

# University Senate Bylaws

## Georgia College & State University

Approved March 24, 2003

Revised April 26, 2004 ([Link to revisions](#))

Revised August 29, 2005 ([Link to revisions](#))

Revised February 27, 2006 ([Links to revisions](#))

Revised, August 28, 2006 ([Links to revisions](#))

Revised, March 6, 2007 ([Links to revisions](#))

### Article I. Purposes and Powers

I.Section1. The purposes and powers of the University Senate are specified in Article IV of the Institutional Statutes and included here in italics and underlined for information

*I.Section1.A. The University Senate is endowed with all the legislative powers and authority of the University Faculty and shall be the policy-making assembly at the Institution.*

*I.Section1.B. The University Senate shall have the responsibility for establishing committees, including any committees required to remain in compliance with policies of the Board of Regents, federal or state law, and accreditation or certification organizations that are needed for orderly and efficient governance.*

*I.Section1.C. The University Senate shall not adopt any regulations affecting curricula, or the internal affairs of an academic unit except insofar as such action may be necessary to protect the interests of the Institution as a whole, but it may make recommendations to the faculty of an academic unit concerning matters within their jurisdiction.*

*I.Section1.D. The University President shall have fifteen (15) calendar days to decide whether to accept or veto an action taken by the University Senate. Should the President veto the action(s), the President shall provide the University Senate a written statement of the reason(s) for the veto. The University Senate shall have the right to (a) accept the veto; (b) confer with the President to construct a compromise action; or (c) reject the veto requesting that the President reconsider. The decision of which action to take must be approved by a two-thirds (2/3) majority vote of the voting membership of the University Senate. If the University Senate or University President refuses to recede, and if agreement cannot be reached, the matter shall be referred to the Board of Regents through the Chancellor for review pursuant to the pertinent policies of the Board of Regents.*

I.Section2. The University Senate exists to promote and implement effective shared governance at the university. It is expressly charged with recommending academic and institutional policy. In addition to its policy recommending responsibility, the University Senate serves in an advisory role to the administration, particularly in the implementation of policy or improvement of processes that have broad institutional impact or implications, including but not limited to planning and budgetary processes. The University Senate strives to be mindful and respectful of matters that are more appropriately handled at the divisional, school and department levels, but may make recommendations concerning matters within these areas that have broader institutional impact or implications.

## **Article II. Membership, Election of University Senators and Meetings of the University Senate**

### II.Section 1. Membership

#### II.Section1.A. Composition, Eligibility, and Terms of Service

II.Section1.A.1. The University Senate shall have forty nine (49) members distributed as follows. the University President, who shall be an ex-officio non-voting member, thirty six (36) members that are faculty selected as described in II.Section1.A.2, four (4) members from the staff selected as described in II.Section1.A.3, two (2) members that are students selected as described in II.Section1.A.4, and six (6) members that are Presidential Appointees selected as described in II.Section1.A.5. Faculty representation shall always constitute at least seventy-five percent of the voting membership of the University Senate

II.Section1.A.2. The thirty six (36) faculty members are elected as specified in II.Section2.A. The term of service for an elected faculty senator shall be three (3) years in duration and begin with the call to order of the spring organizational meeting of the University Senate and shall continue until his/her successor assumes office. The eligibility requirements for an elected faculty senator are membership in the Corps of Instruction as detailed in II.Section2.A.1 and the completion of at least two (2) years of service at the university at the time his/her term of service begins.

II.Section1.A.3. The four (4) staff members are elected for three year terms. The term of service of an elected staff senator shall begin with the call to order of the spring organizational meeting of the University Senate and continue until his/her successor assumes office. The eligibility requirements of elected staff senators are identical to those required for membership on Staff Council as specified in the most current Staff Council Bylaws. The election process for these members shall be determined by Staff Council. The Chair of Staff Council shall ensure that (1) the eligibility requirements from Staff Council Bylaws as well as a written description of the election procedure developed by Staff Council is

submitted to the Executive Committee no later than December 1 and (2) the election is implemented according to the procedures with the results reported to the Executive Committee no later than February 1. These eligibility requirements, procedures and results shall be archived in the appropriate format. The Executive Committee shall announce the results of these elections no later than February 6.

