



## FACULTY SENATE

---

**TO:** Members of the Faculty Senate and Guests      **DATE:** May 2, 2016  
**FROM:** Linda Williams, Chair of the Faculty Senate  
**SUBJECT:** Agenda and Materials for the May 9, 2016 Faculty Senate Meeting

---

Attached you will find the agenda and the materials for the May 9<sup>th</sup> Faculty Senate meeting. As always, we will meet in the Governance Chambers at 3:20 p.m. Please join us, if you can, for a few minutes of informal conversation prior to the meeting.

1. Call to Order
2. Roll Call
3. Approval of the April 11, 2016 Faculty Senate Meeting Minutes
4. President's Remarks
5. Chair's Remarks
6. Elections: Committee on Administrative Officers
7. Action Items:
  - a. Faculty Senate Charter & By-Laws Revision
  - b. EPC Action Items:
    - i. Associate and Assistant Deans Committee**  
Revision of the Pass/Fail Grade policy to update language, clarify practice and bring consistency with other policies. Effective Fall 2016
    - ii. College of Applied Engineering, Sustainability and Technology**  
Establishment of the Aeronautical Systems Engineering Technology [AESE] major within the Bachelor of Science [BS] degree. Minimum total credit hours to completion is 121. Effective Fall 2017
    - iii. School of Lifespan Development and Educational Sciences**  
Establishment of the American Sign Language/English Interpreting [ASEI] major within the Bachelor of Science [BS] degree. In addition, 13 SPED courses will be revised to ASEI courses. Minimum total credit hours to completion is 121. Effective Fall 2017
    - iv. Division of Graduate Studies**  
Revision of Admission–Graduate Student policy to allow applicants to submit unofficial transcripts (e.g., photocopy, scanned copy) at the time of application; after being admitted, students will be required to submit official transcripts. Effective Fall 2016

8. Old Business:
  - a. RCM Update: Mr. Mark Polatajko
  - b. Bookstore Update: Dr. Shay Little
  - c. IT Update: Dr. Ed Mahon
  - d. SSI Update: Dr. David Dees
9. New Business:
  - a. COACHE Report: Dr. Fashaad Crawford
10. Announcements / Statements for the Record
11. Faculty Senate Meeting Adjournment



**FACULTY SENATE**  
**Minutes of the Meeting**  
April 11, 2016

**Senators Present:** Ann Abraham, Patti Baller, Jeffrey Child, Edward Dauterich, David Dees, Paul Farrell, Christopher Fenk, Mary Ferranto, Lee Fox, George Garrison, Pam Grimm, Bruce Gunning, Min He, Susan Iverson, Jay Jahangiri, Robert Kairis, Kathy Kerns, Jihyun Kim, Darci Kracht, Cynthia Kristof, Tracy Laux, Stephen Minnick, Oana Mocioalca, Jane Moneysmith, Mary Mooney, Thomas Norton-Smith, Lawrence Osher, Linda Piccirillo-Smith, Mary Beth Rollick, Susan Roxburgh, Arden Ruttan, Andrew Shahriari, Denice Sheehan, Deborah Smith, John Stoker, Robert Twieg, Roberto Uribe-Rendon, Theresa Walton-Fisette, Donald White, Linda Williams, Kathryn Wilson

**Senators Elect Present:** Rachael Blasiman, Farid Fouad

**Senators Not Present:** Vinay Cheruvu, Vanessa Earp, Ali Erritouni, Albert Ingram, David Smeltzer, Fred Smith, Terrence Uber

**Ex-Officio Members Present:** Senior V.P. for Academic Affairs and Provost Todd Diacon, Sonia Alemagno, James Blank, Allan Boike, Barbara Broome, Mark Kretovics, Jeffrey McLain, Don Palmer, Eboni Pringle, Robert Sines, Douglas Steidl, Melody Tankersley, Robert Walker

**Ex-Officio Members Not Present:** President Beverly Warren

**Observers Present:** Jerry Feezel (Emeritus Professor), Fritz Yarrison (GSS)

**Observers Not Present:** Brian Cannon (USS)

**Guests Present:** Sue Averill, Alfreda Brown, LuAnn Coldwell, Edward Collins Janis Crowther, Melissa Hunter, Lynette Johnson, Jennifer McDonough, Mandy Munro-Stasiuk, David Odell-Scott, Gail Rebeta, Charlene Reed, Therese Tillett, Lindsey Westermann Ayers

**1. Call to Order**

Chair Williams called the meeting to order at 3:20 p.m. in the Governance Chambers located on the second floor of the Kent Student Center.

**2. Roll Call**

Secretary Farrell called the roll.

**3. Approval of the Faculty Senate Meeting Minutes of March 7, 2016**

Chair Williams called for a motion to approve the minutes of the Faculty Senate meeting of March 7, 2016. A motion to approve the minutes as amended was made and seconded (Kracht/Laux) and passed unanimously.

#### **4. Remarks from Provost Todd Diacon**

Provost Diacon presented some results of the proposal in the strategic roadmap to strengthen diversity and cultural competence of students, faculty and staff. He indicated that 17% of the state's population specified other than white on the census, and 16.1% of that diversity in the state is African American plus Hispanic American. The 3-year Kent Campus enrollment average for underrepresented minorities is 15.5%, and indications are that the incoming class will be the most diverse ever. Kent also expects to meet or exceed the goal of hiring 10 underrepresented minority faculty in tenure-stream jobs this year. The number may reach 12, which would represent and increase to 8.1%. He also mentioned the mentoring program and the hiring workshops on diversity training.

Provost Diacon then introduced Senior Associate Provost Tankersley who presented development on a number of issues. These included the Blackboard grade push, midterm grades, the GA health care subsidy, and the Academic Presence Verification Roster, which would be presented at the May meeting.

The first presentation was on the Blackboard grade push, which will enable faculty to have grades entered in Blackboard be transferred to Banner. The process will involve three stages: entering the letter grades in Banner under a particular column name; going to the Faculty Tools entry in the Faculty/Advisor tab on Flashline; in that application examining any errors to be corrected in Blackboard and then pressing the button to upload the grades to Banner. An email will be sent to faculty when this has been finalized by the Registrar's Office. She then introduced Mr. Sameer Jaleel, Director of Platform & Integration Solutions, to answer any questions.

Senator Childs asked how it would handle cases in her school, where 7 or 8 classes across the campuses are in one Blackboard shell. Mr. Jaleel replied that if the course was set up in Banner that way, it would correctly enter the grades. This new application validates the grades against Banner.

Senator Farrell asked about classes where the 40000 and 50000 level sections were combined in Blackboard and the combined section was used to enter grades. Mr. Jaleel said that he would check on this functionality.

Senator Baller asked about when grades are posted with percentages and the letter grade. Would one need to remove the percentage? Associate Provost Tankersley indicated that it would be better to have a separate column for the percentage.

Senator Grimm suggested that, when the new application is finalized, it would be good to use screenshots in the instruction set that will be made available to faculty. She also asked if one could review and make changes in Banner. Mr. Jaleel replied that this would not change, but that the grade push could only be done once for any individual student in the section.

Senator Piccirillo-Smith asked what the student would see in Blackboard and when they would see the grade entered. Associate Provost Tankersley replied that currently the student would see anything entered in Blackboard immediately. Senator Piccirillo-Smith asked whether the deadline for the push would be different from the current grade submission deadline. Mr. Jaleel replied that it would not.

Associate Provost Tankersley thanked the faculty who had assisted in testing the application, and Senator Farrell thanked Mr. Jaleel and his team. Associate Provost Tankersley also clarified that, once approved by the Registrar's office, the application would be available for all sections which had not already been graded.

Associate Provost Tankersley reminded Senate that Kent will implement the policy that was passed on mid-term grading, so beginning Fall 2016, all students in 00-thousand, 10-thousand and 20-thousand level courses will receive mid-term grades. The grades can be posted anytime between week four and week seven. She encouraged faculty to post early to give early feedback to students.

Associate Provost Tankersley clarified the position on the GA health care subsidy. Any research assistant, teaching assistant, or teaching fellow, all of whom she would call GA's, are defined by the Department of Labor as non-employees. This is beneficial in that they do not have to clock in and out; we do not need to have job descriptions, and there are other things that are simpler. However the IRS came out with a ruling three weeks ago that if they're not employees you can't offer them employee benefits, one of which is subsidized health care. This applies nationally, not just to Kent State. Kent has until next year to finalize compliance, so this year's offer letters can offer the subsidy but this is the last year. One of the legal provisions of the IRS is that you can't increase any student's stipend for them to then pay for their own health care, but you can roll it out at large to all of your GAs. We're going to try to have some more 'concierge' types of services out of the office of Graduate Studies, and included in that will be places that they can get help finding appropriate health care options.

Senator Grimm asked whether that might affect our competitiveness in the market for graduate students. Associate Provost Tankersley said it should not because all universities will be subject to this ruling.

Senator Iverson asked about the implications for international graduate students. Associate Provost Tankersley said international students already have to have proof of insurance, and Global Education will find out how we can make sure we have good information for our international students as well.

