

WELCOME TO THE FACULTY SENATE

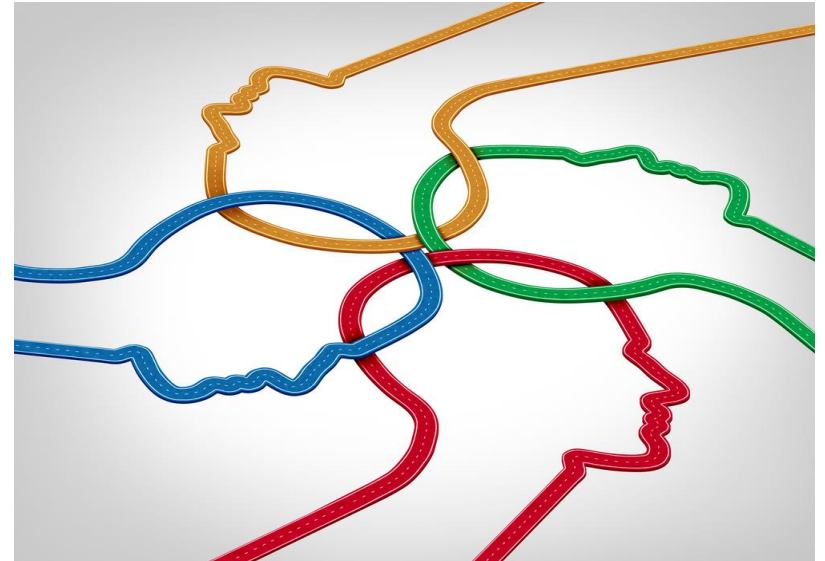
Orientation for Faculty Senators

The Faculty Senate acts as a representative body and conducts the business of the General Faculty

<http://www.facsen.iastate.edu/>

You Will Make a Difference!

- You meet great new people – networking
- An effective way to learn how the university works
- Many different levels of engagement to fit your career stage
- You can participate in leadership opportunities
- Fill a need for diverse membership



Faculty Senate Website

<http://www.facsen.iastate.edu/>

IOWA STATE UNIVERSITY

Faculty Senate

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Iowa State University Faculty Senate

The Faculty Senate represents the general faculty of Iowa State University and participates in shared governance of the University with the administration. It is made up of 82 representatives elected by the general faculty, and divided into caucuses representing each of the seven colleges. The Faculty Senate has legislative responsibility for general academic and educational policy, serving to facilitate communication among faculty, students, and administration. It also cooperates with the administration in conflict resolution, and advises the administration on budgetary and other policy matters.

The Faculty Senate conducts its business through a system of five councils (Academic Affairs, Faculty Development and Administrative Relations, Faculty Governance, Judiciary and Appeals, and Resource Policies and Allocations) and their committees. The Executive Board of the Faculty Senate consists of the chairs of the five councils, the chairs of the seven college caucuses, and the officers. The Faculty Senate was established in 1988. Prior to that time, the General Faculty was the only mechanism for faculty participation in university governance, and meetings were poorly attended. A Faculty Council existed, but it was advisory and had no authority or responsibility.

Senate Governance, Constitution, Bylaws

<http://www.facsen.iastate.edu/history>

- Faculty Senate Constitution
- Faculty Senate By-Laws - updated January 2017
- Faculty Handbook
- Faculty Senate Strategic Plan
- Faculty Senate Procedures Manual
- History of the Faculty Council 1954-1988
- List of Past Presidents

Faculty Handbook Online

- Home >
- About Us >
- Administrator Resources >
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Faculty Handbook

The *Faculty Handbook* is the official statement of Iowa State University policy governing the rights, responsibilities, and performance of faculty. This handbook contains information on state and federal policies, Board of Regent's policies, administrative policies, and policies approved by the Faculty Senate on behalf of the faculty. The *Faculty Handbook* also contains information about procedures that are not readily available elsewhere and links or references to other sources for further information.

