

To: Faculty Senate

From: Governance Council

Re: Proposed Changes to Faculty Senate By-laws

Date:

Resolved: The Faculty Senate approves the proposed changes to the Faculty Senate by-laws modifying the senate secretary duties, committee voting membership, and merger of the GSD and Faculty Handbook Committees.

The Faculty Senate Council on Governance presents proposed changes to the Faculty Senate By-laws as summarized:

1. p. 3 – Expanded duties for faculty senate secretary.
2. p. 13 – Changed default voting membership of committees.
3. p. 14 – Specified voting membership for FS Committee on Committees
4. p. 14-15 – Merged Committee on Governance Structure and Documents and Committee on Faculty Handbook and specified voting membership.
5. p. 15 – Dismantled FS Committee on Senate Elections.
6. p. 17 – Relocated FS Committee on Welfare and Benefits to RPA Council (p. 19).

See attached copy of by-laws for wording.

for committee members, liaisons, and chairs to the senate president. A list of all committees to which liaisons are appointed will be maintained by the senate office.

4. The senate president will convey by memo to the university president and the provost any Faculty Senate actions. Whenever the senate president, on behalf of the Faculty Senate or the Executive Board, requests information or provides advice or recommendations to any university administrator, the administrator may be asked to provide a timely, written response.
5. The senate president will appoint a parliamentarian, who need not be a senator and who will be present at each Faculty Senate meeting.
6. The senate president will provide a written annual report of the Faculty Senate's activities to the senate, the General Faculty, the university president, and the provost at the end of the spring term.
7. The senate president initiates the Faculty Senate review of administrative officers and their offices (see Faculty Handbook).
8. With the advice and consent of the Executive Board, the senate president will schedule additional senate meetings to discuss special topics and may cancel senate meetings due to lack of business.
9. With the advice and consent of members of the Administrative Committee, the senate president will cancel senate meetings in timely fashion due to inclement weather or other exigency.

E. Roles of the Past-president and President-elect

1. The president-elect and past-president will advise and assist the senate president. In the case of the senate president's temporary absence, the president-elect will chair meetings and otherwise act on behalf of the senate president. The past-president may attend and vote at Executive Board meetings.
2. Should the office of senate president become vacant for any reason, the president-elect will become the senate president. Whenever the office of president-elect is vacant, a new president-elect will be elected. The new president-elect will take office immediately, and his/her senate seat becomes a temporary vacancy (see Article II, Sections 11-12). The term of office of the person elected to fill this vacancy will be three years.

F. Roles of the Senate Secretary

1. The senate secretary will prepare minutes of Faculty Senate and Executive Board meetings.
2. The senate secretary will oversee and certify all senate elections.
3. The senate secretary will maintain council and committee documents.

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G. Roles of the Office Secretary

1. An office secretary will be employed by the Faculty Senate to record and transcribe senate meetings

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2. The office secretary will do other clerical work for the senate, its officers, councils, and committees.

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H. Powers and Duties of the Executive Board

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

H. Faculty Senate Councils

1. Faculty Senate councils will report to the senate Executive Board and will be guided by its recommendations and actions
2. Faculty Senate councils:
 - a. will oversee and coordinate the activities of the committees under the council; they will review and may revise resolutions and proposals prior to consideration by the Executive Board
 - b. will ensure that issues are adequately prepared and that integrated policy proposals are submitted to the Executive Board for senate action in a timely manner appointed by the senate president, assisted by the recommendations of the committee on committees, and confirmed by the Executive Board.

- b. Non-voting: The non-voting, ex officio members of each council will include the senate president and a representative of the office of the provost. Additional non-voting members may be named to a council by the senate president or the chair of the council. Ex officio appointments may be requested of any administrative unit and will be named by the head of the unit.
 - c. Without violating university policy or state law on open meetings, from time to time the chair of any council may call meetings of the voting members only.
2. A vice chair and secretary will be elected annually by the members of each council.
 3. Term of office: The term of council members will be two years. The chairs will be elected for a two-year term. Approximately one-half of all council chairs would be elected in each year. All voting members are limited to a maximum of six consecutive years on any one council.
 4. Minutes and other records of each council meeting will be kept by the council secretary and copies sent promptly to the Faculty Senate office secretary for filing.

B. Procedures in Common to Standing Committees

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

1. Membership

- a. Voting: The voting members of each standing committee will include no fewer than four faculty members plus the chair. In addition to the voting membership specified below for any committee, the committee chair, any remaining college representatives, and any additional members will be nominated by the senate president, assisted by the recommendations of the committee on committees, and confirmed by the Executive Board.
- b. Non-voting: The non-voting, ex officio members of each standing committee will include the senate president and the chair of the council to which the committee reports. Additional non-voting members may be named to a committee by the senate president, the respective council chair, or the committee chair. Additional ex officio appointments may be requested of any administrative unit and will be named by the head of the unit.
- c. Without violating university policy or state law on open meetings, from time to time the chair of any committee may call meetings of the voting members only.
- d. Agreeing to chair or be a member of a committee carries with it the responsibility to actively participate in and attend its meetings. Individuals not fulfilling their committee member or chair responsibilities may be asked by the Senate President with the advice and consent of the Executive Board to relinquish their positions.