II.Section1.A.4. The two (2) student members are selected for a one year term of service. The term of service of a student member shall begin with the call to order of the spring organizational meeting of the University Senate and continue until his/her successor assumes office. The eligibility requirements of students to serve as university senators are identical to those required for membership on the Student Government Association as specified in the most current Student Government Association Bylaws. The selection process for these members shall be determined by the Student Government Association. The President of the Student Government Association shall ensure that (1) the eligibility requirements as stated in Student Government Association Bylaws as well as a written description of the selection procedure developed by the Student Government Association is submitted to the Executive Committee no later than December 1 and (2) the selection is implemented according to the procedures with the results reported to the Executive Committee no later than February 1. These eligibility requirements, procedures and results shall be archived in the appropriate format. The Executive Committee shall announce the results of these selections no later than February 6.

II.Section1.A.5. The six Presidential Appointees are appointed annually by the University President after consultation with the Executive Committee. The terms of service of such an appointee shall begin with the call to order of the spring organizational meeting of the University Senate and shall continue until his/her successor assumes office. Such appointments are renewable and are typically named only after the remaining membership of the University Senate is determined, but shall be identified no later than March 11 of the calendar year in which their term of service begins. All students, staff, faculty, and administrators of the university are eligible to serve as Presidential Appointees.

II.Section1.B. Vacancies that occur during a term of service shall be filled for the remainder of that term following the process used in the original election, selection or appointment.

## II.Section 2. Election of Senators

II.Section2.A. The election of the thirty-six (36) members of the University Senate representing the Corps of Instruction shall proceed as follows:

II.Section2.A.1. By September 15, of each academic year, the Executive Committee shall obtain from the Office of Academic Affairs a list of the faculty in the Corps of Instruction. This list shall also show the academic

unit, School or Library, where each Corps of Instruction faculty member is assigned. Using the faculty numbers represented on this list, the Executive Committee shall apportion thirty-four (34) of the University Senate elected faculty positions among the Schools and the Library. This apportionment shall be based on the percentage of the members of the Corps of Instruction assigned to each of the Schools and the Library. The remaining two (2) University Senate faculty positions shall be elected at large by faculty members in the Corps of Instruction. Only Corps of Instruction faculty members counted in the numbers for apportionment of senators are eligible to vote for the thirty-six (36) University Senate faculty senators.

II.Section2.A.2. The exact number apportioned to each School and the Library for spring elections shall be determined by the Executive Committee and announced to the University Senate by October 1. Each School as well as the Library must be apportioned at least one elected faculty senator position.

II.Section2.A.3. The faculty of each School and the Library shall determine how the faculty senators are elected in their respective academic unit subject to the eligibility criteria for elected faculty senators specified in II.Section1.A.2. Each School Dean and the University Librarian shall ensure that (1) a written description of the election procedures developed by their respective faculty for use in the spring elections is submitted to the Executive Committee no later than December 1 and (2) the election is implemented according to unit procedures with the results reported to the Executive Committee no later than February 1. These procedures and results shall be archived in an appropriate format. The Executive Committee shall announce the results of the School and Library Elections to the University Community no later than February 6.

II.Section2.A.4. The Executive Committee shall conduct the election of at-large University Senators and announce the results to the University Community no later than March 1.

### II.Section 3. Meetings

#### II.Section3.A. Calendar and Protocols

II.Section3.A.1. The University Senate shall meet at least four times during the academic year, in September, November, February, and April, and at other times deemed necessary. The Executive Committee of the University Senate shall have the option of canceling a maximum of two of these four meetings should there be insufficient business for the meeting. Special meetings may be called by the University President (the presiding officer of the Senate), the Executive Committee, or upon the petition of at least twenty percent (20%) of the membership of the University Senate. By April 1, after consulting the University Calendar, the outgoing Executive Committee shall announce and publicize the meeting dates, places and times for the meetings that will occur during the following academic year.

Changes to this schedule shall be announced and publicized by the Executive Committee at least 10 calendar days in advance of any meeting whose time has been changed.

II.Section3.A.2. Any elected faculty representative on the University Senate shall have the right to call meetings of this group of senators for deliberative and informational purposes regarding issues being considered by the Senate.

II.Section3.A.3. A majority of the membership shall constitute a quorum.

II.Section3.A.4. Adequate notice (at least 10 calendar days) shall be given of any University Senate meeting.

