

Faculty Senate Constitution
Proposed Changes

TO: Claudia Baldwin
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FROM: Faculty Senate Council on Governance
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RE: Proposed changes in constitution

DATE: January 17, 2006

The Faculty Senate Council on Governance reviews senate governance documents every five years. The first document reviewed is the Faculty Senate Constitution.

The Governance Council proposes these changes to the constitution:

1. Lines 3-4: revise the definition of “general faculty” to include non-tenure eligible appointments;
2. Line 6: change “educational” to “academic” to reflect the breadth of faculty responsibilities
3. Line 6-7: insert: “These include but are not limited to faculty promotion and tenure policies and procedures,”
4. Line 29: delete “and educational”
5. Line 43: delete “educational and”
6. Line 44-45: insert “These include but are not limited to those for faculty promotion and tenure policies and procedures,”
7. Line 49-50: delete “educational and” and “educational and”
8. Line 64: delete “and educational”
9. Lines 69-72: inserting a resolution of differences procedure for the advisory function
10. Lines 73-74: deleting the first line of the charge of the conflict resolution function to achieve editorial clarity;
11. Lines 78-81: inserting a resolution of differences procedure for the conflict resolution function
12. Other changes of a non-substantive nature were made in lines 97-98, 139, and 156-159 to ensure internal consistency, to update titles and names of organizations, and to make editorial corrections.

1 Faculty Senate Constitution

2 **Article I. THE GENERAL FACULTY**

3 The General Faculty of Iowa State University consists of all ~~regular and adjunct~~ tenured, tenure-track, and
4 nontenure eligible ~~faculty of the rank of instructor and above~~, including administrative officers with faculty
5 appointments. The General Faculty is the legislative body of the university and is responsible for
6 ~~educational/academic~~ policies and procedures, including ~~These include but are not limited to faculty~~
7 promotion and tenure policies and procedures, admissions requirements, graduation requirements,
8 curriculum and course revisions, new degree programs, and grading procedures. It also recommends
9 candidates for diplomas, degrees, and certificates to be conferred by the university president on behalf of
10 the General Faculty. Major changes in educational policy approved by the General Faculty must be
11 presented by the university president to the Board of Regents for final approval. In addition to its legislative
12 responsibilities, the General Faculty also has responsibilities for advising the university community on
13 matters pertaining to the university and for facilitating communication and conflict resolution within the
14 university community.

15 The General Faculty is responsible to, and is chaired by, the university president. Although the Faculty
16 Senate was created by the General Faculty to conduct its business, meetings of the General Faculty may be
17 held as needed at the call of the university president or the senate. If the General Faculty dissolves the
18 senate, meetings of the General Faculty will be held at the end of each semester and at the call of the
19 university president.

20 **Article II. THE FACULTY SENATE**

21 The General Faculty hereby creates the Faculty Senate to act as its representative body and to conduct the
22 business of the General Faculty. In so doing, the General Faculty affirms the principles of shared
23 governance, recognizing the central role of cooperation in collegial decision-making.

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

25 This body will be known as the Faculty Senate. It will be an elected body of faculty and will represent and
26 act on behalf of the General Faculty.

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

28 The Faculty Senate will:

- 29 | A. have legislative responsibility for general academic ~~and educational~~ policy for the
30 university

31 B. conduct studies and advise the faculty, the staff, the student body, the administration,
32 and the Board of Regents on matters within the purview of the General Faculty

33 C. facilitate communication among faculty, staff, students, and the administration and
34 assist in the resolution of conflicts

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

36 The Faculty Senate will speak only for the faculty of the university, confining its activities to matters directly
37 concerning the university, its administration, faculty, staff, and students.

38 Because shared governance works best in an atmosphere of mutual trust and respect, communication and
39 cooperation between the university administration and the Faculty Senate are to be encouraged and
40 expected.

