

FACULTY CONSTITUTION

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I. GENERAL FACULTY ORGANIZATION

- A. The following individuals shall have the right to vote upon any motion presented at any official meeting of the Faculty:
1. All regular members of the Faculty, including those on an official leave of absence or sabbatical leave, the President of the University, the Provost, other tenured faculty, and Librarians with faculty rank.
 2. All faculty members with the rank of Senior Professor.
 3. Individuals who have taught an average of six or more credit hours per semester for the preceding four semesters and who have filed a written request for voting privileges with the Faculty President prior to the fourth week of the semester. Once approved for voting privileges, these individuals shall retain voting privileges during every subsequent semester in which they teach six or more credit hours, provided that they notify the Faculty President of their continued voting status prior to the second week of classes. If voting privileges are lost due to insufficient teaching hours, individuals who have held voting privileges within two years may reapply for voting privileges should they return to teaching six or more credit hours per semester.
 4. Additional non-regular members of the Faculty who have been certified annually for voting privilege by action of the Faculty Council.
 5. Regular and non-regular faculty status are as defined in Article III, Section 1, of the *Faculty Handbook*.

B. Officers of the Faculty

The officers of the Faculty shall be the Faculty President, the President-elect, the Vice President for Faculty Affairs, the Vice President for College of Liberal Arts and Sciences (CLAS) - Curriculum, the Vice President of University College (UC) - Curriculum and Academic Policy Committee, the Vice President for Faculty Development, and the Secretary-Archivist. These officers comprise the Faculty Council.

1. Faculty officers shall be elected from among the regular faculty and shall serve for a two-year term, except for the President-elect, who shall serve for one year. Neither the President nor the President-elect shall be eligible for election to successive terms. The remaining faculty officers shall be eligible for election to two successive terms. In the event that a given faculty officer has completed the unexpired term of the previous faculty officer, that faculty officer will be eligible for election to two successive full terms, but only if the unexpired term was for one year or less.
2. The Faculty President shall:
 - a. resign, upon taking office, from all prior committee assignments he or she may have;
 - b. preside at meetings of the Faculty;
 - c. arrange for all meetings of the Faculty, including announcements in the faculty newsletter and via email;
 - d. prepare an agenda for each regular faculty meeting after consultation with the Faculty Council and notify the Faculty of special items of business through the faculty newsletter, via email or other suitable means;
 - e. serve as a faculty representative on the Board of Governors;
 - f. with the approval of the President of the University, be involved in the University's budget planning process;
 - g. serve as an *ex officio* member, after notifying the Chair of the choice, on any faculty committee except the Academic Freedom and Due Process Committee and the Faculty Evaluation Committee;

- h. convene and preside at meetings of the Faculty Council;
 - i. attend at least one meeting of each standing committee each year or discuss its functioning with its Chair;
 - j. perform other duties assigned by the Faculty.
3. The President-elect may continue to serve on any committees to which he or she may have been elected but will not be eligible for election to any other committees while holding this office. The President-elect will succeed to the office of Faculty President if a vacancy occurs. With the approval of the President of the University, the President-elect shall attend meetings of the Board of Governors as a non-voting member. With the approval of the President of the University, the President-elect shall be involved in the University's budget planning process.
 4. The Vice President for Faculty Affairs shall:
 - a. resign, upon taking office, from all other committee assignments he or she may have;
 - b. serve as Chair of the Faculty Affairs Committee;
 - c. preside at meetings of the Faculty in the absence of the Faculty President;
 - d. serve as a representative of the Faculty on the Board of Governors;
 - e. succeed to the office of Faculty President if a vacancy occurs when no President-elect has been selected;
 - f. with the approval of the President of the University, be involved in the University's budget planning process;
 - g. perform other duties assigned by the Faculty.
 5. The Vice President for CLAS - Curriculum shall:
 - a. resign, upon taking office, from all other committee assignments he or she may have;
 - b. serve as Chair of the Curriculum Committee;
 - c. volunteer to serve with or give leadership to groups preparing curricular initiatives for submissions to the Curriculum Committee and take an active leadership role when these initiatives are presented to the Curriculum Committee;
 - d. initiate the study of such areas of the curriculum as he or she finds appropriate, after consultation with the Faculty Council;
 - e. perform other duties assigned by the Faculty.
 6. The Vice President for UC - Curriculum and Academic Policy shall:
 - a. resign, upon taking office, from all other committee assignments he or she may have;
 - b. serve as Chair of the UC - Curriculum and Academic Policy Committee;
 - c. serve as the Division Chair for University College;
 - d. volunteer to serve with or give leadership to groups preparing curricular initiatives for submissions to the UC - Curriculum and Academic Policy Committee and take an active leadership role when these initiatives are presented to the UC – Curriculum and Academic Policy Committee;
 - e. initiate the study of such areas of the curriculum as he or she finds appropriate, after consultation with the Faculty Council;
 - f. perform other duties assigned by the Faculty.
 7. The Vice President for Faculty Development shall:
 - a. resign, upon taking office, from all other committee assignments he or she may have;
 - b. serve as Chair of the Faculty Development Committee;
 - c. act as liaison to the Academic Affairs Office on initiatives related to faculty development;
 - d. perform other duties assigned by the Faculty.
 8. The Secretary-Archivist shall:
 - a. maintain a permanent record of all meetings of the Faculty and of the Faculty Council;
 - b. publish in the faculty newsletter and via email the minutes of faculty meetings;
 - c. assist the Faculty President in publication of the agenda for each faculty meeting;