The *Faculty Handbook* is updated twice annually, January 15 and August 1. Maintenance of the *Faculty Handbook* is the responsibility of both the Office of the Senior Vice President and Provost and the Faculty Senate Governance Council. Past versions of the *Faculty Handbook* (back through 1998) are archived and available online.

Faculty Handbook (PDF, 1.02MB) (uploaded March 23, 2018)

Archive (PDF versions): **2018a** (PDF, 1.55MB), **2017b** (PDF, 1.55MB), **2017a** (PDF, 983KB), **2016b** (PDF, 965KB), **2016a** (PDF, 950KB), **2015b** (PDF, 1.38MB), **2015a** (PDF, 884KB), **2014b** (PDF, 884KB), **2014a** (PDF, 884KB), **2013b** (PDF, 859KB), **2013a** (PDF, 801KB), **2012b** (PDF, 7.33MB), **2012a** (PDF, 699KB), **2011b** (PDF, 699KB), **2011a** (PDF, 773KB), **2010** (PDF, 760KB), **2009** (PDF, 751KB), **2008c** (PDF, 724KB), **2008b** (PDF, 702KB), **2008a** (PDF, 707KB), **2007** (PDF, 704KB), **2006** (PDF, 815KB), **2005** (PDF, 866KB), **2004** (PDF, 864KB), **2002** (PDF, 848KB), **1999** (PDF, 898KB), **1998** (PDF, 744KB)



Spring blooms at Reiman Gardens

<https://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>

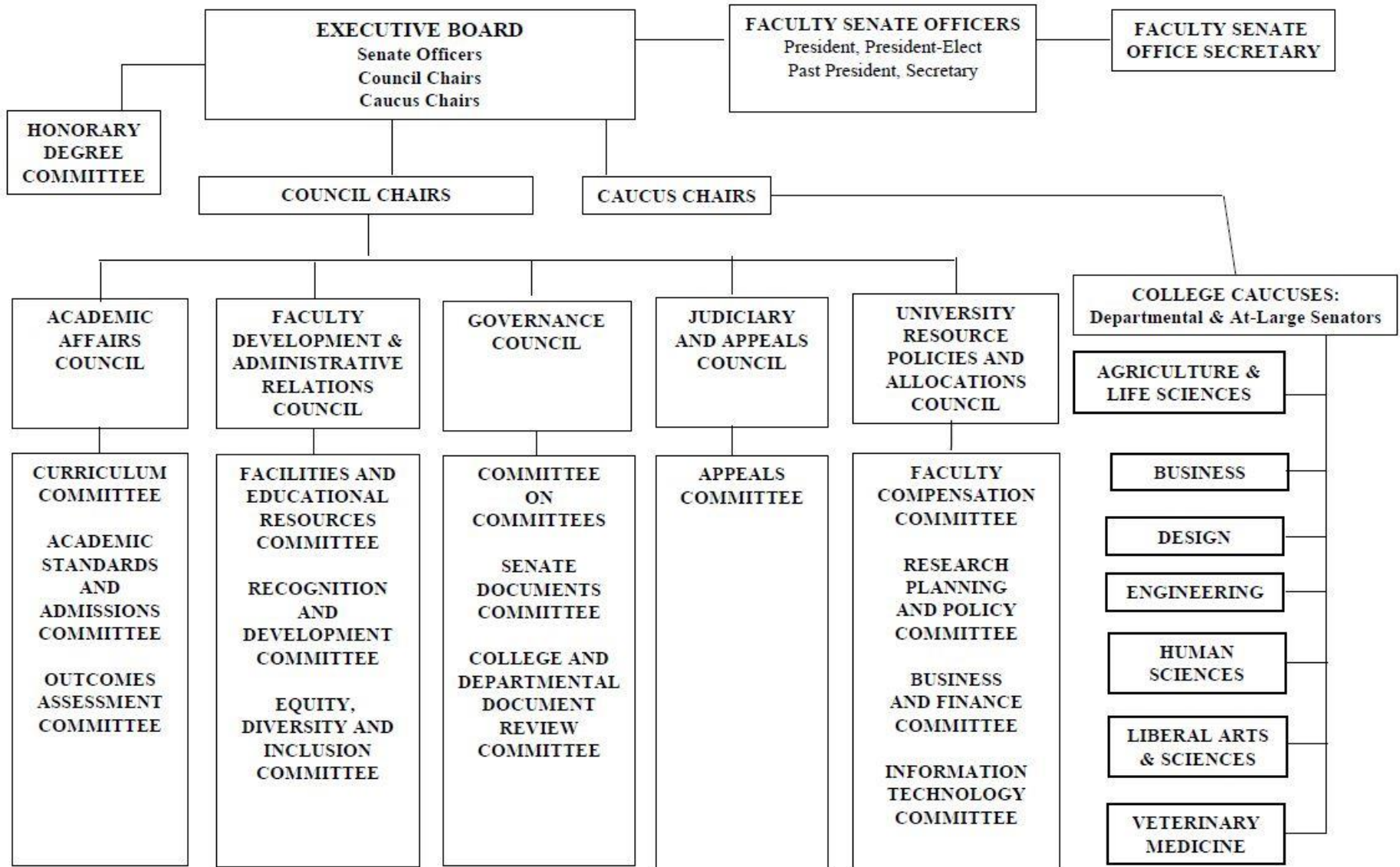
The Faculty Senate is charged with three functions:

- **Legislative Function:** The senate is responsible for educational policies and procedures, including the curriculum
- **Advisory Function:** The senate is obliged to advise the university community including the administration and Board of Regents on matters of general welfare to the faculty and institution
- **Communication Function:** The senate facilitates communication among members of the university community and assists in conflict resolution

ISU Faculty Senate - Established 1988

- Represents the general faculty and participates in shared governance with the University administration.
- There are 82 representatives elected by the general faculty, and divided into caucuses representing each of the seven colleges.
- The college caucus has members that represent each department and at-large-members that represent the college. Caucus members are faculty senators.

FACULTY SENATE STRUCTURE



Faculty Senate Leadership

- President
- President-Elect
- Past-President
- Secretary
- Administrative support, Sherri Angstrom

Executive Board

- Comprised of:
 - Four officers (President, President-Elect, Past-President, Secretary)
 - Seven College Caucus Chairs
 - Five Council Chairs
 - Ex-Officio: Provost and Associate Provosts
- Meets monthly to review and approve Faculty Senate monthly agenda
- Faculty Senate Councils report to the Senate Executive Board and will be guided by its recommendations and actions

Faculty Senate College Caucuses

- There are seven (7) college caucuses
- Each caucus is comprised of a senator from each department plus elected at-large members
- College caucus members:
 - Elect a caucus chair who sits on the Executive Board
 - Appoint representatives to each Council
 - Meet monthly to review senate issues
 - Communicate with college/departmental faculty
 - Meet regularly with the dean

Faculty Senate Councils

- Five Councils conduct senate business:
 - Academic Affairs Council (AA)
 - Faculty Development and Administrative Relations Council (FDAR)
 - Governance Council (Gov)
 - Judiciary and Appeals Council (J&A)
 - Resource Policies and Allocations Council (RPA)
- Council chairs are elected by the general Senate membership
- Council members must be Faculty Senators

<http://www.facsen.iastate.edu/councils>

Faculty Senate Councils

- Prepare, review, and revise resolutions and proposals prior to consideration by the Executive Board
- Oversee and coordinate the activities of the committees that report to them
- Keep an agenda and minutes of their activities, as well as of the committees that report to them
- Provide annual written reports to the Executive Board and the Faculty Senate

Councils and Committees

Note: Membership on Committees is not limited to Faculty Senators.