II.Section3.A.5. Meetings of the University Senate and its committees, except the Executive Committee at its own discretion, shall be open to the University Community, provided that only members have the privilege of voting, and non-members shall have the privilege of the floor only when specifically provided by the University Senate or its committees, or when recognized by the presiding officer of the meeting.

II.Section3.A.6. The minutes of the University Senate and its committees, including the Executive Committee, shall be open to inspection by the University Community subject to applicable privacy and open records laws.

## II.Section3.B. Procedures

II.Section3.B.1. All meetings shall be conducted in accordance with the provisions of the Statutes and these bylaws and for matters not covered in the Statutes or bylaws, in accordance with the latest edition of Robert's Rules of Order.

II.Section3.B.2. The University Senate shall elect a Presiding Officer at its spring organizational meeting who shall preside at all meetings of the University Senate. Should the Presiding Officer be unable to fulfill this obligation, then his/her designee shall preside. Only elected faculty senators are eligible to serve as Presiding Officer. The election of the Presiding Officer shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Presiding Officer, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Presiding Officer. The term of service of the Presiding Officer shall begin with the adjournment of the spring organizational meeting at which (s)he is elected, and shall end when his/her successor assumes office.

- II.Section3.B.3. The Executive Committee shall name a parliamentarian to the University Senate for the coming academic year at the first regular University Senate meeting. The Presiding Officer may refer to the parliamentarian as to the proper procedure to be followed in matters of rules of order.
- II.Section3.B.4. The University Senate shall elect a Secretary at its spring organizational meeting who shall be responsible for keeping minutes at all meetings of the University Senate. Only elected faculty senators are eligible to serve as Secretary. The election of the Secretary of the University Senate shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Secretary, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Secretary. The term of service of the Secretary shall begin at the call to order of the first meeting of the University Senate following the spring organizational meeting at which (s)he is elected, and shall end when his/her successor assumes office..
- II.Section3.B.5. Each University Senator is expected to attend every University Senate meeting. Each member of a senate committee is expected to attend every meeting of that committee. A report that contains an aggregation of the attendance records of committees and the University Senate shall be accessible to all members of the University Community in an appropriate format. Substitutes are not allowed to vote on any issue. A person who is on authorized leave for an extended period of time shall notify the Chair of the Committee to which the person has been elected and the Chair of the Executive Committee of his/her anticipated absence.
- II.Section3.B.6. All reports given at a University Senate meeting shall be submitted in an appropriate format to the Secretary of the University Senate for inclusion in the minutes of that meeting.

### **Article III. University Senate Organization**

- III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. These standing committees shall establish their own operating policies and procedures consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.
- III.Section 2. Each spring, after the membership of the incoming University Senate has been determined, the outgoing Subcommittee on Nominations shall propose a slate of nominees for standing committees and permanent sub-committees for the following academic year. This work shall be completed no later than April 7. At its organizational meeting in the spring, the incoming University Senate shall elect

the committee members. After the nominations of the Subcommittee on Nominations have been placed on the ballot, additional nominations may be made from the floor. The majority of members serving on standing committees must be senators. The incoming committee members shall begin their term of service with the call to order of the spring organizational meeting of the committee and shall end when their successor assumes office.

## **Article IV. Committee Organization**

IV.Section 1. The regular operations of the University Senate shall follow a committee review procedure. The University Senate by a two-thirds majority vote may suspend committee review of a specific matter and act as a committee of the whole. In all other cases, the Senate shall submit all matters of substance for study, recommendations, and/or action by a committee prior to definitive action being taken by the University Senate. Standing committee business may be initiated by any member of the committee, by the Executive Committee of the University Senate, by the President, or by a written request to the Executive Committee signed by at least three Senators.

IV.Section 2. The committees listed in V.Section2.A.1 shall constitute the standing committees of the University Senate. Each standing committee and the Executive Committee, through their duly elected chair, shall, at all regular meetings of the University Senate, make a brief verbal report of business transacted. In addition, II.Section3.B.6 applies to such reports. The text of any motions or resolutions that are to be proposed by committees at a University Senate meeting shall be provided to the Executive Committee fifteen (15) calendar days before the meeting, and shall be forwarded to University Senate members by the Executive Committee eight (8) calendar days prior to the meeting. In addition, each committee shall present a comprehensive, written, annual report in an appropriate format to the Executive Committee. This report shall include a summary of the major items considered by the committee during the academic year and the disposition of each. The Executive Committee shall set a due date and these reports shall be posted with the minutes of the last University Senate meeting of the academic year.