- d. authenticate the Faculty Constitution each time the document is changed. The Academic Affairs Office shall provide copies of the Faculty Constitution to faculty members;
 - e. maintain in the library permanent files of university records important to the Faculty. These files shall include:
 - 1) Faculty meeting minutes;
 - 2) Faculty Council minutes;
 - 3) CLAS - Curriculum Committee minutes;
 - 4) UC – Curriculum and Academic Policy Committee minutes;
 - 5) Faculty Affairs Committee minutes;
 - 6) from the Academic Freedom and Due Process Committee: the decision, recommendation, evidence, and key information of each Special Hearing Committee or Investigative Committee;
 - 7) reports of special faculty committees appointed by the administration;
 - 8) other materials designated by resolution of the Faculty.
9. A Parliamentarian shall be appointed by the Faculty President, with the advice and consent of the Faculty Council, before the first faculty meeting of each academic year and may serve any number of successive terms. The Parliamentarian shall:
- a. provide advice on points of order to any member of the Faculty who requests it;
 - b. assist the Faculty President in preparation of the agenda for Faculty meetings;
 - c. recommend to the Faculty Council such changes in this Constitution as necessary when they come to his or her attention.

C. The Faculty Council

The Faculty Council meets at the call of the Faculty President, but at least monthly from September through April. The Faculty Council shall:

- 1. assist the Faculty President in preparing the agenda for meetings of the Faculty;
- 2. nominate faculty members for election to committee vacancies for those committee positions elected at large;
- 3. maintain, with the assistance of the Academic Affairs Office, and publish a record of the distribution of committee assignments and *ad hoc* tasks;
- 4. plan and coordinate faculty action in any areas of curriculum and professional concern and call special meetings of the faculty to deal with such matters when appropriate;
- 5. consult with the Provost on formulation of academic calendars, schedules and other matters involving academic policy;
- 6. provide a mechanism for meeting with the President of the University and the Provost for discussions of issues of concern to either party;
- 7. provide a mechanism for sharing information with the Faculty;
- 8. assist the Faculty President as that officer may request;
- 9. serve as a review committee on appeals made regarding the propriety of an action of the faculty, of a member of a faculty committee, of a faculty committee, or of a member of the faculty where these actions are pertinent to this Faculty Constitution.

D. Meetings

The Faculty President shall be the presiding officer at all meetings of the Faculty. The Vice President for Faculty Affairs shall preside in the absence of the Faculty President. When necessary, either the President-elect or the Secretary-Archivist may convene a meeting of the Faculty who shall elect a President *pro tempore*.

1. Regular Meetings

The Faculty shall hold one regular meeting each month except the months of January, June, July, and August at a regular time and place. Unless otherwise designated by the Faculty President, after consultation with the Faculty Council, the Faculty shall meet during the first week of the month.

2. Special Meetings

Special meetings of the Faculty may be called at any time by the Faculty President or upon written request to the Faculty Council by any of the following:

- a. the President of the University;
- b. the Provost;
- c. the CLAS - Curriculum Committee;
- d. the UC – Curriculum and Academic Policy Committee;
- e. the Faculty Affairs Committee;
- f. ten voting Faculty members.

3. Order of Business

The order of business at all regular meetings of the Faculty shall be:

- a. nominations and first ballots of appropriate elections. Subsequent items of business may be interrupted for further nominations and ballots as required;
- b. correction and approval of minutes of the previous meeting;
- c. reports:
 - the President of the University
 - the Provost
 - the Faculty Council
 - the Executive Committee
 - the Faculty Affairs Committee
 - the CLAS - Curriculum Committee
 - the UC – Curriculum and Academic Policy Committee
 - the Faculty Development Committee
 - the Faculty Evaluation Committee
 - the Academic Assessment Committee
 - the Academic Standards Committee
 - the Academic Freedom Committee
 - other committees;
- d. future business;
- e. urgent business;
- f. unfinished business and general orders;
- g. new business;
- h. announcements;
- i. adjournment.

DEFINITIONS:

Future Business—those motions which are presented, but which cannot be acted upon until a subsequent meeting;

Urgent Business—motions which have been previously designated as special orders for the present meeting, business specified by the constitution, or business designated as urgent by the Faculty President after consulting with the Faculty Council;

Unfinished Business—motions under discussion at a previous meeting (not yet acted upon);

General Orders—matters postponed to the present meeting but not made special orders;

New Business—motions introduced at least one week previously as Future Business or by proper written notice, or motions which are introduced at the present meeting and which may be debated at this meeting.

4. Special Rules of Order

Sturgis Standard Code of Parliamentary Procedure (most recent edition) shall govern all matters of parliamentary procedure except those governed by the following special rules of order:

- a. any member, committee, or division may present a motion at any regular meeting of the Faculty. The person presenting the motion shall normally consult the Faculty President regarding the inclusion of the motion on the agenda for the meeting. Any matter involving the adoption of a new academic policy or the revision of established academic policy must be referred to the CLAS – Curriculum Committee or the UC – Curriculum and Academic Policy Committee for consideration; any matter involving fringe benefits or professional status of faculty members must be referred to the Faculty Affairs Committee for appropriate consideration;
- b. the person who introduces a proposal shall have the right to speak both first and last;
- c. any proposal submitted to the Faculty by the CLAS – Curriculum Committee, the UC – Curriculum and Academic Policy Committee or the Faculty Affairs Committee shall be presented by the Committee Chair or some other person designated by the Chair;
- d. debate and vote upon any proposal regarding academic policy, any proposal regarding fringe benefits or professional status, or any proposal to change the constitution may be held no sooner than one week following (1) the faculty meeting at which it was introduced or (2) proper written notice to the Faculty of the exact proposal to be introduced. Debate on other proposals proceeds according to *Sturgis Standard Code of Parliamentary Procedure* (most recent edition);
- e. in assigning the floor for debate, the Faculty President shall give preference to members who have not spoken or who wish to present a point of view different from that of the preceding speaker;
- f. a proposal on academic policy, on fringe benefits or professional status, or for amending this constitution must receive a two-thirds vote to be adopted. Other proposals follow *Sturgis Standard Code of Parliamentary Procedure* (most recent edition);
- g. a quorum at any meeting shall be a majority of all regular members and certified nonregular members of the Faculty, except those on sabbaticals or leave-of-absence. However, members on sabbatical or leave-of-absence who are present shall be counted in deciding if a quorum is present.

