

Faculty Senate Bylaws

Appendices

Approved: 05/12/2020

I. DUTIES OF OFFICERS

A. President

1. Be the official representative of the faculty.
2. Be responsible for setting up the regular and special meetings of the Senate and of the faculty as a whole.
3. Preside at all Senate and general faculty meetings.
4. Represent the faculty at events/meetings where faculty representation is needed (e.g., MWSU Strategic Planning Steering Committee).
5. Prepare, submit, justify, and monitor the Senate budget.
6. Maintain, in cooperation with the Vice President for Academic Affairs, the Senate's locked files.
7. Be a member of the Executive Committee.
8. Be a member of GAC.
9. Attend meetings of the MWSU Board of Governors.
10. Serve as the voting member of the Missouri Association of Faculty Senates.

B. Vice President

1. Assume the office of President should the presidency become vacant for any reason.
2. Act as President in the absence of the President.
3. Be responsible for coordination of all Senate elections in a manner that will ensure ballot security, confidentiality, and clarity of procedures.
4. Solicit Senate Committee preferences from faculty members, make recommendations to the Executive Committee regarding committee members to each Standing Senate Committee.
5. Coordinate the work of all committees, receive minutes of their meetings and their annual reports, and forward their annual reports to the Senate.
6. Be a member of the Executive Committee.
7. Be a member of GAC.

C. Secretary

1. Keep, publish, and distribute to the University community accurate minutes of all Senate meetings.

2. Publish the agenda and notice of each regular and special Senate meeting.
3. Maintain the archives of the Senate for the current year.
4. Be a member of the Executive Committee.

D. Immediate Past President

1. Be a member of the Senate.
2. Serve in an advisory capacity to the Senate.
3. Be a member of the Executive Committee.

II. FUNCTIONS OF EXECUTIVE COMMITTEE (ARTICLE V, SECTION 6):

- A. Establish the agenda for Senate meetings.
- B. Serve as liaison between the Administration and Senate.
- C. Represent the Senate when circumstances make impractical the mobilization of the full Senate.
- D. Make recommendations to the Senate regarding faculty appointments to Standing, Ad Hoc, and Institutional Committees.
- E. Establish a schedule for committee reports.
- F. Designate a web master to maintain the Senate web site or other forms of electronic communications in coordination with the Senate Secretary and Senate Vice President.
- G. Maintain Missouri Western State University's membership in Missouri Association of Faculty Senates.
- H. Designate an alternate voter to accompany the Senate President to all Missouri Association of Faculty Senate meetings.
- I. Perform such duties as the Senate may direct.

III. STANDING COMMITTEES OF THE FACULTY SENATE

The Standing Committees are an extension of the Faculty Senate and are appointed to advise the Senate on pertinent aspects of University life. They also provide the means by which the faculty and other members of the academic community participate in making recommendations regarding various issues.

A. Membership

Each college or school will be represented on Standing Committees by a number of faculty members specifically stipulated for each Standing Committee. Ideally, each college or school will be represented by at least one faculty member on each Standing Committee. Ultimately, however, it is the responsibility of the faculty of each college or school to ensure that they are properly represented on each Standing Committee. Standing Committees may conduct business without representatives from each college or school provided that they have a quorum (See Bylaw III, C, 4). If a member of the Craig School of Business faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Professional

Studies. If a member of the School of Fine Arts faculty cannot be found to serve on the committee, then the seat will be assigned to a member of the faculty at large with preference given to the College of Liberal Arts and Sciences.

No more than two faculty members from any one department or school may serve on any individual committee. The exception to this rule is the General Studies Committee on which only one member from any department or school may serve (Bylaw III, F, 4.a.).

B. Committee Selection

1. At least two weeks before the beginning of final examinations in the spring semester, after consultation with the Executive Committee, the newly elected Senate Vice President shall make recommendations for committee appointments to the Senate, and the Senate shall act on these recommendations.
2. Term of membership on Standing Senate Committees is one year unless otherwise specified. The Senate Vice President will provide for continuity by reappointing some members, but no individual may serve on the same committee more than two consecutive terms. (Oct 2003)
3. At the time the Senate makes committee appointments, the newly elected Vice President shall appoint liaison members for each Standing Committee, using Senate volunteers in so far as practical. (June 2002)
4. At least one week prior to the beginning of final examinations in the spring semester, the Senate liaison member shall convene a meeting of the new committee. At this meeting the committee shall elect its chairperson and secretary.
5. Standing Committees begin their work on August 1 and continue to function until July 31 of the following year. The exception to this rule is the Undergraduate Curriculum Committee, which begins its work on the first day of classes in spring semester and concludes on the last day of final exams in the subsequent fall semester. (Bylaw III, F, 10).
6. As vacancies on Standing Committees arise, the Senate Vice President shall make recommendations for replacements and the Senate shall act on these recommendations.