IV.Section 3. Standing Committee Officers Elections and Document Transfer

IV.Section3.A. Within ten (10) calendar days of the Spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect a chair in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee chair. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA nominees, Presidential Appointees named by title, etc., the Executive Committee shall name voting proxies for the election of the committee chair from the pool of outgoing committee members. Within fifteen (15) calendar days of the first day of classes of the Fall semester, the incoming committee

shall conduct an organizational meeting at which they will elect a vice chair and a secretary in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at the organizational meeting and conduct the elections of committee officers.

IV.Section3.B. The outgoing chair of each standing committee shall transfer current committee records to the incoming standing committee. Records older than twelve (12) months and not needed by the incoming committee shall be handled in accordance with the policies of the Board of Regents and State of Georgia requirements (see government link <http://www.usg.edu/usgweb/busserv/index.phtml>).

IV.Section 4. All members of the University Senate shall have at least one University Senate committee assignment. Faculty, staff, administrators and students who are not members of the University Senate may be nominated to University Senate committees if the Subcommittee on Nominations deems that appropriate. Committee members who are not members of the University Senate shall be afforded all rights of committee membership, including voting, but shall have none of these rights in the University Senate.

IV.Section 5. Vacancies on the University Senate Committees that occur during the term of service shall be filled for the remainder of that term in the same manner as the original election or appointment.

## **Article V. Committees of the University Senate**

V.Section 1: The Executive Committee

V.Section1.A. The Executive Committee of the University Senate shall have no fewer than seven (7) but no more than nine (9) members distributed as follows: one (1) member that is the University President, one (1) member that is the Vice President of Academic Affairs, one (1) member that is the Presiding Officer of the University Senate, one (1) member that is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section.1.A.2. Within ten (10) calendar days of its membership being completely determined, the incoming Executive Committee shall hold an organizational meeting at which they elect a Vice-Chair and Secretary. These elections shall be presided over by the University President. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate.

V.Section1.A.1. For each school or the library not represented from among the two (2) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.



- V.Section1.A.2. Should the Chair of the outgoing Executive Committee not be reelected to the Executive Committee, (s)he shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.
- V.Section1.B. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.
- V.Section1.C. The duties of the Executive Committee shall include the following:
- V.Section1.C.1. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.
- V.Section1.C.2. The Executive Committee shall set the agenda for regular and called meetings of the University Senate. The agenda shall be disseminated to members of the University Senate no fewer than five (5) calendar days prior to the meeting. The Executive Committee shall include as part of this agenda the text of any motions that are to be considered by the University Senate at this meeting, including information necessary to access all documents supporting such motions.
- V.Section1.C.3. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the “body of inquiry”), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry’s recommendation shall not be binding on the University President.
- V.Section1.C.4. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.
- V.Section1.C.5. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to

improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

- V.Section1.C.6. The Executive Committee shall appoint a Committee on Nominations as specified in V.Section1.D.1.
- V.Section1.C.7. The Executive Committee may recommend to the University Senate for their consideration and approval such standing and/or special committees as it deems necessary.
- V.Section1.C.8. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.
- V.Section1.C.9. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.
- V.Section1.C.10. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.
- V.Section1.C.11. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.
- V.Section1.C.12. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community
- V.Section1.C.13. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.
- V.Section1.C.14. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.
- V.Section1.C.15. The Executive Committee shall ensure that these bylaws are followed.
- V.Section1.C.16. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.1), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff

Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.B.3), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text and disseminate agenda for Senate meetings (IV.Section2), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

V.Section1.D. The Subcommittee on Nominations.

V.Section1.D.1. The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.

V.Section1.D.1.a. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair.

V.Section1.D.1.b. The Secretary of the Executive Committee shall be the Secretary of the Subcommittee on Nominations.

V.Section1.D.2. The duties of the Subcommittee on Nominations shall include the following.

V.Section1.D.2.a. The Subcommittee shall nominate candidates to serve on the Executive Committee of the University Senate for approval by the membership of the University Senate in compliance with V.Section1.A.