5. Non-faculty Participation

Members of the Board of Governors; the President of the Student Affairs Senate; and student members of any constitutional committee may attend the regular meetings of the Faculty. They

shall have the right to make motions and to participate in the debate, but not to vote. Special meetings of the Faculty may be convened as executive sessions, restricted to its voting membership.

6. Reports and Publication of Minutes

A written copy of every formal report presented at faculty meetings shall be given to the Secretary-Archivist, at the time of presentation, and shall become part of the permanent record of the Faculty. The minutes of all meetings of the Faculty shall be published in the faculty newsletter and via email at the earliest possible time following the meeting.

E. Replacement and Recall Procedures

Should a committee member resign, the electing body shall elect a replacement to complete the unexpired term. If a committee member is unable to serve a full term, the electing body may elect a temporary replacement who shall serve for an interval prescribed by the electing body which shall not extend beyond the current term.

Proceedings for recall of an officer of the Faculty or of a committee member elected by the Faculty at large may be instituted by a petition signed by one-fifth of the Faculty. The intention to debate and vote on such a petition shall be announced in the agenda published in the faculty newsletter, by email or other suitable means before consideration in a Faculty meeting. The vote shall be taken by secret ballot no sooner than one week following the debate. A recall requires a two-thirds majority of those present and voting at the Faculty meeting.

F. Definition of Sessions

Each session of the Faculty and all faculty committees shall begin on the day following commencement and continue until the next commencement. Terms of officers and members of the faculty committees shall begin on the first day of each new session. However, the membership of the Academic Freedom and Due Process Committee may continue beyond the end of the session if it is needed for the completion of pending business. Proposals to amend this Constitution may be taken up by the Faculty in a new session at the stage the proposal had reached when the previous session of the Faculty adjourned *sine die*.

II. DIVISIONAL ORGANIZATION

- A. The University, for faculty governance purposes, is grouped into six divisions. The five CLAS divisions are grouped according to academic disciplines: **Fine and Applied Arts**, including Art, Music, Communication, and Theatre Arts; **Humanities**, including English, Modern Languages, Philosophy, and Religion; **Natural Sciences**, including Biology, Chemistry, Computer Science, Mathematics, and Physics; **Professional**, including Accounting, Athletic Training, Business, Education, Health and Human Performance, Library Science and Information Technology, and Social Work; and **Social Sciences**, including Anthropology, Economics, History, Political Science, Psychology, and Sociology. The sixth division is **University College in its entirety**. Faculty who hold appointments in more than one discipline or college must choose the division in which they wish to be represented.
- B. Divisions serve as electoral units from which faculty representatives are generally elected to serve on Faculty Committees, as units of common interest among members of kindred disciplines and as forums for discussion of issues of mutual concern, as well as mechanisms for coordinating inter-departmental programs and schedules.
- C. CLAS divisions shall elect a Chair from among the tenured members of the Division. A Chair shall serve a term of two years and may be reelected but may serve no more than four consecutive years.

A Secretary shall be elected and serve a term of one year and may be reelected. Chairs from the Natural Sciences and Humanities Divisions shall be elected in April of even numbered years, and Chairs from the Fine and Applied Arts, Professional, and Social Sciences Divisions shall be elected in April of odd numbered years. Elections for the following year's officers will be held in the spring of the preceding session.

The Vice President of UC – Curriculum and Academic Policy shall serve as the UC division chair.

- D. Divisions shall hold one regular meeting each month except the months of January, May, June, July, and August at a regular time and place. Normally, the Divisions shall meet during the third week of the month. Divisional meetings may also be called at the discretion of the Division Chair. A division meeting shall be called by the Division Chair upon written request of five members of the Division.

III. UNIVERSITY ORGANIZATION

The academic work of the University is divided into colleges.

- A. University College is composed of academic programs. Administration consists of a dean, associate deans, and program directors. Curriculum and specific teaching assignments are determined by the program director or associate dean, as determined by the dean. In the case of University College programs that include or are related to disciplines housed in College of Liberal Arts and Science, the program director or associate dean will consult with the appropriate College of Liberal Arts and Science department or program on course design, coursework expectations, and necessary qualifications for instructors of those courses.
- B. The College of Liberal Arts and Sciences is comprised of academic departments. Curriculum and specific teaching assignments are determined within each department, at the direction of the Department Chair. Each department has a Chair, appointed by the President of the University. A Department Chair:
1. supervises all instruction within the department, including the assignment of courses, creation of course schedules, acquisition of library materials, review of the curriculum, and the orientation of new faculty;
 2. maintains and improves the entire department program, including recruiting new faculty, initiating and supporting efforts in faculty development, evaluating current teaching, and proposing curricular changes to the appropriate faculty committees;
 3. advises or oversees the advising of departmental majors and facilitates freshman advising by department members; and
 4. performs administrative duties pertaining to the department, such as developing and maintaining a budget, submitting changes in catalog materials, overseeing use of facilities, and supervising secretarial and student employees.
 5. is encouraged to consult openly and freely with department members about matters of departmental concern; however, final decisions within the department are ultimately made by the Chair. The Department Chair shall present concerns of the department to the Curriculum Committee and to the Executive Committee.
 6. shall attend Council of Chairs meetings. The Departmental Chairs, Program Directors and others designated by the Provost, shall comprise the University Council of Chairs and shall meet at the request of the Provost.