C. Committee Meetings

1. The responsibilities assigned to a committee will determine the frequency of the meetings.
2. The chairperson shall call committee meetings as needed.
3. The committee may appoint a secretary. If no secretary is appointed, the chairperson will serve as the secretary.
4. A quorum, defined as two thirds (2/3) of the members of the duly appointed committee, shall be necessary to transact business.
5. Although face-to-face committee meetings are preferred, video-based electronic meetings are allowed provided the following considerations are addressed:
 - a. there should be assurance that all members have access to the equipment, software, and internet connection required for participation in the meeting,
 - b. there should be a contingency plan for technical difficulties or malfunctions,
 - c. there should be a means for determining that a quorum is maintained,
 - d. there should be a method for taking and verifying votes, including a method for having secret ballots,

- e. there should be a process for non-committee members to attend the meeting, and
- f. there should be a means for recording the minutes of the committee meeting.

Other communication methods such as emails or messaging systems may be used to support video-based meetings, which must be the primary means of conducting the committee meeting.

D. Reports

1. The committee secretary shall forward a copy of the minutes of each committee meeting (including attendance information) to each member of the committee and to the Senate Vice President.
2. Each committee shall submit a written annual report to the Senate prior to the beginning of final examinations in the spring semester. The Executive Committee will establish a schedule for committee reports.
3. Any committee recommendations requiring Senate action shall be submitted in writing. When the committee recommendation is placed on the Senate agenda, the committee chairperson or other committee members shall appear in person to explain the recommendation.

E. Conflict of Interest

A committee member shall withdraw from any committee deliberation or decision when a conflict of interest is evident, or when committee members determine by a majority vote that such a conflict exists. If a committee member fails to withdraw in these instances, any person having knowledge of the conflict of interest may request that the Executive Committee investigate the claim and make a recommendation to the Senate about whether the person should be removed from that committee. Any removal based upon failure to withdraw in a conflict of interest situation will be reported by the Senate Vice President to the appropriate department chairperson, the Dean of the appropriate college or school, and the Provost and Vice President for Academic Affairs.

F. Purpose, Membership, and Duties of Standing Committees

1. Academic Regulations, Standards and Honesty Committee

Purpose: This committee provides for faculty participation in the establishment, ongoing review, and revision of academic regulations and standards and serves as the final review board for violations of the Academic Honesty Policy.

Membership: This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business.

The University Registrar, Director of the Center for Academic Support, Director of Counseling, and Chair or Vice-Chair of the Graduate Council are ex-officio (non-voting) members. The Chair will notify all members of meeting days and times.

Committee members must be available to meet at least one week before each semester (including Summer) begins.

Academic Regulations, Standards and Honesty Committee members serve staggered two-year terms. A term of service on this committee begins on August 1 and ends on July 31.

Duties:

- a. Act as an appeal board for students placed on scholastic probation or suspension.
- b. Act as final review board in case of student grade appeals.
- c. Review and recommend academic regulations concerning grading, grades on transcripts, admission standards, test-out programs, etc.
- d. Review criteria for scholastic status: probation, suspension, honors, etc.
- e. Forward reports regarding student and faculty personnel matters to the appropriate administrator with a copy to the Senate President for inclusion in the Senate locked file (see Duties of President, paragraph 8).
- f. Forward recommendations to the Senate Executive Committee for appropriate action.
- g. Act as the final review board for students who have been accused of violating the Academic Honesty Policy. The Academic Honesty Policy, as well as the policies and procedures governing the committee's activities, are outlined in the current Student Handbook unless otherwise instructed by the Faculty Senate, this committee will adhere to the Academic Honesty Policy and the operational policies and procedures outlined in the current Student Handbook.

2. Evaluation of Faculty Committee

Purpose: This committee studies current procedures for the evaluation of faculty and makes recommendations regarding the interpretation and administration of those evaluations.