V.Section1.D.2.b. The Subcommittee shall nominate candidates to serve on the Standing Committees of the University Senate for approval by the membership of the University Senate in compliance with III.Section2, IV.Section4, V.Section2.A.2, V.Section2.A.4, and V.Section2.C

V.Section1.D.2.c. The Subcommittee shall nominate candidates to serve on any permanent subcommittees of the University Senate, with the exception of the Subcommittee on Nominations, for approval by the membership of the University Senate in compliance with III.Section2, V.Section2.A.3.a and V.Section2.A.4.

V.Section1.D.2.d. The Subcommittee shall nominate candidates to serve as officers of the University Senate, specifically Presiding Officer and Secretary, for approval by the membership of the University Senate in compliance with II.Section3.B.2 and II.Section3.B.4.

V.Section1.D.2.e. The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.

V.Section 2: Membership, Duties and Description of the Committees established by the University Senate

V.Section2.A. Membership of the Standing Committees

V.Section2.A.1. There shall be five standing committees: the Academic Policy Committee, the Curriculum and Assessment Policy Committee, the Faculty Affairs Policy Committee, the Student Affairs Policy Committee, and the Resources, Planning, and Institutional Policy Committee.

V.Section2.A.2. There shall be thirteen (13) members on each standing committee identified in a manner specified in V.Section2.C. There shall be no fewer than seven (7) senators on each standing committee.

V.Section2.A.3. There may exist a subcommittee structure that supports the work of standing committees.

V.Section2.A.3.a. The University Senate may establish permanent subcommittees that report to a standing committee. The standing committee itself, the Executive Committee or the University Senate may recommend the creation of a subcommittee to assist with the work of the standing committee. Such a recommendation would take the form of a motion submitted to the Executive Committee for consideration by the University Senate. The Subcommittee on Nominations shall nominate subcommittee members. At least two (2) members shall be university senators. The University Senate shall elect the voting membership of any such subcommittee and specify to which standing committee they report.

V.Section2.A.3.b. The business of the University Senate may be addressed by ad hoc committees that report to a standing committee or the Executive Committee. A standing committee, the Executive Committee or the University Senate may create ad hoc committees. An ad hoc committee charter, detailing the specific charge of the committee including a timeline for its work, must be prepared in consultation with the Executive Committee before the first meeting of the ad hoc committee. Members of the body that create the ad hoc committee shall choose the ad hoc committee membership. Any member of the University Community is eligible to serve on an ad hoc committee; however, at least two (2) members shall be university senators. The members of the ad hoc committee shall select a chair (must be a university senator), vice-chair, and secretary. The announcement of meetings and the posting of minutes shall follow

University Senate protocol. Ad hoc committees shall cease to exist upon completion of an assigned task or at the end of the academic year, whichever comes first.

V.Section2.A.4. The term of service on a standing committee or permanent subcommittee is specified in III.Section2. Approximately half the membership shall remain on each committee for the following year. Members may be reelected to committees.

V.Section2.B. Duties of standing committees and subcommittees.

V.Section2.B.1. The members of a standing committee shall elect a chair, a vice chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice chair or secretary. The chair, vice chair, and secretary shall be elected for a period of one year. The chair, vice chair, or the secretary may be reelected.

V.Section2.B.2. Committees shall consult with the Executive Committee as to relevant issues, policies, and procedures that shall be the work of the committee and to seek out and identify concerns within its area of responsibility.

V.Section2.B.3. The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it.

V.Section2.B.4. Standing committees shall monitor the activities of their subcommittees and consult with subcommittees regarding the relevant issues, policies, and procedures that shall be the work of that subcommittee.

V.Section2.B.4.a. The subcommittee members shall elect their chair, vice chair, and secretary, set the agenda for their meetings, and determine when meetings will take place.

V.Section2.B.4.b. Subcommittee chairs shall attend standing committee meetings as requested to report on the activities of the subcommittee and to provide information regarding the status of recommendations emanating from the subcommittee.

V.Section2.B.5. Committees may recommend policies and shall submit them to the Executive Committee, which, in turn, shall forward them for consideration to the University Senate.

V.Section2.C. Standing Committees. These committees shall have the following three functions (a) develop recommendations for new policy, (b) develop recommendations that revise existing policy, and (c) serve in advisory role, each applied in a manner consistent with the purposes and powers of the

University Senate expressed in Article I. The inclusion of an appropriate vice president or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee.

#### V.Section2.C.1. Academic Policy Committee

V.Section2.C.1.a. The Academic Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of which are elected faculty senators, one (1) member that is the Vice President of Academic Affairs or an individual appointed by the Vice President of Academic Affairs to serve as his/her designee, and one (1) member appointed by the University President.