7. shall be evaluated at least once every five years by the Dean of the College of Liberal Arts and Sciences. This reassessment may take place within a period of fewer than five years if requested by the Dean of the College of Liberal Arts and Sciences or by a member of the department. The Dean of the College of Liberal Arts and Sciences will then forward his or her recommendation to the Provost and the President of the University.

IV. ELECTION PROCEDURES

A. General Election Provisions

1. A candidate may not be removed from the ballot, but he or she may withdraw at any time.
2. Written notice of the election meeting shall be given at least three days prior to the election.
3. A committee may request from the electing or appointing body a replacement for a member who does not attend.
4. If only one candidate is nominated for an office, and no more nominations are forthcoming, the Faculty President may declare that candidate elected. If two or more candidates are nominated, the election must proceed by secret ballot. A majority vote is required for election.

B. Nominating Faculty Officers

1. Faculty officers will be nominated from the floor.
2. Before making a nomination, the nominator should obtain the consent of the nominee. The person making the nomination should see that all present know the nominee, describe his or her present responsibilities for the University, and present his or her special qualifications for the office.
3. The Faculty President shall call for nominations at the faculty meeting preceding the election and at the time of the election. The Faculty President may provide a special occasion for the faculty to discuss campus issues with those who were nominated before the day of the election.

C. Electing Faculty Officers

1. The Faculty President shall succeed to the office from the position of President-elect at the conclusion of the spring session of even-numbered years and shall serve a term of two years. Should the President-elect not be available for succession, the Faculty President will be elected from among the regular full-time teaching faculty or librarians with faculty rank, holding tenure at the last regularly scheduled faculty meeting of the spring semester of even-numbered years.
2. The President-elect shall be elected from among the regular full-time teaching faculty or librarians with faculty rank, holding tenure at the last regularly scheduled faculty meeting of the spring semester of odd-numbered years and shall serve a term of one year.
3. The Vice President for Faculty Affairs shall be elected from among the regular full-time teaching faculty or librarians with faculty rank, holding tenure at the last regularly scheduled faculty meeting of the spring semester of odd-numbered years and shall serve a term of two years.
4. The Vice President for CLAS - Curriculum shall be elected from among the CLAS regular full-time teaching faculty or librarians with faculty rank at the last regularly scheduled faculty meeting of the spring semester of even numbered years and shall serve a term of two years.

5. The Vice President for UC – Curriculum and Academic Policy shall be elected from among the UC regular full-time teaching faculty or UC librarians with faculty rank at the last regularly scheduled faculty meeting of the spring semester of even numbered years and shall serve a term of two years.
6. The Vice President for Faculty Development shall be elected from among the regular full-time teaching faculty or librarians with faculty rank at the last regularly scheduled faculty meeting of the spring semester of odd-numbered years and shall serve a term of two years.
7. The Secretary-Archivist shall be elected from among the regular full-time teaching faculty or librarians with faculty rank at the last regularly scheduled faculty meeting of the spring semester of even-numbered years and shall serve a term of two years.
8. Thus, the election of faculty officers will normally be held at the last regularly scheduled faculty meeting of the academic year according to this schedule:

President-elect	Odd-numbered years
Vice President for Faculty Affairs	Odd-numbered years
Vice President for Faculty Development	Odd-numbered years
Vice President for CLAS - Curriculum	Even-numbered years
Vice President for UC – Curriculum and Academic Policy	Even-numbered years
Secretary-Archivist	Even-numbered years

9. Should a vacancy occur in the office of Vice President for Faculty Affairs, Vice President for CLAS - Curriculum, Vice President for UC – Curriculum and Academic Policy, Vice President for Faculty Development, or Secretary-Archivist, the Faculty President may appoint a temporary replacement until an appropriate time for an election occurs. If a vacancy in the office of the Faculty President occurs, the President-elect shall assume the office and complete the term; if no President-elect is available when the office of the Faculty President becomes vacant, the Vice President for Faculty Affairs shall assume the office and complete the term, and he or she will appoint an acting Vice President for Faculty Affairs until an appropriate time for an election occurs.

D. Nominating Committee Members

1. Only voting faculty members are eligible to serve on committees.
2. The Faculty Council will nominate faculty members for elections to committee vacancies for those committee positions elected at large. The Faculty Council will consider representational issues in making their nominations and will report those issues when making their nominations. These nominations will be published before the date of the election.
3. Nominations by individuals may also be made from the floor at the time of the election.
4. The members of the Divisions will nominate and elect persons on committees as required.

E. Electing Committee Members

1. Except for the Faculty Evaluation Committee and the Academic Freedom and Due Process Committee, whose members may not succeed themselves, members shall serve for no more than four consecutive years.
2. Divisions will elect members to the following committees:

CLAS - Curriculum Committee: five members serving two-year terms: one elected from each CLAS - Division. Members shall be elected for two-year terms: Fine and Applied Arts, Professional, and Social Science divisions shall each elect one member in April of even-numbered years and Natural Science and Humanities divisions in April of odd-numbered years.

UC - Curriculum and Academic Policy Committee: three members serving two-year terms. Two UC faculty shall be elected in April of even-numbered years by the UC Division and one UC faculty member shall be elected in April of odd-numbered years by the UC Division.