Membership:

This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business. Evaluation of Faculty Committee members serve staggered two-year terms. A term of service on the Evaluation of Faculty Committee begins on August 1 and ends on July 31.

Duties:

- a. Annually provide information and recommendations regarding interpretation and comparison of current and past student evaluation data to the Faculty Senate and the Promotion and Tenure Committee.
- b. Periodically review and recommend procedures for the evaluation of faculty members by peers, department chairs and the University administration.
- c. Conduct a continuing study of faculty evaluation at Missouri Western State University.
- d. Provide information regarding interpretation of evaluation data.

3. Fringe Benefits Committee

Purpose: This committee shall represent the faculty in making recommendations regarding changes in the Benefits Package.

Membership:

This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business. Fringe Benefits Committee members serve staggered two-year terms. A term of service on the Fringe Benefits Committee begins on August 1 and ends on July 31.

Duties:

- a. As part of its annual report to the Faculty Senate, make recommendations for the upcoming fiscal budget regarding improvements in benefits for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.
- b. Upon its appointment in the Spring Semester, study available institutional budgets in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee’s appointment.
- c. Meet with the Staff Fringe Benefits Committee once a year to discuss and act on common interests and concerns.

4. General Studies Committee

Purpose: This committee shall represent the faculty in assessing student learning in general studies and entertaining proposals for changes/additions to general studies.

Membership:

- a. This committee is composed of one representative from each of the academic departments responsible for offering general studies (with only one representative selected from the School of Fine Arts) and two at-large faculty members from the remaining departments/schools not offering general studies.
- b. The Director of Assessment shall be ex-officio (nonvoting) members.
- c. Term of Office: One-third of the committee members shall be appointed every year with each member serving a three-year term.
- d. Committee members must be available to meet every Wednesday from 4:00-4:00pm during Fall and Spring semesters.

The committee will conduct its business in the following cycle:

DATE	WHO	WHAT
November 15	General Studies Committee	Generate and submit <i>General Studies Assessment Report</i> summarizing conclusions based on scoring data collected in May and future recommendations
November 15	General Studies Committee	Generate and submit <i>General Studies Assessment Plan</i> for next assessment cycle, to include Summer, Fall, and Spring terms
November 15	General Studies Committee	Share course-specific and overall scoring

		data with respective academic departments
1 st Friday of Spring Term	Academic departments	Deadline for proposals to make changes/additions to general studies, including requests to modify student learning outcomes assigned to specific courses for assessment purposes
3 rd Friday of Spring Term	General Studies Committee	Share list of submitted proposals with academic departments and Faculty Senate
Prior to end of April	General Studies Committee	Distribute results from the proposal review process to academic departments, Faculty Senate, and GAC

Duties:

- a. Assess student learning in the MWSU General Studies program, generating and submitting an assessment report to Faculty Senate summarizing conclusions and offering recommendations for the future.
- b. Review recommendations for changes, additions, or deletions to the Two-Year and Four-Year General Studies curricula, basing recommendations on the following criteria:
 - (1) The course must be designed for a general audience, not for students in a major or specialized program.
 - (2) Generally speaking a course should not have any prerequisites unless:
 - i. The prerequisite is clearly demonstrated to a majority of the General Studies Committee to be necessary for a majority of students to successfully complete the course or
 - ii. It fulfills a state, federal or regional accreditation body requirement.
 - (3) The course should support the philosophical objectives of General Studies as strongly as the course(s) which it replaces or for which it provides an alternative. Such support should be evident in two ways: in relationship to the philosophical objective to which the course applies directly and in relationship to other philosophical objectives which it also promotes.
- c. Recommend to the Faculty Senate whether the current General Studies philosophy needs to be modified before the next review of the General Studies program.
- d. The General Studies Committee shall appoint a current member to serve as a liaison to the Undergraduate Curriculum Committee at the beginning of each academic year.
- e. In the first year of the General Studies Committee three-year cycle, when possible, the liaison to the Undergraduate Curriculum Committee appointed should either be the Chair of the General Studies Committee or the Secretary of the General Studies Committee.

5. Grievance Committee

Purpose: This committee provides faculty members with a formal means of dispute resolution of those matters that directly and importantly impact a faculty member's professional or employment rights and interests, including employment status and rank. This formal means of dispute resolution is conducted by faculty peers, and it can lead to a hearing board decision that is an advisory opinion to the University president.

