Senate for its review and recommendation to the College President for approval . . .” (from *Faculty Senate Constitution; consult therein for details*).

## Constitution:

### A. Authority of Faculty Senate

The Faculty Senate is the body at Peru State College to provide primary counsel on all academic matters. Thus, the Faculty Senate shall concern itself with any and all policies governing academic matters such as admission requirements, degree requirements, teaching assignments and course schedules, courses and curricula, faculty committee structure and authority, academic standards for students and for the institution, and evaluation of the educational program. Any proposed change in academic policy from any source within the College shall come to the Faculty Senate for its review and recommendation to the College President for approval. The College President may refer other matters to Faculty Senate for their consideration.

The Faculty Senate shall establish all faculty committees that compose the official academic structure of the College. These faculty committees shall report to the Faculty Senate. These faculty committees include the following: Academics and Curriculum; Assessment; Teacher Education; Professional Development; and Rank Promotion and Tenure, and any such committees that may be added to the official academic structure of the College. The Faculty Senate reports directly to the College President.

The Faculty Senate shall have responsibility to act in (yet not be limited to) the ways listed below. No action taken by the Faculty Senate can contradict State Board of Trustees policies or the Negotiated Agreement between the State College Education Association and the Board of Trustees.

1. To exercise primary responsibility for reviewing existing academic policies and all proposed changes to such policies and to advise the College President on all matters concerning academic policy.
2. To recommend approval or disapproval of new academic policies for consideration by the College President and coordinate evaluation of academic programs in terms of accrediting standards, the guidelines of national academic associations, or college standards.
3. To establish standing and ad hoc faculty committees necessary to assist in the operation of the academic program.
4. To review and recommend approval or disapproval of all proposed curricula and course changes, including addition or deletion of courses. Faculty Senate, however, does not have the authority to establish new academic programs.
5. To review policies concerning employment, tenure, promotion, work load, reassignment, and other matters affecting the welfare of the faculty and to make recommendations for changes in those policies to the College President unless covered by the negotiated contract.
6. To review student appeals in academic matters per College policies as outlined in the Catalog.

### B. Procedure

1. *Robert's Rules of Order* shall determine procedure in all cases in which the Faculty Senate does not decide otherwise.
2. Any approved action will require a simple majority of the full number of voting members.
3. Final decision on any motion except student appeals shall not be made at the meeting at which the motion is first presented.
4. Minutes of all meetings shall be recorded, and such minutes shall be distributed to all members of the

Senate, the College President and designees, and made available electronically to the Faculty within seven business days of the meeting.

5. The Chair of the Senate shall be the presiding officer of the Faculty Senate and shall cast a vote only in case of a tie vote of the Senate. The Chair-Elect will preside in the absence of the Chair and when presiding, vote only in the case of a tie vote of the Senate.

### **C. Voting Membership**

1. *The* Faculty Senate Chair-Elect.
2. Three (3) full-time faculty members that serve two-year terms, one representative from each school.
3. One (1) at-large senator elected to serve a two-year term.
4. One (1) rotating senator elected to serve a one-year term.

### **Non-Voting Representatives**

1. At most, two members of the Student Senate
2. Academic Vice President

## **BY - LAWS**

### **A. Membership**

1. Faculty shall be defined as all ranked (instructor, assistant professor, associate professor, professor) personnel who are not currently serving in administrative positions.

### **B. Representation**

1. Faculty representatives to the Faculty Senate must be chosen from those Faculty who hold the rank of instructor, assistant professor, associate professor, or professor, except those who have administrative responsibilities at the level of school dean, director or above.
2. The members of the Faculty, as defined in the preceding bylaws, shall elect a Chair-Elect and an at-large member from the Faculty to two-year terms. The Chair-Elect shall serve one year as Chair-Elect and in the second year assume the position of Chair. Initial elections will elect a Chair and a Chair-Elect, the former to serve a one-year term.
3. The School of Professional Studies and the School of Arts and Sciences representatives will be elected on even-numbered years to serve two-year terms. The School of Education representative will be elected on odd-numbered years to serve a two-year term. Initial elections will be conducted accordingly to allow for the future elections to fall on the appropriate year as stated above.
4. The rotating senator will be elected to serve a one-year term. This representative will come from the School of Arts and Sciences on odd-numbered election years, the School of Professional Studies every four years starting with 2002, and the School of Education every four years starting with 2004.