Faculty Affairs Committee: six members serving two-year terms; one each from the Natural Sciences and Humanities Divisions shall be elected in April of even-numbered years, one each from the Fine and Applied Arts, Professional, Social Sciences, and University College Divisions shall be elected in April of odd-numbered years. No member of the Faculty Affairs Committee shall simultaneously serve on the Faculty Evaluation Committee.

Faculty Development Committee: six members serving two-year terms; one each from the Natural Sciences and Humanities Divisions shall be elected in April of odd-numbered years, one each from the Fine and Applied Arts, Professional, Social Sciences and University College Divisions shall be elected in April of even-numbered years.

Academic Assessment Committee: six members serving two-year terms: one to be elected by each of the six divisions., Members shall be elected for two-year terms; one each from the Humanities and Natural Sciences Divisions shall be elected in April of even-numbered years and one from the Fine and Applied Arts, Professional, Social Sciences, and University College Divisions in April of odd-numbered years.

Faculty Evaluation Committee: six members serving five-year terms; one elected each spring semester on a rotating basis. No member of the Faculty Evaluation Committee shall simultaneously serve on the Faculty Affairs Committee.

Academic Freedom and Due Process Committee: six members serving five-year terms; one elected each spring semester on a rotating basis.

Academic Standards Committee: five members of CLAS serving two-year terms; one each from the Natural Sciences and Humanities Divisions shall be elected in April of even-numbered years, one each from the Fine and Applied Arts, Professional, and Social Sciences Divisions shall be elected in April of odd-numbered years.

3. The Faculty at large shall elect members to the following committees:

FACULTY EVALUATION: one nontenured member serving until the end of the spring semester before his or her tenure consideration.

FORUM COMMITTEE: four members serving two-year terms, two elected each year.

UNIVERSITY JUDICIARY: three members serving two-year terms, in accordance with the University Judiciary Constitution.

STUDENT AFFAIRS SENATE: three members of CLAS, one of which must be tenured, each serving a one-year term.

4. Balloting for each committee election shall immediately follow the nominations for the committee from the floor. The ballots are counted for that election and the result announced—after repeated balloting, if necessary—before nominations from the floor are opened for vacancies on the next committee.

V. COMMITTEE PROCEDURES

A. General Provisions

1. Limitations of Assignment

The Faculty Council shall be charged with the responsibility of maintaining a constant record of and frequently reviewing the special and extra-curricular assignments of the entire faculty. The Council shall limit, as much as is practical, committee assignments and other extracurricular or special duties of faculty members by giving preference in its nominations to those with limited assignments, although others may be nominated. "Special and extracurricular assignments" include service as Chairs of divisions or departments; membership on permanent or *ad hoc* task forces, or special committees; and responsibilities for activities that do not constitute part of the teaching load.

2. Policy Adoption and Revision

Any proposal involving the adoption or revision of academic policy or of policy on fringe benefits and professional status of faculty may be put into effect by the following methods:

- a. Committee Action. Any proposal developed and approved, by a two-thirds majority, in the CLAS - Curriculum Committee, UC – Curriculum and Academic Policy Committee or in the Faculty Affairs Committee shall become effective thirty days after the approved proposal has been published in the faculty minutes, unless one or both of the following procedures are required:

(1) Faculty Action

Any resolution approved by the CLAS - Curriculum Committee, UC – Curriculum and Academic Policy Committee or the Faculty Affairs Committee shall be submitted to the faculty for action whenever (a) a majority of the committee votes to submit the proposal; (b) the committee receives a petition signed by one-fifth of the voting faculty; or (c) the university administration, through the President of the University, requests that the proposal be submitted.

The committee shall notify the Faculty President who, in accord with his or her duties, shall place the resolution on the agenda for a faculty meeting and shall arrange for publication of the resolution prior to the meeting.

(2) Board of Governors Approval

Within ten days after the publication of the approval by the appropriate committee of any proposal regarding academic policy or fringe benefits or professional status of the faculty, the President of the University or the Provost may designate the proposal as a Major Institutional Decision. The faculty must be informed of such decisions in the faculty newsletter and/or email. The Faculty President must then present the proposal to the Board of Governors who must approve it before it becomes effective.

If both special procedures are required, faculty action must precede action by the Board of Governors.

- b. Faculty Initiative. Whenever the CLAS - Curriculum Committee, UC – Curriculum and Academic Policy Committee or the Faculty Affairs Committee, having been assigned to develop a proposal on a particular issue, fails to submit a proposal after a reasonable time, a member of the faculty may initiate action by the faculty directly. Proposals so submitted and adopted take effect ten days after publication in the faculty newsletter and via email, unless the President of the University or the Provost designates the proposal as a Major Institutional

Decision. The faculty must be informed of such decisions in the faculty newsletter and via email. The Faculty President must then present the proposal to the Board of Governors who must approve it before it becomes effective.

3. Bylaws

- a. A committee may establish bylaws in concert with this Constitution.
 - b. Any committee, except for the Faculty Evaluation Committee and Academic Freedom and Due Process Committee, may outline procedures for permitting a member to send a substitute when that member cannot attend a particular meeting.
 - c. A quorum shall be a majority of committee members.
4. Meetings. All meetings of faculty committees, except the Faculty Evaluation Committee and Academic Freedom and Due Process Committee, shall be open to all voting members of the Faculty, except in the event the committee decides to meet in executive session.
5. Subcommittees. Any committee may establish subcommittees or task forces to consider questions within its jurisdiction. Membership of those subcommittees may be drawn from any sector of the University, as deemed appropriate by the committee creating the subcommittee. Committees creating such subcommittees or task forces shall inform the Faculty Council of the membership.