41 The principal functions of the Faculty Senate are as follows.

42 **A. Legislative** The Faculty Senate will have legislative responsibility proposing,
43 reviewing, and modifying the ~~educational and~~ academic policies and procedures of the
44 university. These include but are not limited to, including those for faculty promotion and
45 tenure policies and procedures. admissions requirements, graduation requirements,
46 curriculum and course revisions, degree programs, and grading procedures and policies.
47 It will recommend candidates for diplomas, degrees, and certificates to be conferred by
48 the university president on behalf of the General Faculty.

49 The Faculty Senate must approve any additions to or changes in university ~~educational~~
50 ~~and~~ academic policies and procedures. In the formation and review of ~~educational and~~
51 academic policies and procedures, the senate will work collaboratively with the university
52 administration and with all faculty members. Policies and procedures approved by the
53 senate must be submitted to the university president for review and to the Board of
54 Regents for final approval. In the event that the university president does not approve a
55 recommendation from the senate, the university president will inform the senate in writing
56 of the reasons for his or her objections and every effort will be made by each party to
57 resolve the differences. The senate may vote again on the issue, either in the same or in
58 modified form, and inform the university president of its final decision. If the differences
59 cannot be resolved, the university president will present to the Board of Regents the
60 administration's recommendation with respect to the issue in question. The university
61 president will invite the senate president to present the senate's recommendation with
62 respect to the issue.

63 **~~B.~~ B- Advisory** The Faculty Senate will serve in an advisory capacity in other areas of
64 the university as they relate to academic ~~and educational~~ matters or to the general

65 welfare of the faculty, staff, and students of the university. On its own initiative or in
66 response to expressed concerns of faculty members, the senate may conduct studies
67 and may make recommendations to the university president, the provost, or others as
68 appropriate.

69 In the event that the university president does not approve a recommendation from
70 the senate, the university president will inform the senate in writing of the reasons
71 for his or her objections and every effort will be made by each party to resolve the
72 differences.

73 C. C. Conflict Resolution ~~When necessary, and on its own initiative, or in response to~~
74 ~~expressed concerns of faculty members,~~ The Faculty Senate may conduct
75 investigations and make recommendations to assist in resolving conflicts among
76 faculty, staff, students, and the administration. Such investigations may be requested
77 by faculty, staff, students, or the administration.

78 In the event that the university president does not approve a recommendation from
79 the senate, the university president will inform the senate in writing of the reasons
80 for his or her objections and every effort will be made by each party to resolve the
81 differences.

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

83 The times and manner of the election or appointment of all officers and members of Faculty Senate councils
84 and committees will be made according to the following procedures plus those in the other senate
85 governance documents.

86 **A. Officers** The officers will be members of the Faculty Senate when nominated and
87 elected by the senate. The officers of the senate will consist of a president, president-
88 elect, and secretary.

89 **B. College Caucuses** All senators representing a single college will caucus and elect
90 one of them to be chair of the caucus. Caucus chairs are members of the Executive
91 Board. They may call meetings of the caucus to consider senate business.

92 **C. Executive Board** The Executive Board will prepare the agenda for all Faculty Senate
93 meetings. The Executive Board will bring to the senate in a timely manner all
94 recommendations of senate councils and any other matters deserving senate attention,
95 consideration, or action. The Executive Board will oversee the activities of the councils
96 and will review and may revise resolutions and documents prepared by them prior to
97 consideration by the senate. The Executive Board ~~shall~~ will act for the Faculty Senate

98 | when the Faculty Senate is not in session and will report such actions to the senate at its
99 | next meeting.

100 | The voting members of the Executive Board will be the senate president, president-elect,
101 | secretary, chair of each council, and chair of each college caucus. The senate president
102 | will chair the Executive Board. The provost will be a non-voting, ex officio member of the
103 | Executive Board.

104 | **D. Councils** The councils of the Faculty Senate will oversee the activities of the
105 | committees within their jurisdiction and will review and may revise resolutions and
106 | documents prepared by these committees prior to their being presented to the Executive
107 | Board for consideration. When appropriate, the councils will facilitate communication and
108 | cooperation among senate committees during preparation and timely forwarding of issues
109 | to the Executive Board. The voting members of each council will be the chair, one senator
110 | elected by each college caucus, and the chairs of the standing committees reporting to
111 | that council. The chair of each council will be nominated and elected by the senate.