Membership:

- a. This committee is composed of nine faculty members, four from the College of Liberal Arts and Sciences, one from the School of Fine Arts, three from the College of Professional Studies, and one from the Craig School of Business. If possible, all members should be full professors or senior faculty no longer seeking promotion. A chair, a vice-chair and a secretary shall be selected by the committee and act on the committee's behalf in all administrative and procedural matters involving the handling of grievances. Chairpersons of academic departments shall be excluded from serving on the Grievance Committee.
- b. Grievance Committee members serve staggered three-year terms. Replacements for appointees unable to complete their term of service shall be appointed as necessary in the way prescribed for all Faculty Senate committee replacements (see Bylaw III, B, 6). Replacements should normally complete the terms of those they replace.
- c. A term of service on the Grievance Committee begins on August 1 and ends on July 31.

Duties:

- a. To accept written grievances in a format consistent with the Faculty Grievance Claim Form attached to the Policy Guide Appendix: Grievance Procedure for Faculty and to serve a copy of that grievance upon the respondent in the grievance.
- b. To determine whether the grievance is timely and whether the grievance raises a claim governed by the faculty grievance procedures. Such determination shall be made according to a majority vote of the committee officers.
- c. To appoint, through action of its officers, both a chair for the hearing and a Panel of four of its members from whom the two additional hearing board members shall be selected. The officers shall resolve objections concerning Committee members sitting on the hearing board.
- d. When acting as a hearing board, to conduct a hearing according to the procedure specified in the Policy Guide Appendix: Grievance Procedure for Faculty and produce as advisory opinion that is delivered to the University President.

6. Professional Leave Committee

Purpose: This committee shall represent the faculty in making recommendations regarding sabbatical leave (see "Sabbatical Leave" in the Policy Guide) for faculty.

Membership:

This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business. Professional Leave Committee members serve staggered two-year terms. A term of service on the Professional Leave Committee begins on August 1 and ends on July 31.

Duties:

- a. Make recommendations regarding granting of sabbatical leaves to faculty applicants.
- b. Explore ways of improving opportunities for professional and/or sabbatical leave (short-term or long-term) and make recommendations for implementation.
- c. Monitor the fulfillment of the obligations incurred by persons receiving leave monies.

7. Promotion/Tenure Committee

Purpose: This committee shall represent the faculty in making recommendations to the Faculty Senate regarding promotion and tenure policy and to the Provost and Vice President for Academic Affairs regarding the awarding of promotion and tenure.

Membership:

- a. This committee is composed of eight members, three from the College of Liberal Arts and Sciences, one from the School of Fine Arts, three from the College of Professional Studies, and one from the Craig School of Business.
- b. The Promotion/Tenure Committee will elect a chairperson and a secretary. The elected offices will be for a one-year period.
- c. All members of the committee must be tenured and have the rank of associate or professor.
- d. Promotion/Tenure Committee members serve staggered three-year terms. The tenure of the chairperson of the Faculty Senate Promotion and Tenure Committee shall be limited to one year of a three-year appointment. Vacancies will be filled in accordance with Bylaw III, B. 6.
- e. No person applying for tenure or promotion in a given academic year is eligible to serve on this committee during that academic year.
- f. No Chairperson shall be appointed to the Promotion/Tenure Committee.
- g. Committee members will be required to attend committee meetings as needed in the Fall semester. Beginning in 2020, committee members must be available to meet every Monday from 4-6 pm during the Spring semester.
- h. A term of service on the Promotion/Tenure Committee begins on August 1 and ends on July 31.

Procedures:

- a. At the first meeting of the Promotion/Tenure Committee, the Provost and Vice President for Academic Affairs and the committee will discuss the philosophy of promotion and tenure as well as the criteria to be used in identifying deserving faculty.
- b. Each member of the Promotion/Tenure Committee will review all applications for tenure or promotion.
- c. A committee member cannot serve on the subcommittee for any applicant from his/her school or department. Subcommittee members for any candidate reapplying for tenure or for the same rank of promotion cannot be members who served on the Promotion/Tenure Committee during the candidate's prior application(s).