B. Executive Committee

1. Membership. The Executive Committee shall be composed of the CLAS Division Chairs, the Associate Dean of CLAS, and the Vice President of the Student Affairs Senate (or a substitute selected by the Student Affairs Senate).
2. Officers. The Associate Dean of CLAS shall serve as the permanent Chair and shall provide the secretary for the committee.
3. Meetings. Meetings shall be held during the school year at a regular time and place agreed upon by the members. Special meetings may be called at any time by the Chair or upon request of any two members.
4. Duties. The Executive Committee shall:
 - a. approve transfer credit;
 - b. approve the Associate Dean of CLAS action on academic policy and provide guidance to the Associate Dean of CLAS on matters of academic policy;
 - c. establish procedures concerning CLAS student petitions;
 - d. act upon CLAS student petitions involving academic requirements or regulations or delegate this function to the Associate Dean of CLAS;
 - e. consult with the administration on formulation of CLAS academic calendars and schedules;
 - f. act as a board of review for problems brought from the Academic Standards Committee;
 - g. carry out other duties as assigned by the CLAS - Curriculum Committee.

C. Faculty Affairs Committee

The Faculty Affairs Committee shall be responsible for proposing and assisting in the administration of policies involving fringe benefits and professional status of faculty members.

1. Membership. The members shall be the Vice President for Faculty Affairs and six representatives elected by the Divisions. No member of the Faculty Evaluation Committee shall simultaneously serve on the Faculty Affairs Committee.
2. Officers. The officers shall be a Chair, automatically held by the Vice President for Faculty Affairs, and a secretary, who shall be elected by the members of the committee at the last meeting of the spring semester for a one-year term.
3. Meetings. Meetings shall be held during the school year at a regular time and place agreed upon by the members. Special meetings may be called at any time by the Chair or upon request of three other members.
4. Duties. The Faculty Affairs Committee shall:
 - a. study and make recommendations to the administration and through them to the Board of Governors regarding policies affecting faculty rank and tenure, leaves of absence, retirement plans, health and life insurance, tuition remission for faculty families, travel allowances, disability provisions, and any other fringe benefits;
 - b. serve as an informal consultant to administrative officers on problems of professional status of faculty or in matters pertaining to faculty affairs not delegated to other committees;
 - c. provide assistance in the case of a dispute between a member of the faculty and the administration, upon request of either the faculty member or the administration. Through its officers or an *ad hoc* subcommittee, it shall attempt informally and privately to mediate the dispute. If the committee decides its efforts are not productive, it will inform both parties and withdraw from the deliberations;
 - d. discuss, develop, and take action on all proposals made by faculty members, committees, divisions, or administrative officers involving changes in fringe benefits or professional status of the faculty;
 - e. serve, through its Chair, as a direct means of communication with the Board of Governors;
 - f. perform such other duties as may be assigned by the Faculty or the Faculty Council.
5. The actions of the Faculty Affairs Committee are subject to the restrictions outlined in Section V. A. 2 of this Constitution.

D. Academic Assessment Committee

The Academic Assessment Committee shall be responsible for overseeing the review of the academic program.

1. Membership. The members shall be the Director of General Education, appointed by the Provost, and six faculty members, one to be elected by each of the six divisions. The Vice President for CLAS - Curriculum and the Vice President of UC – Curriculum and Academic Policy Committee shall serve as ex officio members of the committee. Faculty members shall serve two-year staggered terms.

2. Officers. The officers shall be a Convener (the Director of General Education), and a secretary, who shall be elected by the members of the committee at the first meeting of the fall semester.
3. Meetings. Meetings shall be held during the academic year at a regular time and place agreed upon by the members. Special meetings may be called at any time by the chair or upon request of three other members.
4. Duties. The Academic Assessment Committee shall:
 - a. monitor the assessment of the general education curriculum, majors, minors, programs, and other curricular offerings. This may entail planning, developing, evaluating, modifying, and sustaining assessment activities;
 - b. assist the faculty in obtaining resource materials on assessment;
 - c. assist the administration in educating the faculty about the assessment process including the selection and use of instruments and measures appropriate to the kinds of learning they want to measure;
 - d. facilitate feedback of assessment results to the faculty;
 - e. perform such other duties as may be assigned by the Faculty.

E. CLAS - Curriculum Committee

The CLAS - Curriculum Committee is the deliberative branch of the Faculty responsible for matters affecting the adoption or revision of academic policies for CLAS.

1. Membership. The members shall be the Dean of CLAS; the Director of General Education; the Dean of UC; the University Registrar; the Vice President for CLAS - Curriculum; the Division Chairs; and five CLAS divisional representatives, either tenured or untenured. The Provost serves as an *ex officio* member.
2. Officers. The officers shall be a chair, automatically held by the Vice President for CLAS - Curriculum, and a secretary. The secretary shall be elected by the members at the last meeting of the spring semester. In the absence of the presiding officer, the secretary or the Dean of CLAS may convene meetings for the election of a Chair *pro tempore*.
3. Meetings. Meetings shall be held during the academic year at a regular time and place agreed upon by the members. Special meetings may be called at any time by the chair or upon request of three other members.
4. Duties. The CLAS - Curriculum Committee shall receive proposals, reports, and recommendations from the Executive Committee, which shall be given priority in the agenda, the administration, the departments, the general faculty, the student body, or other committees and shall have the authority and responsibility to adopt or revise academic policies regarding:
 - a. matters of curriculum including approval of new courses, course revisions and deletions for CLAS, and general education requirements for CLAS and UC;
 - b. graduation and degree requirements for CLAS;
 - c. Credit by Examination, test out procedures, and other credit earned outside regular classes for CLAS and UC;

- d. the establishing or the discontinuing of departments and interdisciplinary programs for CLAS; and
 - e. other academic policies for CLAS.
5. The actions of the CLAS - Curriculum Committee are subject to the restriction outlined in Section V. A.2 of this Constitution.