112 | **E. Committees** All Faculty Senate committees will report to a senate council or to the
113 | Executive Board. All members of these committees and each committee's chair, will be
114 | appointed by the senate president, with the approval of the Executive Board. Any
115 | member of the faculty is eligible to chair or serve on senate committees.

116 | **F. Organization Changes** The Faculty Senate may establish and dissolve councils and
117 | committees. The senate president, with the approval of the Executive Board and the
118 | senate, may appoint non-faculty individuals to be voting members of senate committees.
119 | The Executive Board may specify the non-voting, ex officio representation on senate
120 | boards, councils, and committees.

121 | **G. Removal of Officers** The Faculty Senate may establish procedures for the removal
122 | of a senator from a senate office or other senate position.

123 | **Article II, Section 5. Membership**

124 | **A. Voting** Each department is entitled to one senator elected by the faculty of the
125 | department. Each college is entitled to one senator elected at large by the faculty of the
126 | college plus one additional at-large senator for each 100 faculty or fraction thereof over
127 | 100. The minimum number of senators from any college will be the number of Faculty
128 | Senate councils plus one. The timing of elections and the seating of new senators will be
129 | determined by the senate.

130 | **B. Adjustment in Size** With the approval of two-thirds of the Faculty Senate, the
131 | Executive Board may increase or decrease the number of members from any college for

132 up to one year. When increasing the membership, the senate will specify how and when
133 the seat should be filled. Time served by any new senators will be counted toward the
134 limitation on time served in the senate. When decreasing the membership, only vacant
135 positions may be eliminated.

136 **C. Non-voting** To facilitate communication, the past-president, the provost, the chair of
137 the Professional and Scientific Council, the chair of the Supervisory and Confidential
138 Council, the president of the Government of the Student Body, and the president of the
139 Graduate and Professional Student Senate, or their designees, may participate as non-
140 voting, ex-officio members of the Faculty Senate.

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

142 The term of office on the Faculty Senate will be three years, except when the senate establishes a shorter
143 term to comply with the provisions of Section 7. Members will serve the term for which they were elected or
144 until their successors have been elected and seated. Newly elected senators will be seated at the last
145 regular meeting of the spring semester.

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

147 The Faculty Senate is a continuous body. Approximately one-third of senate members will be elected each
148 year.

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

150 **A. University President and Provost** The provost is the principal representative of the
151 university president to the Faculty Senate and the administrative officer who most directly
152 interacts with the senate. Wherever the senate governance documents call for
153 communication with or an action by the university president, at the president's option, the
154 provost or the appropriate vice-president may represent the president.

155 **B. Department and College Faculty** The terms "department faculty" and "college
156 faculty" include all regular and adjunct, tenured, tenure-track, and nontenure eligible
157 faculty members affiliated with each department or college. The academic departments
158 and colleges are listed in the Iowa State University Catalog . Bulletin (catalog of courses
159 and programs). Departmental senators are those elected by the faculty of their
160 department; college senators are those elected at-large by the faculty of an entire college.
161 No senators are elected to represent the Graduate College.

162 **C. Affiliations** For purposes of membership and voting in the Faculty Senate, a
163 department will be regarded as belonging to only one college, and a person will be

164 regarded as on the faculty of only one department and one college. Senators must
165 caucus with the college from which they were elected.

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

167 All faculty members are eligible for election to the Faculty Senate with the following exceptions: (1) those
168 who are completing the second of two consecutive terms in the senate and (2) those college and central
169 administrative officers whose duties are judged to be primarily administrative. These college and central
170 administrative titles are listed in the Bylaws. In all questions of eligibility, the Executive Board will be the
171 final authority.

