

**GOVERNORS STATE UNIVERSITY
FACULTY SENATE BYLAWS**

- Section 1. The elected membership of the Faculty Senate shall consist of twelve and a half percent (12.5%) of the full-time tenure track faculty of each college and twelve and a half percent (12.5%) of the total number of full-time tenure track faculty serving in support units. An additional five seats will be elected At Large. In applying the forgoing percentages, fractional memberships of one-half (1/2) or more shall be rounded to one (1).
- Section 2. Terms of membership shall coincide with the academic biennial, except that the term of a member elected to fill an existing vacancy shall begin on the date of election and terminate with the end of that same academic year. If, due to attrition, the number of Senators serving in the second year of their terms falls to less than thirty-five percent (35%) of allotted college membership on the Senate, a special election will be held to elect new members to serve for the remainder of the academic year.
- Section 3. Regular elections to fill prospective vacancies due to expiration of terms shall be held in May. Special elections to fill declared vacancies shall be held within forty-five (45) days of declaration except that such an election may be combined with a regular election if the deadline falls within the month of the regular election.
- Section 4. Vacancies in the Faculty Senate caused by other than normal expiration of terms may occur through resignation, through termination of faculty status within the University, through extended leave, or by reason of persistent absenteeism from meetings of the Senate. The Executive Committee may appoint a temporary member from the same constituency as the vacating member to serve until the vacancy is filled by election.

ARTICLE II. OFFICERS

- Section 1. The elected officers of the Faculty Senate shall be a Senate President, Senate Vice-President, and a Senate Secretary. The officers will be elected at the September meeting of the Faculty Senate by the newly elected and continuing Senate members. The outgoing Senate President shall convene the September meeting and oversee the election of new officers.

- Section 2. Terms of office of the Senate President, Vice-President, and Secretary shall be for two (2) years. No individual shall serve more than two (2) consecutive terms as Senate President or two (2) consecutive terms as Senate Vice-President or two (2) consecutive terms as Senate Secretary.
- Section 3. The Senate President shall chair all meetings of the Faculty Senate at which he/she is present, and shall carry out such additional duties and responsibilities as are prescribed for her/him in the Constitution and in these Bylaws. He/she shall serve as Marshal in all academic processions.
- Section 4. The Senate Vice-President shall assume the responsibilities of the Senate President in the former's absence or incapacity. If the former's senate seat is declared vacant he/she shall immediately schedule an election to elect a new Senate President.
- Section 5. The Senate Secretary shall be responsible for keeping accurate minutes of all Senate activities including motions acted upon and their disposition.
- Section 6. A parliamentarian shall be appointed by the Senate President, subject to the approval of the Senate.
- Section 7. An officer may be impeached by secret ballot and a three-fourths (75%) vote of the quorum present. Impeachment measures may be instituted by a motion from any Senator and a majority vote of approval.

III. SENATE MEETINGS

- Section 1. The Faculty Senate shall hold regular monthly meetings according to a schedule adopted and published at the outset of each academic year. In addition, special meetings may be held at the call of the Senate President on petition of nine (9) or more senators. No special meeting of the Senate may be called on less than twenty-four (24) hours notice, and the purpose of the meeting must be announced at the time of notification.
- Section 2. Copies of the agenda for any regular meeting of the Faculty Senate shall be distributed to the Senate membership and to appropriate members of the administration at least forty-eight (48) hours in advance of the meeting, together with copies of the minutes of the last preceding regular meeting and of any intervening special meeting. Copies of the same shall be deposited in the University Archives.
- Section 3. Absentee or proxy ballots shall not be accepted in any tally of votes in the Faculty Senate.

Section 4. Each Standing Committee of the Faculty Senate shall meet at least once each trimester.

IV. FACULTY MEETINGS

Section 1. Special meetings of the entire faculty shall be convened by the President on motion of the Senate or on petition of at least fifteen percent (15%) of the total faculty constituency, provided at least seven (7) days' advance notice is published to that constituency.

Section 2. A simple majority of the members of the faculty shall constitute a quorum for a faculty meeting.

V. STANDING COMMITTEES

Section 1. General.

- a. Each Standing Committee of the Faculty Senate, with the exception of the Executive Committee, shall be composed of seven (7) regular members with one representative from each college, one member from UL/CELCS/SAS, and two At Large. The membership of Standing Committees may include faculty other than persons currently serving as senators, but only a senator shall be eligible to chair such a committee. Incumbency of membership on standing committees, with the exception of the Executive Committee, shall be for staggered terms of two years.
- b. Following the annual regular election to fill prospective Senate vacancies due to expiration of terms which will occur at the end of the current academic year, the Executive Committee shall prepare a slate of nominees who have volunteered for Standing Committee membership, and an election to establish such committees provisionally for the coming year shall be conducted at the next following meeting of the Senate. The results of this election must be ratified by the incoming Senate at its first meeting before the newly constituted committees assume their responsibilities.
- c. Mid-term vacancies through attrition shall be filled by the Senate President for the remainder of the vacated term
- d. Any committee may by majority vote petition the Senate to declare a seat on that committee, or on any of its subcommittees, to be vacant if the member appointed to that seat has been frequently or continuously absent from meetings of the committee or subcommittee. Each committee shall judge for itself in each particular case whether a member's absences justify such a petition. The committee or subcommittee member whose seat is proposed to be declared vacant shall have the opportunity to show cause to the Faculty Senate why such a

declaration should not be made. Upon approval by the Senate, the seat shall be declared vacant and a new member shall be elected as provided herein.