V.Section2.C.1.b. The Academic Policy Committee shall be concerned with policy relating to undergraduate and graduate education matters that have broad impact or implication to the university as a whole, which includes, but is not limited to, policies relating to grading, scholastic probation and honors, academic appeals, academic standing, standards for admission, academic calendar, academic ceremonies, intellectual property, human subjects and research. This committee also provides advice, as appropriate, on academic procedural matters at the institution.

#### V.Section2.C.2. Curriculum and Assessment Policy Committee

V.Section2.C.2.a. The Curriculum and Assessment Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of which are elected faculty senators, one (1) member that is the Vice President of Academic Affairs or an individual appointed by the Vice President of Academic Affairs to serve as his/her designee, and one (1) member appointed by the University President.

V.Section2.C.2.b. The Curriculum and Assessment Policy Committee shall be concerned with policy relating to curriculum and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. General Education Curriculum, Foreign Language requirement, Wellness requirement), academic program assessment, and continuing education and non-degree programs. In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment.

#### V.Section2.C.3. Faculty Affairs Policy Committee

V.Section2.C.3.a. The Faculty Affairs Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of which are elected faculty senators, one (1) member that is the Vice President of Academic Affairs or an individual appointed by the Vice President of Academic Affairs to serve as his/her designee, and one (1) member appointed by the University President.

V.Section2.C.3.b. The Faculty Affairs Policy Committee shall be concerned with policy relating to faculty welfare (e.g. authorities, responsibilities, rights, recognitions, privileges, and opportunities), which includes, but is not limited to, policies relating to academic freedom, workload, compensation, recruitment, retention, promotion, tenure, recognitions, development, and instructional support. This committee also provides advice, as appropriate, on procedural matters that affect the welfare of the faculty.

#### V.Section2.C.4. Student Affairs Policy Committee

V.Section2.C.4.a. The Student Affairs Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of which are elected faculty senators, two (2) members that are students serving on the University Senate, one (1) member that is an elected staff senator, one (1) member that is the Vice President of Student Affairs or an individual appointed by the Vice President of Student Affairs to serve as his/her designee, one (1) member that is a staff member nominated by Staff Council, one (1) member that is a student nominated by the Student Government Association, and one (1) member appointed by the University President.

V.Section2.C.4.b. The Student Affairs Policy Committee shall be concerned with policy relating to the general social, cultural, and practical welfare of students, which includes, but is not limited to, policies relating to non-academic areas such as conduct and discipline, grievances and non-academic appeals, financial aid, human services for students (e.g. health center, counseling), organizations, awards, intercollegiate athletics, and other extracurricular activities (e.g. Greek life, residence life, intramurals). This committee also provides advice, as appropriate, on procedural matters that affect the general social, cultural, and practical welfare of the students

#### V.Section2.C.5. Resources, Planning, and Institutional Policy Committee

V.Section2.C.5.a. The Resources, Planning, and Institutional Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of which are elected faculty senators, three (3) members that are

elected staff senators, one (1) member that is the Vice President of Business and Finance or an individual appointed by the Vice President of Business and Finance to serve as his/her designee, one (1) member that is a staff member nominated by Staff Council, one (1) member that is a student nominated by the Student Government Association, and one (1) member appointed by the University President.

V.Section2.C.5.b. The Resources, Planning, and Institutional Policy Committee shall be concerned with policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

### V.Section 3: Administrative Committees

V.Section3.A. The Administrative committees are defined as those committees and councils that are established by an administrator to assist and advise that administrator in carrying out his/her duties. If it is required that part of the membership be elected, elections for these committees shall be arranged by the Director of Legal Affairs. The administrator who establishes the committee shall convey any recommended policies or policy changes of that committee to the University Senate for consideration.

V.Section3.B. It shall be the duty of the Executive Committee to keep a current list of these administrative committees including their charge, membership, and the name of the administrator to whom they make recommendations.

## **Article VI. Changes to these Bylaws**

Any proposed changes to these bylaws must be submitted to the Executive Committee and must have the written support of at least five (5) University Senators. The Executive Committee shall make a report and recommendation to the University Senate regarding the proposed change. A motion shall be made regarding the disposition and postponed until the next meeting. A change shall be adopted with a majority of those eligible to vote favoring adoption and upon approval of the University President.