Senator Deborah Smith asked the Provost, since the President was not present, about the PowerPoint presentation that was given to the Board of Trustees on March 9, 2016, concerning the Regional Campus update, particularly the proposed reorganization. It appears to consider chopping the regional campuses up into three zones—North, South, and Stark. Presumably the North would be Trumbull, Geauga and Ashtabula, and the South would be East Liverpool, Salem and Tuscarawas, with Stark on its own. The proposal would have three deans instead of six, and she had some questions concerning this, particularly what were the plans for getting faculty involved in developing the proposal before any final decisions are made about this.

Provost Diacon answered that the policy says that the appropriate faculty body must be consulted before any changes are made. The plan was to hire the VP for Kent State System Integration and have him consider the plan.

Senator Deborah Smith asked whether this plan was consistent with Tuscarawas' special status. Provost Diacon indicated that, according to the University Council, the enabling legislation that gave Tuscarawas their special status would require that there be a Dean of Tuscarawas.

## 5. Remarks from Faculty Senate Chair, Linda Williams

Chair Williams delivered the Chair's Remarks (attached) and indicated that we needed a second nominee in addition to Senator Deborah Smith before we could proceed with the election. Senator Deborah Smith nominated Senator Lee Fox, who agreed to stand but declined to make a speech.

## 6. Candidates for Chair Speeches/Elections:

Senator Deborah Smith delivered the attached speech.

The election of officers proceeded interspersed during the other business of Senate.

Chair:

Deborah Smith (elected)

Lee Fox

Vice Chair:

Kathy Wilson (elected)

Thomas Norton-Smith

Secretary:

Kathy Kerns (elected)

Ed Dauterich

At Large:

Tracy Laux (elected)

Chris Fenk

Roberto Uribe-Rendon

Thomas Norton-Smith (nominated from the floor by Senator Farrell)

Ed Dauterich (nominated from the floor by Senator Farrell)

7. New Business:

a. Charter and Bylaws Revisions (Senator Farrell)

The proposed revisions to the Charter and Bylaws were presented by the Chair of the Charter and Bylaws Commission Paul Farrell. Senator Farrell introduced the Charter and Bylaws Commission which consisted of Vice-Chair Smith, Senator Kairis, and Senator Norton-Smith in addition to himself. He indicated that he would not go through the revisions in detail but just summarize them and answer any questions.

One of the aims was general housekeeping, which meant cleaning them up in terms of things which had been left over from probably the 70's and reviewing the titles of administrators and others. One of the things thought outdated was the terminology "regular faculty member." The commission decided, after consulting with Faculty Senate, to restrict membership to faculty and not to include faculty with administrative appointments, but they still have the right to vote, and they are still counted in the census of each of the colleges or campuses. The revised versions include fairly comprehensive definition sections. They also include a section to address the ambiguity whether in the case of petitions that signatures have to be hand-written and asserted that they do indeed have to be hand-written. They extend the right to be a signatory to petitions to full time non-tenure-track faculty members as well as full time tenure-track faculty members. They reduce the number of signatures required on a nomination petition to two in addition to the person standing. Historically, five signatures used to be required on a nomination petition to stand for Faculty Senate. Given that there are colleges with only ten faculty in them, that seems strange now. They also make the July meeting optional at the discretion of the Faculty Senate Executive Committee. Additionally, they reincorporate something which was passed by Faculty Senate some time ago but apparently never made its way into the Faculty Senate Bylaws. That is that Senate can replace the current paper balloting for elections with electronic balloting should it choose to do so. Finally, some of the deadlines didn't make sense, particularly in terms of the structure of

semesters now, so some of the deadlines related to nominations, elections, etc., which are in the bylaws are changed.

Senator Laux indicated that limiting a person who wants to nominate a faculty member to signing only one nomination form is kind of silly. He also objected to the enlargement of the group known as full-time non-tenure-track faculty to include faculty members at the College of Podiatric Medicine. He was concerned this might eliminate their representation, since the number of other full-time non-tenure-track faculty is 525. He also thought that College of Podiatric Medicine faculty have quite a different viewpoint with regards to possible issues that could come to Senate, from full-time non-tenure-track faculty members on the Kent Campus and the Regional campuses. He believed that those full-time non-tenure-track faculty who are currently members of a bargaining unit called FTNTT might have quite different viewpoints on academic issues or certainly on university policy, from those librarians who are full-time non-tenure-track faculty who would be considered full-time non-tenure-track faculty and the faculty in the CPM. He thought it was too diverse of a group to lump everyone together as one constituency for Faculty Senate.

Senator Farrell clarified that the CPM has a representative as a college, and since the CPM currently has no tenure-track faculty, that representative was elected by the non-tenure-track faculty in the unit, as it is in any other college with less than ten tenure-track faculty, so they would not lose representation. Similar to the Regional College faculty, who get to vote in three constituencies, the CPM faculty get to vote in two, their college and the FTNTT bargaining unit. He indicated that the commission tried to keep the number of categories of faculty to the two currently specified in the Charter and Bylaws.

For example, when the FTNTT bargaining unit negotiates a collective bargaining agreement with the administration, it is referred to as the CBA between Kent State University and the FTNTT faculty Bargaining Unit. So if they are sitting here at Senate and they are a full-time non-tenure-track faculty representative but they are not in the bargaining unit, this could create some confusion.

Senator Osher agreed that it could be confusing. For example, faculty at CPM, which the University refers to as professional faculty or F6 full time faculty, are expected to continue to do research and scholarly activity in order to become Associate Professors or else they are out.

Senator Deborah Smith indicated that she never understood why the CPM faculty were not included in the FTNTT bargaining unit. One thing she did not want to do was to define full-time non-tenure-track faculty as "full time faculty who are not tenure eligible, not including those in the College of Podiatric Medicine." She wondered whether it could say "except professional faculty" and asked whether that would be acceptable to CPM colleagues.

Senator Mooney disagreed with her colleague Senator Osher and asserted that, since CPM faculty did not have the expectation of a constantly renewed contract, they were in fact non-tenure-track faculty. She asked whether Senate was an extension of the union.

Senator Farrell affirmed that Senate defines itself completely independently of any collective bargaining agreement or collective bargaining units. That is partly because the Senate existed before the AAUP at Kent State and defined its terms before the state ratified the collective bargaining units for each group. He indicated that the Senate Executive of the time was unhappy that the CPM faculty were not included in any of the standard groups at Kent State when they were brought in. Personally, it was still his feeling that it would be better to include them as tenure-track or full-time non-tenure-track. However, given the reality, there is the question of how one should address it at this point in time. If we did address this in the manner that Senator Laux has mentioned or Senator Smith has mentioned, that would effectively say the CPM could have one representative as a college, but no other representative because it would not be in either the full-time non-tenure-track faculty or the at large group.

Senator Laux indicated that a system could be created so that the CPM would have more than that one representative.

Senator Osher outlined the history of CPM integration into Kent State. CPM started a revision of its handbook last year. In considering it, the faculty considered the options of tenure-track and full-time non-tenure-track and professional faculty status, and the majority voted in favor of professional faculty status. CPM faculty are aware of the option to form their own collective bargaining unit. He also said that their administration never put the pressure on them not to join a union. However, all those considerations have been put into abeyance because of the onsite accreditation visit coming up, and the handbook will not be revisited until sometime later this summer.

Senator Farrell commented that it had always been the view of the Executive Committee that it is up to the faculty of the CPM to make those decisions. It is not something that Senate has any wish to impose one way or the other. He also believed that similar views were true for both the bargaining units of AAUP. They are willing to support faculty in whatever their choices are. But again, he would distinguish that although in many cases we may, it is not always the case that the Senate would go along with the AAUP—or vice versa.

Senator Garrison addressed Senate about the implementation of policies that we vote on. He was particularly concerned about the proposed change to petitions that all signatures shall be handwritten. His concerns go back to those about the RTP process expressed last semester. Senate needs to be concerned about how to ensure and protect democracy and freedom of speech and the right of our faculty to participate and to have their voice heard on important issues. We need anonymous signatures because people are afraid and concerned about retaliation. He also wanted the Senate to establish a committee that reviews all final decisions on RTP to check them for inconsistencies, and for irregularities that we ought to be concerned about. If we had a committee that reviewed all final decisions for the RTP process, this would be a way of us protecting and ensuring that our colleagues are being protected as they go through the most important process of their employment here at this institution.

Senator Farrell said, with respect to the issue of handwritten signatures, that he appreciated Senator Garrison's concerns but that there should be no ambiguity. Senate should make a decision one way or the other. On the issue of creating a committee to review all RTP decisions, he reminded Senate that if we put a committee in the Charter or Bylaws, it is subject to the approval of the Board of Trustees. On the other hand, Senate can create any committee it wishes simply by passing a motion.

Senator Garrison agreed that that approach would be acceptable.

Senator Kracht asked why administrators are counted in the census and can vote but are not eligible to stand for election.