- d. The report will be presented to and discussed by the entire Promotion/Tenure Committee before committee recommendation is made. At least six committee members must be present for a vote on a candidate to take place.
- e. Each person applying for promotion or tenure will have the option of appearing before the subcommittee reviewing his/her packet to briefly (ten minutes) to discuss materials documented in the application packet. Applicants will not have the option of appearing before the entire Promotion/Tenure Committee.
- f. Final recommendation of the Promotion/Tenure Committee will be written by the chairperson and forwarded to the Provost and Vice President for Academic Affairs and the candidate. The vote tally will be sent to the Provost and Vice President for Academic Affairs along with the Committee recommendations.
- g. When there is disparity between the committee recommendation and the recommendation of the Provost and Vice President for Academic Affairs, a meeting between the two should take place for clarification before it goes forward to the University President.

Duties:

- a. Review quality of instruction, professional activity, and quality of service of all promotion and tenure candidates and make recommendations to the Provost and Vice President for Academic Affairs to award or deny promotion or tenure.
- b. Make a continuing study of promotion and tenure policy and make recommendations to the Faculty Senate for improvements to the Missouri Western State University promotion and tenure policy.
- c. Promote consistency in the application of the promotion and tenure guidelines.
- d. Strive for fair and equitable treatment of all promotion and tenure candidates.
- e. Keep confidential all reviews of candidates.

8. Salary Committee

Purpose: This committee shall represent the faculty making recommendations regarding salary changes.

Membership:

This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business. Salary Committee members serve staggered two-year terms. A term of service on the Salary Committee begins on August 1 and ends on July 31.

Duties:

- a. As part of its annual report to the Faculty Senate, make recommendations for the upcoming fiscal budget regarding improvements in salary for the Instructional Faculty of Missouri Western State University, and justify these recommendations with appropriate data.
- b. Upon its appointment in the Spring Semester, study available institutional budgets and previous Salary Committee reports in order to make recommendations for the next two institutional budgets, the first of which will go into effect during the next calendar year after the committee's appointment.
- c. Meet together with the Fringe Benefits Committee twice a semester to develop a five-year plan for improving salaries and fringe benefits.

9. Scholarship Committee

Purpose: This committee represents the faculty in matters pertaining to academic scholarships.

Membership:

This committee is composed of five faculty members, two from the College of Liberal Arts and Sciences, one from the School of Fine Arts, one from the College of Professional Studies, and one from the Craig School of Business. Scholarship Committee members serve staggered three-year terms. The Director of Financial Aid is also a member. A term of service on the Scholarship Committee begins on August 1 and ends on July 31.

Duties:

- a. Work with the academic departments in determining need and criteria for scholarships.
- b. Act with the Director of Financial Aid in determining the distribution of scholarships to individual applicants.
- c. Support and augment the efforts of Missouri Western State University Foundation and the President of the University in their attempts to secure donations for scholarships.

10. Undergraduate Curriculum Committee

Purpose: This committee provides for faculty participation in the continuous development and review of the total undergraduate curriculum of the University. It shall review all proposals and recommendations affecting curricula excluding the structure of the General Studies Program, regardless of the nature and origin of such proposals.

Membership:

- a. This committee is composed of faculty representatives from each of the academic departments, the Craig School of Business, and the School of Nursing & Health Professions. No Departmental Chairperson or School Dean shall be appointed to the Undergraduate Curriculum Committee.
- b. The Provost and Vice President for Academic Affairs shall be an ex-officio (non-voting) member.
- c. A faculty member's term of service begins on the first day of the spring semester and concludes after six semesters. UGCC members may not serve on the committee for more than two full terms.
- d. Committee members must be available to meet every Monday from 4-6 pm during the Fall semester. Committee members may be required to attend committee meetings in the subsequent Spring semester.
- e. The committee's Chairperson and Secretary will be selected at the last meeting of the Fall semester. Their term of service will begin the first day of the Spring semester.

Duties:

- a. Consider proposals for major changes in the undergraduate curriculum (excluding changes in General Studies curriculum structure and/or philosophy) and for continuous development of the quality of the undergraduate curricula in the various colleges, schools, and departments.
- b. Review proposals regarding undergraduate curriculum, other than those treating General Studies curriculum structure or philosophy, and make recommendations to GAC. Included within the report will be the rationale and justification for the committee's recommendation.
- c. Request and hold a conference with the originators of a proposal before making any recommendations. Such conference is required for all proposals (excluding General Studies proposals) involving addition or deletion of courses and/or programs.
- d. Forward informational reports to the Senate regarding all proposals affecting curriculum prior to submitting their recommendation to GAC.
- e. Maintain a central file documenting all transactions involving undergraduate programs.