F. UC - Curriculum and Academic Policy Committee

The CAPC is the deliberative branch of the Faculty and is responsible for matters affecting the adoption or revision of academic policies for UC. In addition, the committee is responsible for duties related to Academic Standards as applied to UC.

1. Membership. The members shall be the Dean of University College; one Associate Dean of UC; the University registrar; the Vice President for UC - Curriculum and Academic Policy; three UC faculty members at large, either tenured or untenured, elected by the UC division and serving two-year staggered terms; and one CLAS faculty member at large, either tenured or untenured, elected by the faculty in spring of odd-numbered years.
2. Officers. The officers shall be a chair, automatically held by the Vice President for UC - Curriculum and Academic Policy, and a secretary. The secretary shall be elected by the members at the last meeting of the spring semester. In the absence of the presiding officer, the secretary or the Dean of University College may convene meetings for the election of a Chair *pro tempore*.
3. Meetings. Meetings shall be held year-round at a regular time and place agreed upon by the members. Special meetings may be called at any time by the chair or upon request of two other members.
4. Duties. The Curriculum and Academic Policy Committee shall receive proposals, reports, and recommendations from the administration, UC programs, the general UC faculty, the UC student body, or other committees and shall have the authority and responsibility to adopt or revise academic policies for UC regarding:
 - a. matters of curriculum including approval of new courses and course revisions and deletions for UC;
 - b. graduation and degree requirements for graduate degrees and certificates and major or program requirements for undergraduate degrees in UC;
 - c. the establishing or the discontinuing of programs for UC;
 - d. other academic policies for UC;
 - e. duties related to academic standards for UC;
 - f. the establishing of procedures for and acting upon UC student petitions and appeals; involving academic requirements or regulations; and
 - g. calendars and schedules, in consultation with Administration.

5. The actions of the Curriculum and Academic Policy Committee are subject to the restriction outlined in Section V.A.2. of this Constitution.

G. Academic Standards Committee

1. Membership. The members shall be five faculty members elected by the CLAS - Divisions, the VP for Admissions and Marketing, the Director of Financial Aid, the University Registrar or Associate Registrar, and two students selected by the Student Affairs Senate.
2. Duties. The Academic Standards Committee shall be responsible for studying and recommending policy pertaining to admission standards, academic suspensions and appeals, graduation with honors, honorary degrees, scholastic awards, and other related duties assigned by the Faculty or the Faculty Council. This committee shall assist the administration in making decisions regarding the imposition of academic sanctions and the qualification for appropriate awards and honors. This committee shall represent the faculty in discussions with the administration of the policies and procedures of the Office of Admissions, the Director of Financial Aid, and the University Registrar. Reports and recommendations shall be made to the Faculty Council for action.

H. Academic Freedom and Due Process Committee

1. Membership. Members shall be six tenured faculty representatives elected by the Divisions. No member of this committee shall hold any administrative appointment except that of Department Chair or Program Director. No member of this committee shall serve concurrently as a member of the Faculty Affairs Committee.
2. Duties. The Academic Freedom and Due Process Committee shall serve as a hearing tribunal which shall adjudicate formal complaints involving alleged violations of academic freedom or due process or any termination "for adequate cause" (see *Faculty Handbook*, Article VI, Section 2, Paragraph B).
3. Activating the Committee. After the Faculty Affairs Committee has withdrawn from a dispute, either party to the dispute, but only they, may initiate involvement by this committee. The complainant may request the committee to act as an informal investigative body or to provide a hearing, but not both. The rules that apply are described in the *Faculty Handbook* in Article VII, Section 2.

I. The Faculty Evaluation Committee

1. Membership. Members shall be six tenured faculty elected by the Divisions, one non-tenured faculty elected at large by the faculty, and one student selected by a committee comprised of the Vice President for Student Life, the Student Affairs Senate President, and the Faculty Evaluation Committee Chair. The non-tenured member's term shall terminate at the end of the academic year prior to the year when he or she will be considered for tenure. No two members of the committee may be from the same department. No member of the Faculty Evaluation Committee shall simultaneously serve on the Faculty Affairs Committee.
2. Duties. The Faculty Evaluation Committee shall be responsible for:
 - a. Systematic Data Collection
Evaluations by students of all tenured faculty members every year and non-tenured faculty members every semester will be collected by the office of the Provost. The Faculty Evaluation Committee, in consultation with the administration, will determine appropriate dates for administering these evaluations which will be included in the annual publication of its policies.

The committee only reviews persons in regular faculty positions. A summary of such data for each regular faculty member will be maintained by the committee but may be used by the Faculty Development Committee at the request of the faculty member. Student evaluations for those regular faculty being evaluated will be incorporated into their files for evaluation purposes and then returned promptly to the faculty member after the evaluation is complete and after the end of the semester. Student evaluations for those faculty not being evaluated by the committee will be returned promptly to the faculty member after the end of the semester. Before being returned to the faculty member, student evaluations shall be made available to the Provost, to department chairs or program directors and, as appropriate, to administrators responsible for programs in University College.

b. Collection of Evaluation Information

This committee shall, with the cooperation of the faculty and administration, collect and receive such information as it deems necessary to its legitimate purposes. A committee file shall be maintained for each faculty member. This file shall include recommendations made to the Provost. The faculty member shall have access to his or her own committee file. The President of the University, Provost, the Department Chair, and, if applicable, the appropriate associate dean or program chair of University College may examine data collected by the committee. Any other access shall be at the discretion of the committee, with the written consent of the faculty member. Input to the file shall include the following and any other information the committee deems necessary to its purpose:

- (1) Information for the committee file supplied by the faculty member, especially concerning activities, achievements, publications, teaching innovations, additional education, or other things contributing to his or her value as a member of the faculty which might not otherwise be known to the committee.
- (2) Evaluations by students as gathered by appropriate means.
- (3) Evaluations and recommendations of the Department Chair, or, if applicable, the appropriate associate dean or program director of University College.
- (4) Evaluations by colleagues, students, and alumni.

c. Advising Administrative Officers

- (1) The Faculty Evaluation Committee shall make written recommendation to the administration when:
 - (a) a faculty member's probationary appointment is reviewed, usually during the second and fourth years of service;
 - (b) a faculty member is to be considered for advancement in rank;
 - (c) a faculty member is to be considered for tenure;
 - (d) the committee deems it appropriate to accede to a request from a faculty member to be evaluated or from the President of the University for a special evaluation of a member of the faculty.
- (2) The committee shall make a written report to the Department Chair or, if applicable, the appropriate associate dean or program director of University College, after a review of the faculty member.

- (3) The recommendations of the committee shall not be binding upon the administration. However, any and all alterations by the administration of the committee's recommendations shall be discussed with the committee before such altered recommendations are sent to the Board of Governors.

d. Policies and Procedures

The Faculty Evaluation Committee shall communicate its policies and procedures for the year each September. Any faculty member may protest any of the published policies and procedures through normal channels.

J. Teacher Education Committee

1. Membership. Members shall be one faculty representative from each Department that offers a certification program to be appointed by each Department Chair. The Chair of the Department of Education for Teaching shall be a permanent member of the committee. In addition, there shall be one administrative officer (chosen by the Dean of CLAS), the President of the Student Education Association (or a designated alternate), and the President of the campus chapter of Kappa Delta Pi (or designated alternate). The administrative officer shall serve a two-year term and shall not serve more than two consecutive terms. The Chair of the Department of Education for Teaching shall serve as permanent secretary of the committee.
2. Duties. The Teacher Education Committee shall serve as a direct means of communication between the Department of Education for Teaching and other departments that are affected by Teacher Education policies. The committee shall facilitate communication between the Department of Education for Teaching and teaching-field departments regarding curricular programs required for teacher certification. Decisions concerning the admission of students to candidacy in a Teacher Education Program, status of students in the program, permission to do student teaching, or certification of students are made by the Department of Education for Teaching, but students may appeal these decisions to the Teacher Education Committee, which shall make the final decision.

K. Faculty Development Committee

1. Membership. Members shall be six faculty members elected by the Divisions. The Provost may serve as an *ex officio* member.
2. Officers. The Vice President for Faculty Development shall serve as Chair, and the members shall elect a secretary for a one-year term from among its members at the last meeting of the spring semester.
3. Duties. The Faculty Development Committee shall:
 - a. respond to requests and needs of the Faculty which pertain to the Faculty's ability to achieve academic goals;
 - b. support research and other scholarly activities;
 - c. disburse discretionary funds for travel and scholarly activities, including advising the President of the University on awarding Ameritas Fellowships;
 - d. sponsor faculty workshops;
 - e. implement university policies that relate to professional growth of the Faculty;
 - f. publicize opportunities for faculty development; and

- j. receive proposals and make recommendations to the Provost regarding sabbaticals, leaves of absence, faculty exchanges, and institutional travel. The committee will also review sabbaticals after they are completed.

L. University Forum Committee

The Faculty shall elect four faculty representatives, of whom at least two shall be tenured, to the University Forum Committee for two-year staggered terms. A faculty representative shall serve as Chair of the committee.

M. University Judiciary

The Faculty shall elect three members for two-year terms on the University Judiciary as provided for in the Constitution of the University Judiciary.

N. Student Affairs Senate Representatives

The Faculty shall elect three representatives to the Student Affairs Senate from among the full-time teaching faculty of CLAS at its May meeting. At least one of the representatives must be tenured. They shall serve a term of one year and may, with their consent, be reelected for any number of successive terms.

O. Ad Hoc Committees

The President of the University, Provost, the Faculty Council, one of the permanent committees, or the Faculty may appoint *ad hoc* committees to study special areas of concern to the faculty and/or the administration and make recommendations as appropriate. The membership of these committees shall be determined by the agency which creates the committee. A copy of the charge to the committee delineating its task shall be sent to the Faculty Council, which shall maintain a current listing of existing *ad hoc* committees and their memberships. Such committees may be of a temporary or long-term tenure, depending upon the nature of the assigned task.

VI. AMENDING PROCEDURES

A proposal to amend this Constitution may be made by any voting member of the Faculty; such a proposal may be introduced as future business at any meeting of the Faculty, or presented to and adopted by the Faculty Affairs Committee, the CLAS - Curriculum Committee or the UC – Curriculum and Academic Policy Committee. The Faculty Council shall consider all proposals to amend this Constitution; it shall schedule an open discussion on the proposal if the Council deems the proposal raises issues warranting such discussion. The Faculty President may refer a proposal to the appropriate committee, with instructions to report within 31 days. A change proposed by either of these procedures will become final when adopted by a two-thirds vote of the Faculty present and voting, unless the change has been designated by the President of the University or the Provost as a Major Institutional Decision.

VII. ENACTMENT CLAUSE

Upon approval of this Constitution by the Faculty, incumbent Faculty Officers and Division Chairs shall be authorized to take appropriate actions to implement the provisions of this Constitution, specifically including, but not limited to, adjustment of terms of office and timing of elections. Amendments adopted subsequent to the adoption of this Constitution shall be implemented by the Faculty Council, guided by instructions, if any, given by the Faculty at the time such amendment is adopted.