Senator Farrell replied that they can vote because they are counted in the census. They are counted in the census because if we do not count them in the census, a number of campuses or colleges may lose their representation. Without the academic administrators, they would fall below the ten member limit. The reason to not have them eligible to stand for election was that it was believed that it would be very difficult for someone who is an associate provost, or an assistant dean, to come to the Senate floor and present the views of the faculty of that college, if they were diametrically opposed to the Dean or Provost. There was some debate at the commission whether one should still allow departmental chairs to run, and after polling the senate, the decision was made not to do so.



Senator Kracht pointed out some inconsistencies in the use of "full time" as a qualifier for administrator.

Senator Grimm indicated that she thought electronic signatures should be allowed and sought clarification of what would happen if someone becomes an administrator part way through his or her Senate term. Senator Farrell indicated that s/he would serve out the remainder of the term but would not be eligible for re-election.

Senator Piccirillo-Smith asked for clarification on the commission's discussion on anonymous, handwritten and electronic votes. She believed there were cases where an anonymous vote would be more appropriate.

Senator Deborah Smith indicated that the proposal only referred to petitions not to votes. It became clear to us after discussing with University Counsel, that no signature could count towards the number needed unless it was discoverable, so there is no possibility of anonymous signatures. The commission was more ambiguous about electronic signatures. What it wanted to avoid was people just writing emails where their signature wasn't even attached in the right kind of way, to what they were effectively signing. The handwritten requirement was consistent with state initiative requirements.

Senator Farrell indicated that one concern was that a signature should be on a document which fully states what the petition is. In other words, it should be clear to the person signing what s/he is signing. If the document is changed later, the signature is invalid.

Senator Fenk suggested that a scanned version of the original document with handwritten signature and conveyed via email to the appropriate body could be an approach taken.

Senator Garrison remarked that in revising the charter and bylaws, we need to be concerned about protecting our colleagues and ensuring fair processes.

#### b.SSI Report (Senator Dees)

Senator Dees thanked the members of the committee who worked exceptionally hard on the report. They had reading assignments and studied the research on what is best practice in SSIs. They read two books on what is a good SSI, and they spent an entire retreat day together over the holiday break working on this issue.

He outlined some of the most important recommendations in the report (attached) including:

- SSIs cannot, and should not, ever be used as the only form to evaluate quality teaching. They're not good measures; they weren't designed to do that, and they must be seen in the context of other serious forms of evaluating feedback on professors' work.
- Recognizing that as a University we are not ready to make the kind of deep, huge commitment that it would take to really evaluate teaching at a deep level, we are still going to use these.
- Consequently the committee decided to revise the form asking "What do we value in teaching at this University?"
- SSIs that have more flexibility have better data.
- The committee recommends that there should be four core questions asked in all SSIs, that units should be able to add questions appropriate to the sections, and that faculty should be able to add questions to which the replies would only be received by the faculty.
- To have this flexibility, it needs to be done online, and the response rate issue needs to be addressed.
- The committee was opposed to the punishment model, and research suggests that of the incentive models, course level ones work best.

- Another question is whether there should be a summary question such as "Overall this professor's teaching was..." The efficacy of such questions depend on the quality of the design of the previous questions in the survey.
- The committee argues that recommendations 3, 6, 8, 9, and 12 could be done immediately.
- The new online pilot could then incorporate these changes, and the evaluation process would include focus groups with students on how it should be administered.
- Purdue University has samples for the additional questions which can be asked, and they have agreed that we can use them as a starting point.
- Finally IS has said some of the changes can be implemented in Fall 2016, since it just involves printing different forms.

Senator Piccirillo-Smith suggested adding a section for incoming freshman that have no GPA to question 3c.

Senator Mooney said CPM currently does them online, and the response rates are only 15% to 20%. Another issue is that students do not really understand why they are being taught some material until long afterwards in their careers. Senator Dees agreed that if we truly want to evaluate teaching, it would require a massive commitment of resources. Another issue is that a survey cannot deal with the ills of society such as age and gender bias. Purdue were getting average online response rates of 56% compared with paper rates of 63%. Course level incentives, for example saying, "if 85% of the class fill out the survey, everyone will get 2 points extra on their final grade" is sometimes effective.

Senator Roxburgh pointed out that too great an incentive is coercive. She also believed students do not realize that the results are taken seriously by the institution. She also believed that the committee should recommend some specific questions from the Purdue menu, since there are a lot there, and asked about the possibility of open ended questions. Senator Dees replied that Purdue limited the total number of questions to twenty-five and that the committee believed open ended questions were important particularly for the four core questions. Senator Roxburgh also suggested dropping the "considering the responses above" phrase from the overall question, so that students would feel they could include other considerations. She also suggested doing a focus group on whether it matters if the professor is in the room when the survey is being conducted. Senator Dees replied that the latter was complicated and that if there is no one in the room, students can talk and try to influence each other, and you want to curb that.

Senator Mooney asked why, if they were online, they needed to be done in class. Senator Dees replied that you get a better response rate.

Senator Stoker reminded Senate that he was opposed to the summary question when the 2004 revision was done. He also noticed that students seem to have a different definition of respect than faculty do.

Senator Uribe-Rendon suggested that, given that the committee said SSIs should not be used for evaluating faculty teaching, their use for such should be removed from handbooks. Senator Dees replied that, if done correctly, they can provide data. We put too much weight on them, but throwing them out completely is not a smart move.

Senator Deborah Smith proposed and Senator Fenk seconded that we accept recommendations 6, 8, 9, and 12 for immediate change.

Senator Wilson expressed concern with removing the norming groups, since it might negatively affect faculty with hard classes when they are going for tenure or promotion. However, Chair Williams explained that that argument could be made every time the change is proposed and so the change would never be made.

The motion passed.

Senator Stoker proposed that we pass item 3 with the modification that for first semester freshmen with no GPA, there be a category "not known" under GPA. Senator Kracht seconded, and the motion passed.

Senator Ruttan said he would like to see item 8 changed to say inform the instructor rather than evaluate the instructor.

#### c. Professional Standards Committee: Proposed Policy on Faculty Conduct

Senator Grimm, Chair of the Professional Standards Committee, presented the proposed policy. She thanked the members of the committee for their input. A draft was provided by Senator Norton-Smith based on policies from Duke and UNLV. The objective was to create something that provides for disclosure.

Senator Roxburgh suggested leaving out the examples, since someone might interpret them to mean all other conduct is acceptable. She also asked about the cases where students have to take courses from parents. Senator Grimm said that was why the policy said "except in rare cases."

Senator Twieg suggested that relationships were not a one-way street, so the policy should say that faculty members and students should not enter into consensual relationships. Senator Grimm replied that it was not clear that we want to include student behavior in a faculty document. Senator Twieg suggested that faculty, staff, and students are specifically mentioned and that most students are eighteen and are adults and have the same responsibilities as everyone else. Senator Deborah Smith suggested rephrasing it to "faculty members and students shall not enter into consensual relationships with each other" and Senator Twieg indicated that was what he was suggesting.

Senator Dees was concerned that the section that says a supervisor shall not hire or cause to be hired, might preclude spousal hires, and, in particular, a faculty member going to the Dean and asking whether a spouse could be hired in another college.

Senator Laux asked about the requests to departments to include language in their handbooks, and whether this policy negates the need for those.

Senator Farrell responded that one of the reasons the executive asked professional standards to consider a policy was because some Deans seemed to be encouraging departments to come up with their own language. It is better to have a unified policy. He also expressed some concern with saying faculty members cannot enter into consensual relationships. He asked about spouses or significant others. It would be better to say "new relationships." Senator Grimm said that the policy said "initiate, which indicates a new one."

Senator Walton-Fisette asked in which section of the policy register this would be. Senator Deborah Smith suggested University Life.

Senator Stoker asked whether number 4 addresses favoritism in grading. Senator Grimm indicated that evaluating included in item 1 covered that. Perhaps we should move the teaching of family members into 1 and make it conflict of interest.

Chair Williams indicated that it was hoped to bring this policy to Senate for a vote at the May meeting.

Chair Williams indicated that a runoff vote for the At- Large position on Executive was needed. Senator Kerns asked if there was a quorum, and Chair Williams replied that there was.

#### 8. Announcements / Statements for the Record

Dr. Feezel suggested that it would be nice to put on the record that the Senate wishes all the best to President Warren in her current medical situation, and our best wishes and prayers are with her at this time.

Senator Wilson thanked all who reached out to students and colleagues for the climate study. She was really pleased with the response, as there were close to 9000 respondents.

#### 9. Adjournment

Chair Williams adjourned the meeting at 6:07 p.m.

Paul Farrell, Secretary  
Faculty Senate

attachment(s)  
Chair's Remarks  
Senator Deborah Smith's speech  
SSI proposal

## APRIL CHAIR'S REMARKS

1. First, as is our custom, I'd like to announce and congratulate this year's Outstanding research and Scholarship recipients: Richard Ferdig from Education, Joel Hughes from Psychology, and Polycarp Ikuenobe from Philosophy.
2. Now I would like to congratulate the newly-elected members of Faculty Senate. They are Edgar Kooijman, Farid Fouad, Rachael Blasiman, Kim Garchar, Carol Robinson, and Mahli Mechenbier.
3. Next I would like to congratulate the re-elected members of Faculty Senate. They are David Dees, Lee Fox, Susan Roxburgh, Arden Ruttan, Denice Sheehan, Bruce Gunning, Rob Kairis, Mary Beth Rollick, Patti Baller, and me.
4. To get us through the rest of the semester, I was going to give a rousing speech by Johannes Fichte about how we scholars are soldiers for truth and if we are persecuted and die for truth, it's a good death because there's no higher calling than to teach the truth to the next generation, but we have a packed agenda today, so I won't. Instead, let's get the meeting started with the election for Chair of Faculty Senate for next year.