Academic Affairs Council

[Academic Standards and Admissions Committee](#)

[Curriculum Committee](#)

[Outcomes Assessment Committee](#)

[Student Affairs Committee](#)

Faculty Development and Administrative Relations Council

[Facilities and Educational Resources Committee](#)

[Recognition and Development Committee](#)

[Equity, Diveristy and Inclusion Committee](#)

Governance Council

[Committee on Committees](#)

[Senate Documents Committee](#)

[College and Departmental Document Review Committee](#)

Judiciary and Appeals Council

[Appeals Committee](#)

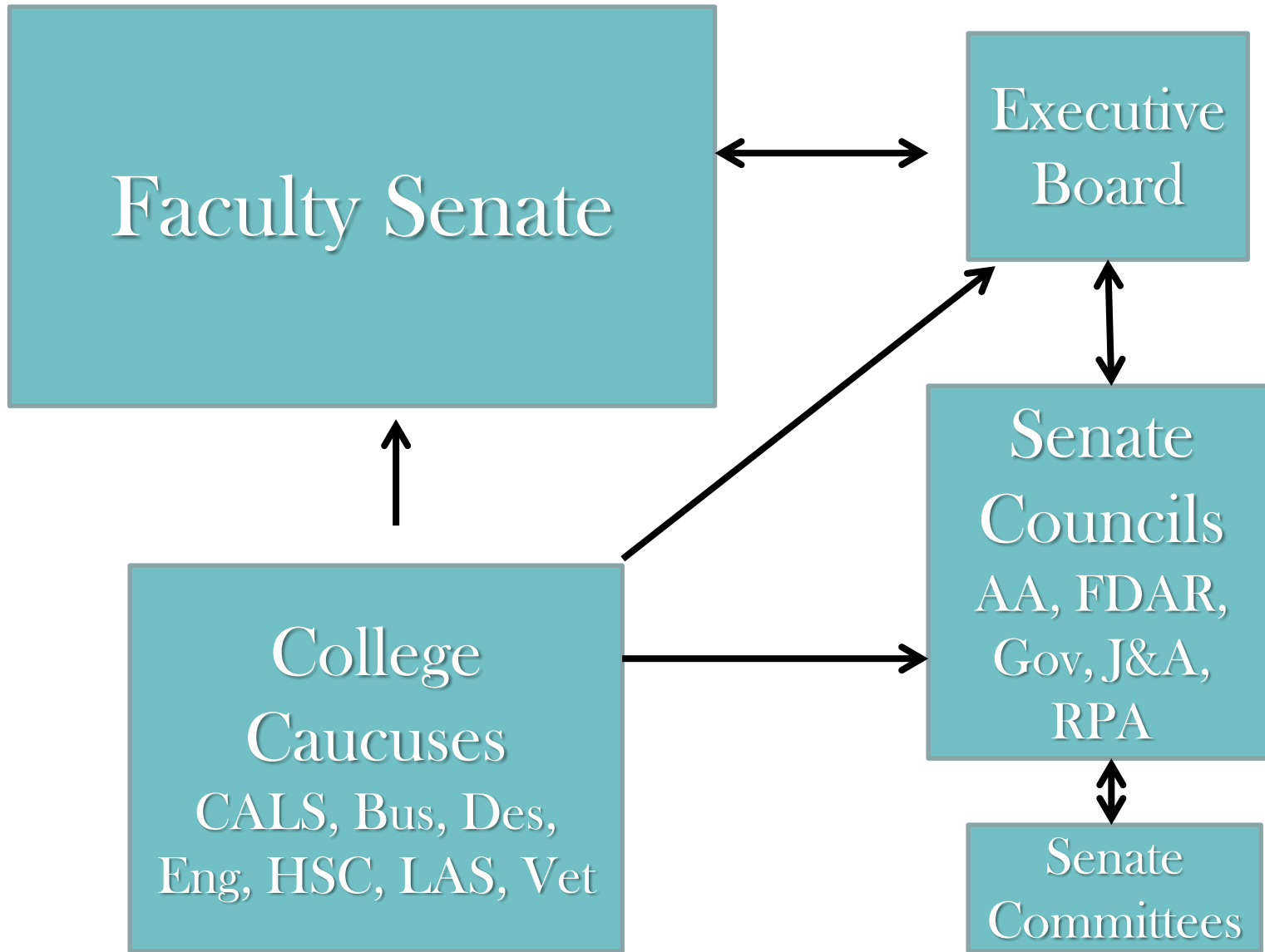
Resource Policies and Allocations Council

