

## 2.6 Governance Documents

Governance documents for various bodies of faculty have been developed by representative members of the faculty. Faculty members are affected by and should be familiar with the governance documents of the Faculty Senate, their college, and their department.

College governance documents must comply with the university governance document (i.e., this Faculty Handbook), and the departmental governance documents must comply with their college governance document. In cases where conflicts exist among department, college, and university documents, the higher-level governance document prevails. The rules and regulations of higher-level documents are still in effect even if absent from the lower-level document. Language specific to the last two statements should be found in college and departmental documents.

Governance documents may contain a preamble, appendices or other attachments that provide context and additional relevant information. A preamble, if included, is for information purposes only, and is not a binding part of the governance document. Appendices or any other attachments may or may not be binding. It must be clearly stated as to whether sections outside the body of the document are binding; normally this is done in the introductory sections of the governance document.

### 2.6.1 Constitution of the Faculty Senate

The *Constitution of the Iowa State University Faculty Senate* <http://www.facsen.iastate.edu/documents/constitution/> describes the purpose, functions, organization, membership, and other elements of this representative body of the General Faculty. Changes to the constitution must be approved by the General Faculty. The operation of the Faculty Senate is prescribed in the *Bylaws of the Iowa State University Faculty Senate*, <http://www.facsen.iastate.edu/documents/bylaws>.

### 2.6.2 College Governance Documents

The governance document of each college describes its mission, governance domains, governance structure, and other policies and procedures. This up-to-date document shall be publically available through a link to a document web site provided to the Office of the Executive Vice President and Provost and the Faculty Senate. College governance documents are reviewed by the Faculty Senate Committee on College and Department Document Review (CDDR).

College governance documents should include the following items as required by the Resource Management Model (RMM):

- Each dean shall have a budget advisory council/committee with significant faculty membership, including at least once faculty senator. The governance document should describe the membership of the college's budget advisory committee.
- The dean will communicate to members of the college annually of college goals, priorities, planning, and budget.

Please refer to the Faculty Senate College and Department Document Review Committee (CDDR) for information about college governance document requirements (<http://www.facsen.iastate.edu/GovernanceCouncil/GOvDocChecklist2.htm>).

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### 2.6.3 Department Governance Documents

The governance document of each department includes information specific to the department that parallels the type of information in the college document. This up-to-date document shall be publically available through a link to a document web site provided to the Office of the Executive Vice President and Provost and the Faculty Senate.

Please refer to the Faculty Senate College and Department Document Review Committee (CDDR) for information about department governance document requirements (<http://www.facsen.iastate.edu/GovernanceCouncil/GOvDocChecklist2.htm>).

The budget of each academic department is to be made available for inspection by the faculty of that department. It should include the department's budgetary resources and expenditures by categories, as well as funds received and expended in the preceding year and projected for the current year. The faculty of each department will decide the manner and detail in which the budgets of academic departments are prepared for disclosure and distribution.

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