## Deborah C. Smith, Chair Candidate Speech

Hi, I'm Deborah Smith, Associate Professor of Philosophy and long time Faculty Senator. Most of you know me simply as 'Deb'. You have my candidate vitae so I won't rehearse here my history of service to the University. When I learned that Chair Williams planned to step down so that she could take a sabbatical, it seemed that, after two years as Vice Chair, it was my turn to step up.

Although most of you know me well and know what you'd be getting in me as Faculty Senate Chair, I did want to take this opportunity to make some remarks. Likely what I have to say will be a "no brainer" for my fellow Senators, but there are those in attendance who might benefit.

Kent State, like any University, exists solely to enact an academic mission. We don't exist to provide housing, dining services, and wellness opportunities to students. We don't exist to sock away vast sums of money in fund balances. We don't exist as a career springboard for Chairs and Deans and Associate Provosts into higher and yet higher levels of administration. We exist to provide excellent undergraduate and graduate education and to enhance human knowledge and culture through the production of original research and creative activities.

It is of course the Faculty that execute this mission. All other University employees from groundskeepers up to the President are, in a very real sense, support staff for the Faculty as they execute this core mission. It is for this reason that, despite the existence of an administrative chain of command into which individual Faculty members report, the Faculty as a collective body is given a significant role in the governance of the institution.

The Faculty governance role at Kent State takes a number of forms: our department/school FACs, our campus FCs, our college CACs, the RCFAC, and the Provost Advisory Committee to name just a few of the standing Faculty governance committees. However, it is this body, the Faculty Senate, that is the primary instrument of University-level Faculty governance. It is the most truly representative Faculty body being elected by and from the full-time Faculty University-wide.

There are a few areas in which this body has genuine decision making power and a range of policies that cannot be implemented or amended without the explicit agreement of this body. However, in most areas, the role of this body is to advise and make recommendations. In a University in which the important and central role of the Faculty is genuinely understood and appreciated, that is sufficient.

However, here at Kent State, it seems to me that: all too often this and other Faculty bodies are approached only after important decisions have been made; all too often the advice of this and other Faculty bodies goes unheeded; all too often, we are explicitly reminded that we are "merely recommendatory."

That last is of course largely true. However, it is also true of the myriad of external consulting firms that the University spends millions of dollars on. And I doubt that they are ever explicitly reminded of their "mere recommendatory" status.

The problem with being told time and time again that we are merely a recommendatory body isn't that it's not largely true. The problem is that the explicit statement sends a message that is damaging to the relationship between the Faculty and the administration. To borrow an analogy used by a colleague in another context: It is true that any married couple can get a divorce. But,

when one spouse says to the other ‘hey, we could get a divorce’ that, while true, sends an undeniable signal that the relationship is not healthy.

Similarly, being told that we are merely recommendatory seems to communicate an intent to give little or no weight to our recommendations. It suggests that consultation with this and other Faculty bodies takes place merely because such consultation is required by policy or by a collective bargaining agreement. However, Faculty bodies should not be consulted merely to jump through some procedural hoop or to check off a contractual box somewhere. Faculty bodies should be consulted because the administration should have a genuine respect for the collective wisdom of the Faculty.

Our collective voice should be respected because we are experts (in many cases nationally and internationally recognized experts) in a wide range of areas. We don’t just teach physics or history or nursing or art. We are physicists. We are historians. We are nurses. We are artists. We include experts in finance and marketing. We include experts in visual communication and design. We include experts in IT. We include experts in the nitty gritty details of the ACA/Obamacare and health insurance benefits more generally. We represent an all too often untapped resource of knowledge and expertise here at Kent State. No doubt, the University would benefit tremendously (and would likely save a significant amount of money in consulting fees) if the Faculty expertise were tapped more frequently.

Our collective voice should be respected because we are in the trenches day to day executing the academic mission of the University. As a result, we are best positioned to predict the impact both positive and negative of various proposed initiatives on our core academic mission.

Our collective voice should be respected because we have an institutional memory that is very broad and that goes back many decades. Although this is my 19<sup>th</sup> year at Kent State, I know that I am far from being an old timer. I have colleagues who have devoted 25, 30, even 40 or more years of service to Kent State. But in my 19 years, I have seen 3 Presidents, 4 Provosts, and I’ve lost count of how many Deans of Arts & Sciences. Upper administrators come and go. They have a somewhat predictable shelf life. It is the Faculty that remain relatively constant. And it is the Faculty that are most likely to have the long-term best interest of the University at heart.

If I am elected, I will proudly serve this body to the best of my abilities. I will ensure that the initiatives begun by my predecessors—especially the continued review of and recommendation for changes to our RCM budget model—continue. I will continually call on all administrative divisions (and not just Academic Affairs) to ensure that they make decisions and set priorities that enhance rather than hinder the core academic mission of the University. And I will do my best to ensure that the collective voice of the Faculty is not only heard, but valued and respected.

Thank you.

## Proposed Changes to the Charter and Bylaws – Draft for May Faculty Senate Meeting

Items in bold indicate changes since the draft presented at April 11 meeting

- Restore reference that Charter requires approval by the Board
- Change from definition of “regular faculty member” to “tenure-track faculty member” and attendant changes in definitions
- **Change from terminology from “full-time non-tenure-track faculty” to “Full-time non-tenure-eligible faculty member”**
- Change in Faculty Senate membership eligibility to remove right of administrators to stand for election to Faculty Senate
- Addition of a definition section in the Bylaws that includes new definitions (‘tenure-track faculty’, ‘Full-time non-tenure-eligible faculty member’, ‘designee’, ‘proxy’, ‘delegate of the Faculty Senate’, ‘delegate to the Faculty Senate’)
- **Clarification of required form of petitions that is that a petition “shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by (i) including his or her handwritten signature or a digital reproduction thereof”**
- Clarification that “All petitions and the signatures contained therein are public records and subject to disclosure to anyone who submits a request to the Office of General Counsel.”
- Extending the right to sign petitions to full-time non-tenure-track faculty members
- **Replacing the terminology of nomination petition with nomination form for Faculty Senate elections and reducing to two the number of signatures required**
- Make the July meeting of Faculty Senate optional to be held at the discretion of the Faculty Senate Executive
- Allow for electronic voting for Faculty Senate membership (previously passed by Faculty Senate but not actually included in the Faculty Senate Bylaws)
- **Clarification that the Chair can call for a show of hands instead of or in addition to a voice vote in Faculty Senate**
- **Clarification of the representatives to Ohio Faculty Council**
- Change in some deadlines relating to nominations, elections, etc. in Bylaws
- **Restoration of “may” as opposed to the proposed “shall” in “In the absence of such response within ninety days, acceptance may be assumed” in reference to the failure of the president or the appropriate administrative officers or bodies of the university to respond to Senate recommendations**
- **Change in the election method for the Executive to the same FSTV method as Senate**
- General Housekeeping including restoration of references to Policy Register sections



## Faculty senate charter

- (A) Preamble. The university is dedicated to teaching, advancing knowledge, and to public service. The faculty of the university supports these aims and resolves to promote excellence in all endeavors. In the interest of achieving these objectives, the charter and bylaws of the university faculty senate as set forth in this rule and in ~~rule 3342-2-06 of the Administrative Code and this register~~ University Policy Register, respectively, define a role and mechanisms for effective participation of the faculty in the formation and establishment of university policies and the conduct of university affairs.
- (B) Entitlement and functions of the faculty senate.
- (1) ~~Institution of~~ Adoption of and amendments to this charter and the accompanying bylaws.
- (a) This charter and the accompanying bylaws shall following ratification by the board, supersede all earlier versions of the faculty senate charter and bylaws.
- (b) ~~Adoption of Amendments to~~ this charter and the accompanying bylaws ~~requires ratification by a majority of the faculty senate, by a majority of the qualified faculty voting, and by the president and board~~ shall proceed in accordance with section (H) of this charter.
- (2) General responsibilities and rights of the faculty senate.
- (a) The faculty senate shall be concerned with the formulation and enactment of policies for the university as a whole.
- (b) The faculty senate shall render advice and, if appropriate, act upon any matters laid before it by the president, bodies of the university, bodies of the faculty senate, or members of the faculty.
- (c) Consistent with a principle of shared responsibility, the faculty senate shall recognize its own prerogative and that of the administration of the university to consider any matter relevant to the welfare of the university. Consistent with a need for differential responsibility, the charter and bylaws shall provide for differential involvement of the faculty senate across areas of university interest.
- (i) There shall be domains within which the faculty senate and/or its bodies have a primary responsibility. That responsibility is, foremost, to approve or disapprove proposed changes in policy. It shall be understood that faculty senate actions in areas of primary responsibility will be disapproved by the president only in circumstances where substantive reason can be described. It is also understood that a primary responsibility conveys neither an exclusive right nor an exclusive obligation for the genesis or presentation of proposals for change. Ideas and recommendations are the privilege and responsibility of every segment of the university community.
- (ii) There shall be domains within which responsibilities for decisions and actions are shared cooperatively with others as specifically assigned through regular

channels. Major proposals within these areas shall uniformly be referred to the faculty senate for consideration as provided in implementing procedures.