[Faculty Compensation Committee](#)

[Business and Finance Committee](#)

[Research Planning and Policy Committee](#)

[Information Technology Committee](#)



Process of the Faculty Senate Meeting

- Faculty Senate agenda will be sent by Sherri Angstrom, administrative office support for Faculty Senate
- It is important to read all emails sent from Sherri Angstrom from the Senate office
- The agenda will include attachments to review prior to the meeting; please read all attachments
- The meeting is conducted using Robert's Rules; in supplementary power point*

**IOWA STATE UNIVERSITY FACULTY SENATE
FACULTY SENATE MEETING AGENDA
MAY 2, 2017 – 3:30–5:00 P.M.
SUN ROOM, MEMORIAL UNION**

Faculty Senate Agenda

An emailed packet with the agenda and supporting materials goes out a few days before every senate meeting.

- I. **Call to Order – 3:30 p.m.**
 - A. Seating of Substitute Senators
- II. **Consent Agenda – 3:32 p.m.**
 - A. Minutes of Faculty Senate Meeting – April 18 2017 - [S16/M/9]
 - B. Agenda for – May 2, 2017 [S16/A/10]
 - C. Docket Calendar – [S16/C/10]
 - D. Council/Committee Annual Reports [S16-28]
- III. **Special Order: Spring 2017 Graduation List [S16-29] – 3:35 p.m.**
- IV. **Special Order: Memorial Resolutions [S16-30] – 3:38 p.m.**
- V. **Special Order: Annual Promotion & Tenure Report – SVPP Jonathan Wickert – 3:45 p.m.**
- VI. **Announcements and Remarks – 4:00 p.m.**
 - A. Faculty Senate President
 - B. Faculty Senate President-Elect
 - C. Senior Vice President and Provost
 - D. Other (P&S Council; SG; GPSS)
- VII. **Unfinished Business – 4:30 p.m.**
 - A. Discontinuation of Minor in Athletic Coaching [S16-26] – Bigelow
 - B. Discontinuation of Minor in Sport and Recreation [S-16-27] – Bigelow
 - C. FH 9.1 and 9.2 Administrative Appeals [S16-25] – Freeman
- VIII. **Special Order – 4:40 p.m.**
 - A. Recognition of Retiring Senators
 - B. Passing of the Gavel
 - C. Seating of New Senators
- IX. **New Business – 4:50 p.m.**
 - A. Minor in Textile Science and Product Performance [S16-31]
- X. **Good of the Order – 4:57 p.m.**
- XI. **Adjournment – 5:00 p.m.**

NOTE: Orientation Session for New Senators begins immediately following the senate meeting

**NEXT MEETING
TUESDAY, SEPTEMBER 12, 2017 -- 3:30-5:00 P.M.
GREAT HALL, MU**

Faculty Senate Meeting Agenda

- **New business:** items discussed as a “first reading”. These have been approved by Executive Board for discussion by the Senate. No vote may yet be taken.
- **Unfinished business:** items discussed as a “second reading”. Following this second discussion, these are eligible for a vote.

Consent Agenda

- Items included are routine or do not need discussion.
- Allows the Senate to approve these items together without discussion or motions.
- If you want to have discussion on an item you will have to move to remove it from the consent agenda.

II. Consent Agenda – 3:32 p.m.

A. Minutes of Faculty Senate Meeting – April 18 2017 - [S16/M/9]

B. Agenda for – May 2, 2017 [S16/A/10]

C. Docket Calendar – [S16/C/10]

D. Council/Committee Annual Reports [S16-28]

Docket Calendar

Schedule of action items that have come before the senate all year. Anything that needs a vote will get a calendar number. The status of each item is shown.