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

173 Departmental and at-large senators will be elected by the faculty of the respective departments and colleges
174 once each year during the spring term. Every person eligible to vote in Faculty Senate elections will have
175 the opportunity to nominate by written petition a candidate for each position for which the elector is eligible to
176 vote. All elections will be by secret ballot. The times and procedures for conducting elections and counting
177 votes will be specified in the senate governance documents.

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

179 A position becomes vacant whenever a senator will be absent or unable to participate in Faculty Senate
180 activities for a period in excess of two consecutive academic semesters. Further, whenever a senator is
181 unable or unwilling to serve the full term for which elected, the senator (or the chair of his or her department
182 on behalf of the senator) will notify the senate president in writing. The seat then becomes vacant, and an
183 election to fill the vacancy will be conducted by the affected constituency according to procedures in the
184 senate governance documents.

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

186 In the event a senator is unable to attend any meeting of the Faculty Senate or any of its councils and
187 committees, the senator should designate a qualified substitute. Procedures for filling temporary vacancies
188 lasting from one to two semesters will be specified in the senate governance documents.

189 **Article II, Section 13. Dismissal**

190 The Faculty Senate will establish procedures for the dismissal of a senator for cause. Dismissal will be by a
191 vote of the senate and will require a two-thirds majority of those senators eligible to vote. Dismissal may be
192 appealed by the affected senator to the senator's electing constituency within 15 days of the date of the
193 dismissal action. Revocation of the dismissal action will be by a majority of those voting. This vote will
194 occur not sooner than five days after the appeal is received in the senate office and not later than 15 days

195 thereafter during the academic year. Positions declared vacant by reason of dismissal will remain vacant
196 until the appeal process is completed. Vacancies will then be filled by election by the affected constituency.

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

198 The Faculty Senate will schedule and hold monthly meetings at stated times during the academic year. The
199 senate will hold special meetings upon call of the senate president or the Executive Board, or when
200 requested by at least one-third of the senate.

201 The Faculty Senate, the Executive Board, the councils, and the committees of the senate may invite any
202 person to meet with them at any of their meetings. Without violating university policy or state law on open
203 meetings, from time to time the chair of any committee may call meetings of the voting members only or of
204 subcommittees.

205

206 **Article III. SENATE GOVERNANCE DOCUMENTS**

207 The Faculty Senate will operate according to the rules and procedures of this Constitution and such other
208 senate governance documents as it may create. This Constitution will be superior to the other governance
209 documents. Unless otherwise stated in the governance documents, the business of the senate will be
210 conducted according to the latest edition of *Robert's Rules of Order*.

211

212 **Article IV. AMENDMENTS**

213 **Article IV, Section 1. Procedures**

214 Amendments to the Constitution may be proposed by any senator or by written petition signed by at least
215 twenty percent of the General Faculty. All amendments must be approved by a majority vote of the Faculty
216 Senate before being submitted in writing to all members of the General Faculty at least 20 class days prior
217 to a vote during the academic year. Amendments approved by majority of those voting will be adopted and
218 will be forwarded to the university president for presentation to the Board of Regents.

219 **Article IV, Section 2. Other Documents**

220 The content of and amendments to any of the senate governance documents other than this Constitution
221 may be made either by majority vote of the Faculty Senate following its ordinary rules or by a procedure set
222 forth in the respective documents.

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

224 The Faculty Senate may be dissolved by action of the General Faculty during the academic year. Within
225 ten class days of receiving a written petition to dissolve the senate signed by one-third of the General
226 Faculty eligible to vote, or when notified of the adoption of a resolution by the senate itself calling for the
227 dissolution of that body, (a) the university president will convene a public meeting of the General Faculty to
228 discuss and debate the proposed dissolution, and (b) written ballots will be prepared and distributed to
229 eligible faculty. Ballots received at the university president's office no later than 15 class days after the
230 meeting of the General Faculty will be counted. The senate will be dissolved if approved by a majority of the
231 General Faculty eligible to vote. If the senate is dissolved, the business of the General Faculty will be
232 conducted by the General Faculty as a whole.

233 **Approved by the General Faculty on February 24, 2000**