- (iii) There shall be domains in which the faculty senate recognizes an important interest, but within which its role is primarily advisory and consultative.
- (d) The faculty senate shall organize, establish, and define the functions of its councils, committees, and commissions.
- (e) The faculty senate shall define its own rules and procedures within the limits of this charter and the accompanying bylaws.
- (3) Specific responsibilities and rights of the faculty senate.
  - (a) Primary responsibilities.
    - (i) The faculty senate shall have primary responsibility for the academic standards and the educational policies of the university. This responsibility shall encompass proposals for the establishment, discontinuance, or major alteration of academic programs.
    - (ii) The faculty senate shall have primary responsibility for general policies related to professional standards of the university and its faculty. The responsibility includes general policies on faculty appointment, rank, promotion, leave, tenure, and academic privilege; welfare, and dismissal; it also encompasses general policies related to the evaluation of academic programs, units, and personnel.
    - (iii) The faculty senate shall have primary responsibility for defining the mechanisms of approved or established faculty participation in university governance and in statewide faculty issues and bodies.
  - (b) Shared responsibilities. The faculty senate shall participate in and consider with others, by means specified in the faculty senate bylaws as set forth included in rule 3342-2-06 of the Administrative Code and of this register University Policy Register, problems related to long-range academic planning, student affairs, selection of academic administrative officers, and academic facilities in long-range planning.
  - (c) Advisory responsibilities.
    - (i) The faculty senate bylaws shall provide for a body advisory to the president on the university budget.
    - (ii) The faculty senate shall be consulted with respect to proposed changes in the administrative organization of the university directly and primarily related to academic divisions.
    - (iii) The faculty senate shall be prepared to render advice on nonacademic facilities.
  - (d) Recommendations approved by the faculty senate shall be forwarded to the president and, as appropriate, to other subordinate members or bodies of the university; thereafter, the president or the appropriate administrative officers or bodies of the

university shall within ninety days advise the faculty senate, in writing, of the nature of the action which has been taken in reference to the recommendation. "Action" as defined shall mean steps which have been taken toward acceptance, rejection, or further study of the recommendation. In the absence of such response within ninety days, acceptance may be assumed.

- (e) If a recommendation approved by the faculty senate is disapproved by the president, the matter shall be discussed in detail by the interested parties, with the end in view of mutually satisfactory action but without prejudice to a final decision.
- (f) The faculty senate shall be responsive to faculty petitions seeking initiative and referendum as defined in paragraph (B)(7) of the faculty senate bylaws.
  - (i) On petition ~~signed by~~ containing at least one hundred regular full-time signatures of tenure-track faculty members having faculty rank and/or full-time non-tenure-eligible faculty members as defined in sections (D)(1)(b)-(c) of this charter, any action of the faculty senate shall be submitted to a referendum of the entire tenure-track and full-time non-tenure-eligible faculty.
  - (ii) On petition ~~signed by~~ containing at least one hundred regular full-time signatures of tenure-track faculty members having and/or full-time non-tenure-eligible faculty rank members, the faculty senate shall submit the issue initiated by the petition to a vote of the faculty senate or of the entire tenure-track and full-time non-tenure-eligible faculty, whichever is requested in the petition.
  - (iii) A majority of votes cast in either an initiative or a referendum shall have the force of faculty senate action.
  - (iv) The secretary may review any and all signatures to a petition and discard those deemed not to be signed by a tenure-track or full-time non-tenure-eligible faculty member.
  - (v) All petitions and the signatures contained therein are public records and subject to disclosure to anyone who submits a request to the Office of General Counsel.

(C) Membership.

- (1) Academic unit representatives.
  - (a) Academic unit representatives shall be elected representatives.
  - (b) An "academic unit" is a faculty body headed by an administrative officer who reports to the provost or the vice provost ~~for regional campuses~~ president for Kent State system integration.
  - (c) The full-time non-tenure track faculty shall be considered a unit separate from the academic units in which they have their primary assignments.
  - (d) Each college, independent school, regional campus, and the library ~~administration~~ university libraries shall be entitled to representation.

- (e) Tenure-track faculty with appointment in the regional college shall be entitled to representation in addition to their representation as members of a regional campus.
- (f) The number of representatives from an academic unit shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(2) At-large representatives.

- (a) At-large representatives shall be elected representatives.
- (b) The number of the at-large representatives shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(3) Full-time non-tenure-track eligible representatives:

- (a) Full-time non-tenure-track eligible faculty shall be entitled to representation.
- (b) Full-time non-tenure-track eligible representatives shall be elected representatives.
- (c) The number of representatives for the full-time non-tenure-track eligible faculty unit shall be determined in accord with the ~~Faculty Senate Bylaws~~ faculty senate bylaws and shall be based upon the most recent faculty census.

(4) "Ex officio" representatives.

- (a) The faculty senate bylaws shall enumerate the titles of those individuals who shall be "ex officio" members of the faculty senate.
- (b) "Ex officio" representatives are without vote.
- (c) Except where specifically indicated otherwise in this charter or the accompanying bylaws, "ex officio" members share the privileges and responsibilities of elected members.

(D) Elections.

(1) Eligibility for faculty senate membership.

- (a) Only ~~regular full-time~~ tenure-track faculty members ~~having regular academic rank and full-time non-tenure-track-eligible faculty with academic rank~~ members are eligible for election to the university faculty senate.

~~(b) Regular faculty members with academic rank are individuals who hold A tenured or tenure track position and the titles of instructor, assistant professor, associate professor, or professor.~~

~~(c) Full-time non-tenure-track faculty members with academic rank are individuals who hold the titles of instructor, lecturer, assistant professor, associate professor, or professor.~~

~~(b)~~ Tenure-track faculty members are full-time faculty members or librarians with indefinite tenure or full-time faculty members or librarians in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank

are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

- (c) Full-time non-tenure-eligible faculty members are full-time faculty members or full-time librarians who do not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

(2) Term of office.

- (a) The term of office for an elected representative is three years, except in special circumstances for which the faculty senate bylaws shall make provision.
- (b) The faculty senate year shall begin on the first of June and shall end on the thirty-first of May of the following calendar year.

(3) Electorate.

- (a) All regular full-time tenure-track faculty members; full-time non-tenure-track-eligible faculty members, and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the elections of their assigned academic unit.
- (b) All regular full-time tenure-track faculty members and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the election of at-large representatives.
- (c) An annual census of full-time faculty holding tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank shall be taken in the fall term of each academic year by the provost or designee. The census shall be used to determine the number and apportionment of elected representatives, and to identify by name, department, and academic unit all full-time tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank.

- (4) Nominations. Candidates for academic unit representative, full-time non-tenure-track-eligible representative, and at-large representative shall be nominated by petition as specified in the faculty senate bylaws.

(5) Election procedures.

- (a) Elections shall be conducted by the secretary of the faculty senate and certified by the vice chair of the faculty senate.
- (b) Elections of both academic unit and at-large representatives shall be conducted by the "Hare" Fractional Single Transferable Vote (FSTV) system.

(E) Officers and delegates of the faculty senate.

(1) Election of officers.

- (a) Elected officers of the faculty senate shall be elected annually.

(b) Only elected representatives are eligible for election as officers.

- (2) Officers. The elected officers of the faculty senate shall be the chair, the vice chair, the secretary, and an at-large member of the executive committee.
- (3) Delegates. A "delegate" shall be an official faculty senate representative to another body which is either within or external to the university as defined in paragraphs (B)(5)-(6) of the faculty senate bylaws.
- (4) Appointed officers. The faculty senate bylaws may define the responsibilities of additional officers who shall be selected by appointment.

(F) Meetings.

(1) Types of meetings.

- (a) The faculty senate shall hold regularly scheduled meetings which may be attended by any member of the faculty, administration, or student body, or by other guests upon invitation of the faculty senate.
- (b) The faculty senate may hold special meetings which may be closed to nonmembers by the chair of the faculty senate, by the faculty senate executive committee, or by vote of the faculty senate.

(2) Frequency and schedule of meetings. The faculty senate shall schedule at least ~~nine~~eight regular meetings per year.

(3) Procedures and rules.

- (a) The faculty senate bylaws shall establish rules and procedures under which the faculty senate meetings shall be conducted.
- (b) A quorum shall be a simple majority of the elected members. The presence of a quorum is required for the faculty senate to take binding action and to vote on substantive matters.

(c) Meetings of the faculty senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(4) Minutes of all regular faculty senate meetings shall be made available to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions.