Section 2. Executive Committee.

- a. The Executive Committee shall consist of: Eight (8) elected members: the President, Vice-President, Secretary, and one Senator elected from and by each of the major constituencies of the Faculty Senate -CAS, CBPA, COE, CHP, and UL/CELCS/SAS -- at the time of election of officers provided in Article II, Section 1. above, and Chairs of the Standing Committees (nonvoting), and one of the administrative representatives (nonvoting).
- b. The Executive Committee shall have general supervision of the affairs of the Senate between its meetings, shall set agenda, and shall perform such other duties as are set forth elsewhere in these Bylaws. It is subject to the orders of the Senate and none of its acts shall conflict with action taken by the Senate.
- c. Regular meetings of the Executive Committee shall be held once a month, at least ten working days before the regular Senate meeting, for the setting of Senate agenda and for other purposes. Special meetings may be called by the President or upon request of at least three members of the Executive Committee. A quorum shall consist of a simple majority of a senator from each of the constituencies of the Faculty Senate.

Section 3. Committee for Educational Policies

- a. The Committee for Educational Policies shall:
 - Serve as a clearinghouse for University educational policy originating from the administration or faculty.
 - Review, for consistency, existing University and collegial educational policies and recommend appropriate changes.
 - Recommend new policies designed to serve the needs of the institution.
 - Receive, evaluate, and recommend policy proposals and/or revisions from faculty and/or administration where that function is not already included in the formal activities of some other Senate committee.
 - Forward all recommendations concerning graduate studies concurrently to the Executive Committee and to the Graduate Studies Council.
 - Conduct hearings and obtain expert testimony to help the Committee form University policy recommendations when advisable.

Maintain a file of approved educational policies open for review in the University Library or other approved location.

Section 4. -The Committee for Academic Program Review

- a. The Committee for Academic Program Review shall:

Develop criteria for recommending internal and external program reviews.

Review, in depth, the requests for New and Expanded Program Proposals and make appropriate recommendations.

Review, in depth, annual program reviews, status categories recommended by academic units, and any other reviews of similar nature and make appropriate recommendations.

Review proposals for academic reorganization and make appropriate recommendations. Academic reorganization, for this purpose, is defined as a shift in any or all programs from one division, school, or college to another division, school, or college.

Forward all recommendations concerning graduate studies concurrently to the Executive Committee and to the Graduate Studies Council.

Section 5. The Committee on Curriculum.

- a. The Committee on Curriculum shall:

Recommend approval, modification, or rejection of proposed academic curricula on a periodic basis, including use of criteria on the scope, level, and sequence of work, internal and external evaluation, admission requirements, culminating experiences, and qualification of teaching faculty, but excluding cost, need, and allocation of resources.

Recommend approval, modification, or rejection of all new courses, all changes to existing courses, and existing courses on a periodic basis, including use of criteria of minimal competency levels at the undergraduate and graduate level, relevancy to program objectives, overlap with existing course, and student demand.

Periodically recommend approval or modification of academic advising procedures including criteria on consistency, assessment of effectiveness, and availability.

Periodically review the cumulative experiences of each graduate program, including criteria of relevancy to program objectives, assessment procedures, extent of faculty involvement, and record keeping.

Forward all recommendations concerning graduate studies concurrently to the Executive Committee and to the Graduate Studies Council.

Section 6. Governance Committee

- a. The Governance Committee shall:

As an elections subcommittee of the whole, supervise nominations and elections to the Faculty Senate, University-wide committees, and other such bodies as the Senate is charged with filling.

Be charged with filling vacancies in the Senate as they arise, in accordance with Article I, Section 4. above.

Work with component constituencies to develop and implement internal governance procedures compatible with Senate, University, and Board of Governors policies.

Be responsible for resolving conflicting interpretations of the Constitution and/or these Bylaws.

Section 7. Records and Reporting

Each of the Standing Committees, with the exception of the Executive Committee, shall maintain its own records, and shall render a summary of its activities annually to the Faculty Senate at the close of the academic year.

ARTICLE VI. PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Faculty Senate and of its committees, in all cases where they are applicable and in which they are not inconsistent with the Constitution and/or with these Bylaws.

ARTICLE VII. RELATION TO BARGAINING UNIT

Section 1. The Faculty Senate shall discharge such duties as are assigned it as a result of collective bargaining agreements between the Board of Governors and the approved bargaining agent for the faculty.

ARTICLE VIII. RELATION TO EXTERNAL ORGANIZATIONS

Section 1. The Faculty Senate shall elect, from volunteers and nominees solicited from its constituency, representatives to serve with the Illinois Board of Higher Education and other approved external organizations seeking representation from the Faculty Senate.

ARTICLE IX. AMENDMENT TO BYLAWS

Section 1. These Bylaws may be amended at any regular meeting of the Faculty Senate by a majority of members present and voting, providing at least twenty (20) working days' prior notice has been given to the membership.

ARTICLE X.

Section 1. These Bylaws supercede any Bylaws heretofore adopted by this Senate.