Deleted: one faculty member from each college. Up to four of the members will be appointed by the chair of the council to which the committee reports from the membership of that council

2. Committee chairs will be appointed by the senate president and confirmed by the Executive Board. A vice chair and secretary will be elected annually by the members of each committee.
3. Term of office: The term of committee members will be two years. The chairs will be appointed for a two-year term after having served as a committee member for at least one year. Initially, one-half of all the chairs would be appointed for a one-year term. All voting members are limited to a maximum of six consecutive years on any one committee.
4. Minutes and other records of each committee meeting will be kept by the committee secretary and maintained as directed by the respective council chair or as provided in the governance documents.
5. Agreeing to chair or be a member of a committee carries with it the responsibility to actively participate in and attend its meetings. Individuals not fulfilling their committee member or chair responsibilities may be asked by the senate president with the advice and consent of the Executive Board to relinquish their positions.

Article VI, Section 2. Council on Faculty Governance

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

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

[b.Membership—Voting: The president-elect of the Faculty Senate will chair the committee. Membership will consist of the caucus chairs of each college caucus. Committee members will make a good faith effort to attain reasonably diverse college representation in its appointments.](#)

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

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

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- 3. Committee on the Faculty Handbook [See Governance Structure & Documents Committee]

- 4. Committee on Senate Elections [Duties to be assumed by senate secretary]

Deleted: a. Charge: Works with the provost to assure that revisions to the Faculty Handbook are appropriate, are approved by the Faculty Senate, and include academic and curricular policies adopted by the senate. Works with the provost to establish procedures for editing and style. Edits for style all resolutions and motions passed by the senate that are to be included in the Faculty Handbook.¶

¶ b. Membership--Voting: The voting members of the committee will include two members of the Council on Faculty Governance named by the chair of the council plus a chair and at least two other faculty members nominated by the senate president and confirmed by the Executive Board.¶

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

Article VI, Section 3. Council on Academic Affairs

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

B. Committees of the Council on Academic Affairs

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

Deleted: Charge: Conducts or oversees all elections to the Faculty Senate and the election of all officers and other leadership positions within the senate, its councils, and committees. Reports and records the results of all elections. Recommends election procedures. Conducts elections to any university committee requiring an elected faculty membership.

being, development, morale, supporting services, and benefits; considers other issues and proposals related to faculty-administrative relations.

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

1. Committee on Facilities and Educational Resources

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

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

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

2. Committee on Faculty Welfare and Benefits [\[Relocated to RPA Council\]](#)

3. Committee on Recognition and Development

- a. Charge: Oversees and acts upon policies and programs relative to the professional development of faculty. Makes recommendations to the provost for recognition and awards, travel grants, leaves, and other grants.

- b. Membership—Voting: The voting members of the committee will include the chair and the chairs of the corresponding college committees.

Non-voting: Non-voting, ex officio members will include one representative from the office of the provost.

- c. Term of Office: The chair will be appointed for a three-year term, renewable for a maximum of six years. The length of term of the college representatives will be determined by the individual colleges.

4. Committee on Women and Minorities

- a. Charge: Evaluates the status of women and minorities in the ISU faculty, reviews Senate initiatives to assess their probable impact upon women and minorities, plays an advocacy role for its constituencies, and initiates proposals.

- b. Membership—Voting: A majority of the committee will be from the women and minorities communities.

Deleted: a. Charge: Oversees current policies and develops new ones concerning the insurance, benefits, and general welfare of all faculty.¶
¶ b. Membership—Voting: An attempt will be made to make the committee representative of the broad diversity of the faculty. A representative of the university benefits committee will be a voting member of this committee.¶
¶ Non-voting: Non-voting, ex officio members will include representatives of the offices of the provost and the vice president of business and finance.

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

A. Charge: Develops and maintains a system for shared governance to ensure communication between faculty and administration in relation to resource policies and allocations; advances proposals consistent with Faculty Senate initiatives and priorities; recommends initiatives to the senate pertaining to resource policies and allocations; works with the university president and other administrators to implement approved policies.

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

1. Committee on University Planning and Budget

- a. Charge: Recommends priorities and policies related to long-range planning; recommends resource allocations to salaries, programs, and facilities; recommends salary policies and procedures.
- b. Membership--Non-voting: Non-voting, ex officio members include one member each from the offices of the university president, the provost, and the vice president for business and finance.
- c. Term of Office: Committee members will be appointed for a three-year term, renewable for a maximum of six years.

2. Committee on Faculty Welfare and Benefits

a. Charge: Oversees current policies and develops new ones concerning the insurance, benefits, and general welfare of all faculty.

b. Membership—Voting: An attempt will be made to make the committee representative of the broad diversity of the faculty. A representative of the university benefits committee will be a voting member of this committee.

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

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Approved by the Faculty Senate on March 7, 2000
Amended by the Faculty Senate on March 26, 2002