- (a) The faculty senate may establish faculty senate councils. A "faculty senate council" is a permanent body chaired by the president or the provost.
- (b) The faculty senate may establish faculty senate committees. A "faculty senate committee" is a permanent body chaired by a faculty member, or an administrative officer other than the president or the provost.

- (c) The faculty senate may establish faculty senate commissions. A "faculty senate commission" is a body which is discharged upon completion of a specific responsibility.
  - (d) A "body of the faculty senate" is any council, committee, or commission so designated by the faculty senate charter or the accompanying bylaws, or established by action of the faculty senate.
  - (e) Bodies not of the faculty senate whose primary concerns are the total university, as opposed to collegial and departmental matters, shall be referred to as university councils, university committees and university commissions.
- (2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate.
- (a) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.
  - (b) Issues jointly affecting undergraduate and graduate education will be discussed at the semester meeting of by the full educational policies council.
  - (c) The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long-range academic planning for the university.
  - (d) The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.
- (3) Committees of the faculty senate.
- (a) The faculty senate executive committee shall be a body of the faculty senate.
  - (b) The professional standards committee shall be a body of the faculty senate.
  - (c) The committee on administrative officers shall be a body of the faculty senate. The committee on administrative officers shall represent the faculty senate and the faculty in procedures implemented to select or replace the president, the provost, and other academic administrative officers of the university. It shall be available for consultation by the president on other matters involving administrative officers.
  - (d) The committee on committees shall be a body of the faculty senate.
  - (e) The faculty ethics committee shall be a body of the faculty senate.
  - (f) The faculty senate budget advisory committee shall be a body of the faculty senate.
- (4) Commissions of the faculty senate. The chair of the faculty senate shall establish commissions as needed.
- (5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.
- (a) Faculty senate bodies shall carry out charges directed to them by the faculty senate or the chair of the faculty senate.

(b) Faculty senate bodies shall assume responsibilities within their general sphere of interest.

(c) Faculty senate bodies may appoint subcommittees.

(6) University councils, committees, commissions and boards.

(a) The president, in consultation with the committee on committees, shall designate those university councils, committees, commissions and boards to which the faculty senate may appoint one or more senator(s) to full membership. The appointee(s) shall be the faculty senate representative-~~of(s)~~ to the body.

(b) Those university councils, committees, commissions, and boards designated positively under paragraph (G)(6)(a) of this rule shall report to the faculty senate upon request.

(c) The faculty senate may recommend responsibilities to university councils, committees, commissions and boards.

(7) Membership of faculty senate bodies shall be provided for in the faculty senate bylaws.

(8) Additional programs, functions, and responsibilities of the faculty senate may be established.

(H) Amendments.

(1) Proposals to amend the faculty senate charter.

(a) Proposals to amend the faculty senate charter may be submitted to the faculty senate at any regular meeting.

(b) A valid proposal to amend the faculty senate charter must be submitted in writing and must be supported by the handwritten signatures of:

(i) At least ten elected members of the faculty senate, or

\_\_\_\_\_(ii) At least twenty-five tenure-track and/or full-time non-tenure-eligible faculty members ~~with academic rank~~, or

(iii) The majority of the membership of a charter and bylaws commission appointed by the chair of the faculty senate to prepare proposed amendments.

(2) Votes upon proposed amendments to the faculty senate charter.

(a) The faculty senate shall vote upon a proposed amendment to the faculty senate charter at the regular meeting immediately following the one at which the amendment is introduced.

(b) The secretary of the faculty senate shall circulate a written copy of the proposed amendment to each member of the faculty senate at least two weeks in advance of the meeting at which a vote is to occur.



- (c) Written ballots shall be used in votes upon proposed amendments to the faculty senate charter.
  - (d) Amendments to the faculty senate charter shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
- (3) Proposed faculty senate charter amendments ratified by the faculty senate.
  - (a) Amendments ratified by the faculty senate shall be submitted to the president and the board for approval.
  - (b) Amendments approved by the president and the board shall be incorporated into the faculty senate charter.
  - (c) A veto of a proposed amendment shall be accompanied by a statement expressing reasons for the veto.
  - (d) An amendment which fails because of a veto may be voted upon again by the faculty senate and, if the vote is favorable, may be submitted to the president and the board a second time.
- (4) Proposed faculty senate charter amendments which fail to be ratified by the faculty senate.
  - (a) A proposed amendment which fails to receive faculty senate approval may be ratified by a ~~favorable vote of the~~ full-time faculty as described in sub-section (c) of this section (H)(4) below.
  - (b) The secretary of the faculty senate shall conduct a referendum on the question of the amendment if ~~seventy-five full-time faculty members with academic rank submit a petition requesting a referendum;~~ is submitted containing the signatures of at least one hundred tenure-track and/or full-time non-tenure-eligible faculty.
  - (c) Ratification of a proposed amendment by the full-time faculty shall require a favorable vote of at least two-thirds of the electorate consisting of tenure-track and full-time non-tenure-eligible faculty members eligible and voting.
  - (d) Amendments ratified by the full-time faculty shall be processed in the same manner as amendments ratified by the faculty senate.
- (5) Amendments to the faculty senate bylaws.
  - (a) Amendments to the faculty senate bylaws shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.
  - (b) Amendments to the faculty senate bylaws ratified by the faculty senate shall be submitted to the president and the board for approval, with any veto accompanied by a statement expressing reasons for the veto, and, subsequently, the amendment is subject to resubmission by the faculty senate a second time for final disposition.
- (6) Effective date for incorporation of amendments into the faculty senate charter and the accompanying bylaws, and for implementation of changes mandated by amendments.

- (a) Amendments to the faculty senate charter and the accompanying bylaws are incorporated into said charter and bylaws immediately after approval by the faculty senate, the president, and the board, and pursuant to the procedures established in section 111.15 of the Revised Code for the filing of new rules, amendments or rescissions.
- (b) Changes mandated by incorporation of amendments into said charter and/or bylaws will be implemented immediately, subject to the following understandings and exceptions.
  - (i) No current member of the faculty senate shall be removed from membership as a consequence of new rules governing number and/or apportionment of representatives. All senators shall serve out their terms.
  - (ii) When changes in rules increase the number of elected representatives due any constituency, the increase shall be accomplished in the immediately following regularly scheduled election.
  - (iii) In instances in which application of the principle of immediate implementation introduces ambiguities or creates special problems, the faculty senate shall vote to resolve the points at issue.

(I) Miscellaneous provisions.

- (1) Rights of the board of trustees. The board reserves the power to initiate and make changes in this charter or to take other actions in accordance with sections 3341.01 to 3341.06 of the Revised Code or any applicable statute, or rules, directives, or regulations of the Ohio board of regents.
- (2) A member of the faculty senate may be granted a reduced teaching load during the period of this service to the faculty senate. Officers and members of the executive committee of the faculty senate shall be granted reduced teaching loads during the period of their service to the faculty senate.
- (3) Delegates to the faculty senate.
  - (a) All bodies to which the faculty senate has delegates may send delegates to the faculty senate.
  - (b) The faculty senate may recognize delegates from other bodies.

Policy Effective Date: ~~Mar. 01, 2015~~

Policy Prior Effective Dates: 11/4/1977, 8/31/1979, 1/25/1980, 7/11/1980, 5/18/1984, 2/19/1990, 9/23/1991,  
5/5/1995, 3/7/2000, 12/29/2001, 5/20/2009, 10/2/2014  
3/1/2015

**Faculty senate bylaws**

- (A) Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in paragraph (B)(1) of rule 3342-the faculty senate charter as included in 2-05 of the Administrative Code and of this register University Policy Register.

**(B) Definitions.**

- (1) "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.
- (2) "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.
- (3) "Designee" denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.
- (4) "Proxy" denotes a person serving as a temporary substitute for a regular member of one of faculty senate's councils, committees, commissions, or other bodies in the regular member's occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.
- (5) "Delegate of the faculty senate" denotes an official faculty senate representative to another body which is either within or external to the university.
- (6) "Delegate to the faculty senate" denotes a person designated to represent other bodies at the faculty senate.
- (7) "Petition" denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by (i) including his or her handwritten signature or a digital reproduction thereof, (ii) clearly printing his or her name, and (iii) indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

**(C) Membership.**

**Style Definition:** Normal; Font: (Default)  
Calibri

**Style Definition:** Header; Font: (Default)  
Calibri

**Style Definition:** Footer; Font: (Default)  
Calibri

**Formatted:** Left: 1", Right: 1", Top: 1",  
Bottom: 1", Footer distance from edge: 0.5"

**Formatted:** Indent: Left: 0", Hanging: 1",  
Tab stops: 1.63", Left + 1.94", Left + Not at  
2"

(1) Academic and full-time non-tenure-track~~eligible~~ unit representatives.