### **C. Elections**

1. In the first two weeks of April the annual election for Chair (in the initial year only), Chair-Elect, and at-large senator shall be held.
2. School representatives will be elected by a vote of their respective schools after the annual election and before finals week.
3. All elections will be by written or electronic ballot.

### **D. Terms of Office**

1. All regular terms of office for elected Senators shall begin at the opening of the academic year.

**E. Quorum**

1. A quorum of the Faculty Senate must consist of a majority of the voting members of the Senate not including the presiding officer.

**F. Duties of the Chair of Senate**

1. To call, to prepare the agenda for, and to preside at all regular and special meetings of the Faculty Senate.
2. To schedule a general meeting of the Faculty in April at which time the slate of candidates for Faculty Senate Chair- Elect will be finalized.
  - a. To appoint an ad hoc committee to develop a slate of candidates for Chair-Elect, and when appropriate, the Senator-at-large, prior to the April meeting.
3. To call a special meeting of the Faculty when a majority of the Faculty Senate's voting members request that the Faculty Senate Chair call such a meeting.
4. To call a special meeting of the Faculty when presented with a petition bearing signatures of at least one-third (1/3) of the membership of the Faculty.
5. To appoint a Parliamentarian for the Faculty Senate. The Parliamentarian is to be appointed from the membership of the Faculty Senate.

**G. Duties of the Chair-Elect of the Senate**

1. To preside at all meetings in the absence of the Chair and assume other duties in the extended absence of the Chair.
2. To serve as Chair of the Academics and Curriculum Committee.

**H. Duties of the At-Large Member**

1. To serve as chair of the Assessment Committee.

**I. Duties of the Parliamentarian**

1. To advise the Chair on parliamentary questions.

**J. Amendments**

1. The Constitution and bylaws of the Faculty Senate may be amended by two thirds (2/3) majority of the Faculty.
2. Any faculty member may propose amendments at any meeting of the Senate by means of petition in writing containing the signatures of at least one third (1/3) of the faculty.
3. Amendments may be proposed by the Faculty Senate.
4. All proposed amendments must be presented in writing to the Faculty by the Chair-Elect in a special meeting of the Faculty at least two (2) weeks prior to the voting date.
5. Voting on amendments must be by secret ballot (written or electronic).

**K. Regular Meetings**

1. The Faculty Senate shall meet at least six times per semester.
2. The agenda shall be distributed at least two (2) business days prior to the meeting date.

**L. Impeachment**

1. Officers and Senators may be removed from office for cause by three fourths (3/4) majority vote of the Faculty.

**M. Vacancies**

1. If the vacancy is a school representative, the school will elect a new school representative to complete the term.
2. If the vacancy is that of the at-large Senator, in their first year of office, the full faculty will vote within 30 days on a replacement who will serve the remainder of the term. If the vacancy is that of the at-large Senator in their second year of office, the seated Senators will solicit nominations and will elect a replacement from those nominations to complete the year. The position would then be filled by an election of the full faculty in April for the next term.

3. If the vacancy is that of the Chair, the Chair-Elect shall assume the office of Chair at the time of the vacancy and serve as Chair for the remainder of the year.
4. If the vacancy is that of the Chair-Elect, (either by resignation or when assuming the Chair position), the Chair-Elect position will be filled by an election of the whole faculty (within 30 days) and will serve as Chair-Elect for the remainder of the year and then serve as Chair in the following year.
5. Vacancies will be filled by Faculty members meeting the requirements of by-laws B-1.

**N. Robert's Rules of Order**

1. *Robert's Rules of Order* are to be used for all meetings of the Faculty Senate, unless otherwise provided.
2. *Robert's Rules of Order* are to be used for all business meetings of the Faculty, unless otherwise provided.
3. *Robert's Rules of Order* shall be the authority for all questions not covered by this Constitution and bylaws, unless otherwise provided.

**O. Adoption**

1. This Constitution and accompanying by-laws will become operative when approved by the Faculty and the President of the College.
2. The adoption of this Constitution and accompanying bylaws renders null and void all previous faculty constitutions and bylaws.

As Amended, 29 March, 2019; to take effect 19 August, 2019.

As Amended, 29 April, 2021; to take effect 20 August, 2021.

Approved by President Dan Hanson, May 6, 2021.