FACULTY SENATE DOCKET CALENDAR 2016-2017

| Docket Number | Title | Executive Board | Senate | Senate Status | SVPP | President |
|---------------|---|-----------------|-------------------|---------------|-------------------|-------------------|
| S16-1 | Name Change: Women's and Gender Studies | 10/11/16 | For Vote 11/8/16 | Approved | Approved 11/16/16 | Approved 11/16/16 |
| S16-2 | Master of Human Computer Interaction | 10/11/16 | For Vote 11/8/16 | Approved | Approved 11/16/16 | Approved 11/16/16 |
| S16-3 | FH 5.2.4.4.5 – Appeals | 11/1/16 | For Vote 12/13/16 | Approved | Approved 12/13/16 | Approved 12/19/16 |
| S16-4 | Diversity and Inclusion Resolution | | For Vote 11/8/16 | Approved | Approved 11/15/16 | Approved 11/16/16 |
| S16-5 | 2017-18 College Curriculum Reports | 12/6/16 | For Vote 12/13/16 | Approved | Approved 12/13/16 | Approved 12/19/16 |
| S16-6 | Fall 2016 Graduation List | | For Vote 12/13/16 | Approved | No action needed | No action Needed |
| S16-7 | Memorial Resolutions | | For Vote 12/13/16 | Approved | No action needed | No action Needed |
| S16-8 | FS Bylaw Change: Committee on University Services | 12/6/16 | For Vote 1/17/17 | Approved | No action needed | No action Needed |
| S16-9 | Merchandising Undergraduate Certificate | 12/6/16 | For Vote 1/17/17 | Approved | Approved 1/20/17 | Approved 1/30/17 |
| S16-10 | FH 10.6.4 Dead Week | 1/10/17 | For Vote 2/14/17 | Approved | Approved 2/16/17 | Approved 2/20/17 |
| S16-11 | Statement on Faculty Core Values | 2/7/17 | For Vote 3/7/17 | Approved | Approved 3/10/17 | Approved 3/15/17 |
| S16-12 | Increase Transfer GPA | 2/7/17 | For Vote 3/7/17 | Approved | Approved 3/23/17 | Approved 3/23/17 |
| S16-13 | Eliminate Summer Option | 2/7/17 | For Vote 3/7/17 | Approved | Sent 3/8/17 | Sent 3/8/17 |
| S16-14 | Bachelor of Science in Nursing | 2/7/17 | For Vote 3/7/17 | Approved | Approved 3/10/17 | Approved 3/15/17 |
| S16-15 | Pharmacology and Toxicology Minor | 2/7/17 | For Vote 3/7/17 | Approved | Approved 3/10/17 | Approved 3/15/17 |
| S16-16 | FH 3.1 Appointment Policies | 2/7/17 | For Vote 3/7/17 | Approved | Approved 3/10/17 | Approved 3/15/17 |
| S16-17 | Masters of Professional Practice in Dietetics | 2/28/17 | For Vote 4/4/17 | Approved | Sent 4/5/17 | Sent 4/5/17 |
| S16-18 | Communication Proficiency Grade Requirement | 2/28/17 | For Vote 4/4/17 | Approved | Sent 4/5/17 | Sent 4/5/17 |

Faculty Senator Best Practices/Guidelines

- Review duties of your respective position
- Assure 2-way communication to bring issues from faculty back to senate and to inform faculty of issues discussed in senate
- Facilitate faculty senator recruitment at the college and departmental level
- Assure that a diverse and inclusive pool of candidates are recruited to faculty senate and develop strategies to do so
- Report updates at departmental and college faculty meetings

Faculty Senator Best Practices/Guidelines

- Disseminate knowledge about the importance of the faculty senate and serving as a faculty senator, such as input on policies, changes in the faculty handbook, and faculty advancement, to name a few
- Be knowledgeable about faculty interests for committees, which includes senators and non-senators
- Enjoy the important collaborative service you are engaged in for the University!

Questions?

- Contact your caucus chair, council chair, or committee chair
- Procedural documents under history and governance documents
<http://www.facsen.iastate.edu/history>
- For additional procedural information, contact the Faculty Senate Office Sherri Angstrom sangstro@iastate.edu

Acknowledgements

- The presentation was authored by Faculty Senator Brett Sponseller
- The presentation was edited and formatted by Faculty Senator Claire Andreasen
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- Revision created March 2018