- (a) Each academic unit having at least ten regular full-time~~tenure-track~~ faculty members shall be entitled to one representative for the first ten ~~tenure-track~~ faculty members, a second representative for an additional fifty ~~tenure-track~~ faculty members, and one additional representative for each fifty ~~tenure-track~~ faculty members in excess of sixty.
- (i) Administrators with faculty rank ~~who are tenured or in the probationary period prior to tenure~~ shall be included in the census of full-time faculty of the academic unit in which they hold academic rank ~~and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.~~
- (ii) ~~Faculty~~ ~~Tenure-track faculty and tenured~~ administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, ~~with the exception of the Regional College, shall not be counted in the census of the university-wide college or school in which they also hold rank.~~
- (iii) ~~The regional college~~ ~~Regional College~~ census will show some overlap of individuals who are members of the ~~regional college~~ ~~Regional College~~ as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the ~~regional college~~ ~~Regional College~~ and from the regional campus.
- (iv) If there are ~~tenure-track~~ faculty members or ~~tenured~~ administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost ~~in~~ consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.
- (v) ~~Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly for more than a single academic year of continuing full-time teaching, research, or service as a librarian.~~
- (b) Full-time non-tenure-track~~eligible~~ faculty shall constitute a separate unit and ~~(except as specified in sub-section (d) of this section (C)(1))~~ shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-track~~eligible~~ faculty will not be included in the overall census for determination of the number of at-large representatives. The non-

Formatted: Indent: Left: 0", Hanging: 2"

~~tenure-track~~eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.

- (c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the ~~definition~~identification of "~~regular full-time~~tenure-track faculty and "~~full-time non-tenure-track~~eligible faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-track~~eligible~~ unit. A separate roster of "administrators with academic rank" shall also be compiled and combined with the "faculty head count" to constitute the census (alluded to in paragraph (C)(1)(~~df~~) of rule 3342-2-05 of the Administrative Code)faculty senate charter for determining the appropriate representation of the academic units.
- (d) If an academic unit has fewer than ten ~~regular~~tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.
- (e) If an academic unit or the full-time non-tenure-track~~eligible~~ unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.

Formatted: Tab stops: Not at 0" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3"

- (2) There shall be one at-large representative for each one hundred members of the ~~regular full-time~~tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).
- (3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of undergraduate studies; the dean of graduate studies; and the dean of the honors college; and a parliamentarian appointed by the chair-elect of the faculty senate.
- (4) The chair of the retired faculty association or designee, the chair of the graduate student senate or designee ~~and, the executive director of the undergraduate student senate or designee, and a parliamentarian appointed by the chair-elect of the faculty senate~~ shall be observers in the faculty senate. They share all privileges and responsibilities of elected members, except voting have the right of the floor.

(E) Elections.

(1) Eligibility for faculty senate membership. For purposes of the faculty senate, an individual with the title of research professor, visiting distinguished professor, university professor, or lecturer is a faculty member with academic rank.

(a) Part-time faculty are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly for more than a single academic year of continuing full-time teaching, research, and/or academic administrative service.

(b) (1) Definitions:

(i) "Regular full-time faculty member" a faculty member with regular academic rank the sum of whose teaching, research, and/or administrative responsibilities and assignments constitutes full-time employment (one hundred per cent full-time employment) at Kent state university.

(ii) "Full-time non-tenure-track faculty member" a faculty member whose employment contract is for a duration of one year the sum of whose teaching, research, and/or administrative responsibilities and assignments constitutes full-time employment (one hundred per cent full-time employment) at Kent state university but who does not hold an appointment in a tenure-track position.

(iii) "Regular academic rank" denotes the expectation or possibility of indefinite tenure instructor, assistant professor, associate professor, and professor, plus such descriptive, honorific, or courtesy designations as "research," "university," "distinguished," and so forth.

(2) Term of office.

Formatted: Indent: Left: 0", Hanging: 1"

(a) The term of office of an elected representative shall be three years except in such instances as provided for in this rule.

(b) If it is known or anticipated that an elected representative will be absent from, or unable to discharge his or her responsibilities to, the faculty senate for an entire academic semester (including summer) or longer, the representative's place on the faculty senate shall be filled during his or her absence by an alternate. The alternate will serve with full privileges and responsibilities of an elected representative until the return of the representative he or she replaces or until the completion of that representative's term.

(c) The secretary of the faculty senate is responsible for determining whether an alternate representative is needed and for initiating actions necessary to implement the appointment.

(d) The faculty senate executive committee shall render decisions when questions are raised regarding the seating of an alternate representative.

- (e) A representative will be replaced by the highest available alternate from the immediately preceding election held by the electorate which selected the representative.
- (f) If no alternate is available from the most recent senate election in that unit to replace a representative therefrom, it shall be the responsibility of the highest elected faculty body of that unit to provide for a representative. For at large vacancies the faculty senate shall provide for a representative.

(32) Removal and recall of elected representatives.

- (a) When an elected representative has been absent from three consecutive regular meetings of the faculty senate without ~~adequate notification to the faculty senate office, explanation, or provision~~ for temporary replacement by an alternate (as provided in paragraph ~~(C)(2D)(1)~~(c) of this rule), the secretary of the senate shall notify the faculty senate executive committee of this fact and report same in the minutes of the faculty senate.
- (b) After reviewing the circumstances and discussing them with the affected senator, the faculty senate executive committee may recommend that the senator be removed from office and his or her place in the faculty senate assumed by the highest available alternate from the most recent election of the academic unit (or at large), the alternate to serve for the remainder of the term of the ~~recalled~~ removed senator or until the next regular election for faculty senate representatives, whichever comes first.
- (c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected representative to the faculty senate he or she is entitled.
- (d) Upon receipt of a petition containing the valid signatures of full-time faculty members ~~with regular academic rank~~ comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the ~~academic unit (or at large)~~ constituency which selected the senator whose recall is being requested.
- (e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.
- (f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph ~~(C)(2D)(1)~~ of this rule.



- (g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs ~~(C)(2D)(1)~~(e) and ~~(C)(2D)(1)~~(f) of this rule.

(43) Rotation of terms.

- (a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee--with the approval of the faculty senate--shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.
- (b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the ~~Here~~Fractional Single Transferable Vote system shall serve a full three-year term, the second a two-year term, and so forth.
- (c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.
- (d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.

(54) Nominations.

- (a) On the Monday after Thanksgiving the secretary of the senate shall send two forms to each tenure-track and full-time non-tenure-eligible faculty member having academic rank, one form for nominating academic unit representatives by petition, and a second form ~~each of the constituencies for nominating at-large representatives by petition. Petitions which they are eligible to nominate.~~ Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.
- (b) ~~Petitions~~Nomination forms for a nominee must contain the signature of the nominee and at least ~~five~~two signatures of eligible members of the electorate that the nominee would represent.
- (c) A faculty member is eligible to sign no more than one ~~petition~~nomination form for an academic unit representative, no more than one nomination form for a

full-time non-tenure-eligible representative, and no more than one petition/nomination form for an at-large representative.

- (d) In the event that the nominations obtained for academic-unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the secretary of the faculty senate shall ask the elected members of the faculty senate from the unit to solicit the additional nominations necessary to achieve the desired minimum number. If there are no elected representatives from the academic unit, the executive committee of the faculty senate shall make the necessary nominations to achieve the desired number.

- ~~(e)~~ In the event that nominations for at-large representatives total fewer than twice the number of candidates to be elected, the secretary of the faculty senate shall request the faculty senate executive committee to make the additional nominations necessary to achieve the desired minimum number.

- ~~(f)~~ Full-time regular tenure ~~(e)~~ Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-track eligible faculty may only be nominated for the non-tenure-track eligible unit.

- ~~(g)~~ Names of all nominees for academic unit and at-large seats shall be circulated to the faculty no later than Friday of the first week of the spring term. (5)

Formatted: Indent: Left: 0", Hanging: 1",  
Tab stops: 1.63", Left + 1.94", Left + Not at 2"

~~(6)~~ Election procedures.

- (a) Mailed ballots Ballots shall be sent directly to each member of the electorate no later than Wednesday of the third week of the spring term; either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter shall receive one ballot for each election of at-large representatives and, if appropriate, one ballot for election of academic unit representatives. Ballots shall be in which they are eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Monday of Friday of the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

- (b) As a part of these bylaws there shall be appended a description of the "Here" Fractional Single Transferable Vote system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the faculty senate executive committee.

- (c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.

- (d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(DE) Officers and delegates.

(1) Election of officers.

- (a) In the ~~fourth~~<sup>fifth</sup> week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall prepare slates of at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than ~~ten~~<sup>seven</sup> days prior to the penultimate meeting of the spring term.
- (b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate. ~~Elections shall be by a majority of the votes cast. In the event that a majority is not received by one candidate on the ballot, the candidate with the lowest vote shall be eliminated and another ballot cast. Elections shall be conducted by the Fractional Single Transferable Vote (FSTV) system.~~ Elections shall be conducted by the Fractional Single Transferable Vote (FSTV) system. Ballots shall be counted by tellers selected by the chair.
- (c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.
- (d) Term of office/vacancy in office.
  - (i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.
  - (ii) In the event of a vacancy in office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.
  - (iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.

- (2) Officers and their responsibilities.
- (a) Duties of the chair of the faculty senate.
- (i) The chair shall preside at regular and special meetings of the faculty senate.
  - (ii) The chair of the faculty senate shall be the chair of the executive committee.
  - (iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio Faculty Council.
  - (iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.
  - (v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.
  - (vi) The chair shall be responsible for the management of the faculty senate office.
  - (vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.
  - (viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.
  - (ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.
  - (x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.
- (b) Duties of the vice chair of the faculty senate.

- (i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.
  - (ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.
  - (iii) The vice chair of the faculty senate shall be the chair of the committee on committees.
- (c) Duties of the secretary of the faculty senate.
  - (i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.
  - (ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.
- (3) Faculty senate delegates.
  - (a) Duties of delegates.
    - (i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.
    - (ii) Delegates shall attend the meetings of the groups to which they have been assigned.
    - (iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.
  - (b) Designation and selection of delegates.
    - (i) The chair of the faculty senate shall be the ~~delegates~~delegate to the board of trustees.
    - (ii) The chair of the faculty senate shall be a member of and the ~~delegates~~delegate to the ~~academic administrative~~president's advisory council.
    - (iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:

- (1) The Ohio faculty advisory council to the chancellor of the board of regents.

The Chair shall be a delegate will be a member of the council representing the faculty of the university to the Ohio Faculty Council. In addition the Chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member with academic rank.

- (2) Appropriate organization(s) of student governance, as requested.
- (3) Appropriate organization(s) of the university alumni association, as requested.
- (4) The university parents organization(s), as requested.
- (5) Such other university or statewide organizations as may request a delegate representing the faculty of the university.

- (iv) The chair shall also appoint a second member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.

(4) Removal and recall of elected officers.

- (a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall be conducted by another elected officer designated by the chair of faculty senate.
- (b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer with his or her office to be assumed by the next highest available officer. A special election shall be held to elect a replacement.
- (c) If no alternate is available or willing to serve, a special election may be held to elect a replacement.

(F) Meetings.

- (1) Types of meetings.
- (a) Regular meetings shall be open meetings.

- (b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate executive committee or by vote of the faculty senate.
- (c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

- (a) The number of regular meetings in each term shall be at least: fall, four; spring, four; ~~and summer, one. A summer meeting may be called at the discretion of the executive committee.~~
- (b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.
- (c) ~~Normally, the~~ If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

- (a) Meetings of the senate, ~~except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised" except that the rules shall be superseded by provisions of the charter and these bylaws.~~

~~(b)~~ Normally, the regular agenda shall be:

- (i) Call to order
- (ii) Roll call
- (iii) Approval of the agenda
- (iv) Approval of minutes
- (v) Senate chair's remarks
- (vi) President/provost's remarks
- (vii) Old Business
- (viii) New Business
- (ix) Announcements/statements for the record
- (x) Adjournment

- ~~(c)~~ The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."

~~(e)~~ Privileges of the floor.

- (i) Members of the faculty senate, ~~or~~ and student or retired faculty observers, shall have first privilege of the floor.

(ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.

(iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate.

~~(iv) Delegates to the faculty. Guests or delegates need not be introduced by a senate from other bodies and guests of the faculty senate shall be recognized if they have been placed upon the faculty senate agenda or if the floor has been declared open by majority vote of the faculty senate member.~~

~~(v)~~

(iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.

(de) Voting procedures.

(i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chair's discretion.

Formatted: Indent: Left: 0", Hanging: 2"

(ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.

(iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.

~~(e)~~ (iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies may conduct electronic votes.

(f) The secretary may require that motions and amendments be submitted in writing.

Formatted: Indent: Left: 0", Hanging: 1.5"

(4) Minutes, invitations and announcements.

(a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.

(b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.

(c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.



- (d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chair and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.

(FG) Councils, committees and commissions.

- (1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342—the faculty senate charter as included in 2-05 of the Administrative Code and of this register University Policy Register.
- (2) Educational policies council.
  - (a) Composition.
    - (i) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at the ~~semester~~ meeting of the full educational policies council.
  - (b) Function.
    - (i) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.
    - (ii) The undergraduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuation of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and

such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.

- (iii) The graduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.

(c) Division of labor.

- (i) All recommendations of the educational policies council related to long-range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.
- (ii) Business of the educational policies council which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
- (iii) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
- (iv) The co-chairs of the educational policies council shall appoint a university requirements curriculum committee which shall be concerned with the liberal education requirements, the diversity requirements, and the writing intensive requirements. This subcommittee shall report to the undergraduate council.

(d) Voting.

- (i) "Ex officio" members shall have vote and shall consist of those who are "ex-officio" members of the undergraduate council and/or the graduate council.
- (ii) "Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of undergraduate studies; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or

director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.

- (iii) "Ex officio" members on the graduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her ~~nominee~~designee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit or his/her designee.

- (iv) There is no voting by proxy.

- (e) From the elected representatives on the faculty senate, the chair-elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.
- (f) One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.
- (g) To ensure representation from among the university's graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The faculty member must be a full member of the graduate faculty within their respective academic unit.
- (h) The chair-elect shall appoint additional ~~regular~~tenure-track faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the "ex officio" membership.
- (i) One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.
- (j) The educational policies council shall meet at least once during each term of the academic year.

- (k) The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.
  - (l) Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.
- (3) Committees of the faculty senate.
- (a) Faculty senate executive committee.
    - (i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.
    - (ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.
    - (iii) The executive committee shall meet regularly each term during the academic year and during the summer.
    - (iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.
    - (v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.
  - (b) Professional standards committee.

- (i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.
  - (ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.
  - (iii) The professional standards committee shall be concerned with the quality of instruction.
- (c) Committee on administrative officers.
- (i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.
  - (ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.
  - (iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.
  - (iv) The committee on administrative officers shall consist of twelve members including the chair of the faculty senate; the vice chair of the faculty senate; three six members of the faculty at least three of whom are members of the faculty senate elected by the faculty senate; three other members of the faculty elected by the faculty senate; two deans elected by the academic and student affairs policy council; deans; and two students, one undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate.
- (d) Committee on committees.
- (i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to appoint oversee the appointment of the members of all other senate committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.
  - (ii) The committee on committees should propose, to the president, chair elect or chair of the faculty senate members and alternates for appointed positions to be filled on all university councils, committees,

commissions and boards. ~~The number of alternates suggested for a given body shall be at least one half the number of positions to be filled.~~

- (iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body's charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.
  - (iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.
  - (v) The vice chair of the faculty senate shall be chair of the committee on committees.
  - (vi) The faculty senate executive committee shall appoint the members of the committee on committees, at least two of whom shall be members of the faculty senate.
  - (vii) The president or a designee shall be ~~an~~ ex officio member of the committee with vote.
  - (viii) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.
  - (ix) Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the term of faculty senate, paragraph (G)(6)(a) of ~~rule 3342~~ the faculty senate charter as included in 2-05 of the Administrative Code and this register University Policy Register.
- (e) ~~Budget~~ Faculty senate budget advisory committee. The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.

- (f) Faculty ethics committee.
  - (i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (~~rule 3342 as included in 6-17 of the Administrative Code and of this register~~ University Policy Register). The ethics committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.
  - (ii) Procedures for establishment and membership of the faculty ethics committee shall be established by the committee on committees subject to approval by the faculty senate.
  - (iii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.
- (4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.
- (5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.
  - (a) Meetings.
    - (i) All faculty senate bodies ~~shall~~ should meet at least once during each term of the academic year.
    - (ii) All faculty senate bodies ~~shall~~ should hold a planning meeting early in the faculty senate year. Each body ~~shall~~ should submit an outline of proposed activities to the executive committee.
    - (iii) All bodies shall file ~~four copies~~ a copy of the minutes of their meetings with the faculty senate office. ~~Two copies shall be forwarded by the faculty senate office to the office of the president.~~
  - (b) Facilities and services.
    - (i) The faculty senate conference room shall be available for meetings of faculty senate bodies.

- (ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.
  - (iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.
  - (iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.
- (c) Reports.
  - (i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.
  - (ii) Progress reports to the faculty senate may be made orally.
  - (iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.
  - ~~(iv) Prior to submission of a report which embodies major recommendations, bodies shall in most circumstances hold hearings which permit interested parties to comment upon proposals.~~
  - ~~(v)~~
  - (iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body- including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.
- (6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.
- (7) Membership of faculty senate bodies.
  - (a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.
  - (b) Representation on faculty senate bodies.



- (i) Faculty senate committees will normally be chaired by members of the faculty senate.
- (ii) Faculty senate commissions may be chaired by any member of the faculty.
- (iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.
- (iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.

- (8) Additional programs, functions, and responsibilities of the faculty senate may be established.

**Formatted:** Indent: Left: 0", Hanging: 1",  
Tab stops: Not at 0"

Policy Effective Date: ~~Mar-01-2015~~

Policy Prior Effective Dates: 11/4/1977, 10/5/1979, 7/11/1980, 3/11/1982, 4/30/1982, 3/5/1984, 5/18/1984, 2/19, 1990, 9/23/1991, 2/24/1992, 01/02/2002, 5/20/2009, 6/20/2012, 1/7/2013, 10/2/2014, 3/1/2015