

**Park University**

**Faculty Senate**

**Bylaws**

**as adopted by the Original Faculty Senate**

**March 24, 2004**

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# Park University

## Faculty Senate Bylaws

### **Article I – Name and Purpose**

#### **Section 1. The name of this organization shall be the Faculty Senate of Park University**

#### **Section 2. Statement of purpose:**

Academic governance for the year 2004 and beyond calls for shared responsibility and cooperative action among all components of the University. Academic governance requires interaction and communication among those components creating a community of shared interest dedicated to joint action for solving educational and institutional problems and creating opportunities for learning. The faculty of Park University is a core element of this academic community.

Crucial areas of action for the faculty senate will include initiating policy, changing policy, recommending policy, and making decisions about issues important to the strength of the institution. Representation on the faculty senate will provide opportunity for each voice of each academic component of the university to be heard.

It is understood the faculty of Park University is the preeminent voice in matters of curriculum.

In addition, two key areas of concern for the faculty senate will include, among others, planning for the future of the university and allocation of the university's resources. These areas directly impact the quality of the educational endeavor.

Framing and execution of long-range plans, one of the most important aspects of institutional responsibility, will be a central and continuing concern of the academic community, and the faculty senate will be a key voice in these matters.

Effective planning and governance demands the broadest possible exchange of information and opinion; free exchange of ideas should be the dominant paradigm for communication among the many components of the university. The faculty senate will be charged with establishing and maintaining a system of open communication among the several voices of the faculty. As important, the faculty senate will be charged with representing the collective voice of the faculty to the institution as a whole.

Decisions of the faculty senate will, therefore, carry the full weight and responsibility of the faculty of Park University.

Effective allocation of resources in a university requires a joint effort between all the components of the institution to make decisions regarding internal operations, particularly decisions about existing or prospective physical resources. Consequently, the board of trustees, president of the university, provost, and the faculty senate must seek agreement on basic decisions regarding the infrastructure of the university in service to the educational work of the institution.

Budgeting is the key element in both planning and allocation of resources. Allocating resources among competing demands is central in the formal responsibility of the board of trustees, in the administrative authority of the president, and in the educational responsibility of the faculty. Each component should, therefore, have a voice in determining short- and long-range priorities, and each should receive appropriate analyses of past budgetary experience, reports of current budgets and expenditures, and short- and long-range budgetary projections. The faculty senate will provide an independent voice for the faculty about budgetary matters affecting the educational aims of the institution.

This document recognizes recent changes in the structure of the institution and seeks to help create an academic atmosphere and system of governance consonant with the needs of a modern university.

To promote the general welfare of Park University; to facilitate communication within the faculty of the university as well as between the faculty and the administration, the staff, the students, the alumni, and the board of trustees; and to provide a means of collective action to deal with matters of concern to the faculty, particularly matters of curriculum, the following constitution and bylaws are affirmed.

## **Article II - Objectives**

**Section 1.** The Park University Faculty Senate represents the faculty of Park University in governance of the university.

**Section 2.** The Park University Faculty Senate is advisory to the president of the university and the provost and, as such, provides for representative participation of the faculty as interested partners in decision making and the effective management of the vital affairs affecting the academic life of the university.

**Section 3.** The Park University Faculty Senate cooperates with the Park Student Government Association in promoting conditions for effective learning and fair treatment of students; actions of the Park Student Government Association may be reviewed by the faculty senate at the request of the president of the university or any member of the faculty senate.

The Park Student Government Association may submit items to the faculty senate for senate consideration.

**Section 4.** The Park University Faculty Senate cooperates with administrative departments to achieve common goals and objectives.

**Section 5.** The Park University Faculty Senate cooperates with the surrounding geographic community at all campus centers to promote the collective interests of Park University and its constituents.

### **Article III – Representation**

**Section 1. For the purpose of determining representation on the faculty senate, teaching faculty shall be defined as follows:**

A. Persons who are members of the faculty with the one of the following:

1. Full-time faculty contract.

- a) This includes all full-time faculty who have not been assigned any rank at any of the campus centers.
- b) This does not include those members of the academic community holding administrative titles of "Full Dean" or above.
- c) This does not include adjuncts who are teaching full-time loads.

2. Faculty granted release time for other duties with a teaching load and release time averaging a total of 12 hours a semester or 12 hours of teaching a year. Examples include:

- a) Nine hours teaching and three hours release a semester.
- b) Six hours teaching and six hours release a semester.
- c) Three hours teaching and nine hours release one semester followed by nine hours teaching and three hours release the next semester.
- d) No hours teaching and 12 hours release one semester followed by 12 hours teaching and no hours release the next semester.

**Section 2. Number, Eligibility, and Election of Senators.**

A. Number:

1. Two senators each (qualified from Article III, Section 1) from the five schools: School of Business and Management, School of Education, School of Life and Applied Sciences, School of Social Sciences, and the School of Arts and Humanities.
2. Three senators at large from the college for Distance Learning.
3. Three senators from the graduate school.
4. The five associate deans from the five schools (School of Business and Management, School of Education, School of Life and Applied Sciences, School of Social Sciences, and the School of Arts and Humanities).

**The faculty senate will, therefore, consist of the 21 members described above. The vote of the president will be cast only in the event of a tie.**

1. The Faculty Senate Executive Committee will consist of a president, vice president, secretary, and two senators nominated and elected by the 21-member body of the faculty senate.

#### B. Eligibility

1. The five schools may elect any member of their school who has full-time faculty status (Article III, Section 1. A.). This election occurs at the last school meeting of the academic year.
2. The College of Distance Learning elects three senators who have full-time faculty status (Article III, Section 1. A.)
3. The Graduate Academic Council elects three senators.
4. The Associate Deans who have been appointed by the administration of the university.
5. The Faculty Senate Executive Committee members shall hold at least the rank of assistant professor and shall have served at least two full academic years as full-time faculty members (Article III, Section 1., A.) of Park University.

#### C. Method of Election

1. Each senator shall be elected by a majority vote in a meeting of the body they are representing, at which time there shall be nominations from the floor and written ballots counted at the meeting.
2. Senators shall be elected not later than the April school or other body meetings (e.g. Distance Learning, Graduate Academic Council, etc.) for the term of office to begin and end with the fiscal year (July 1 through June 30.)
3. After the schools have elected their senators, a total of 10, each curriculum vita will be posted on the faculty senate Website at least seven days before the election of the president, vice president, and secretary. The election will take place on written ballots counted at the meeting.
4. The two at-large members of the Faculty Senate Executive Committee will be elected by the members of the faculty senate. The at-large members will be chosen from a pool of 16 senators (10 school, three distance learning, and three graduate senators).

### **Section 3. Terms of Senators.**

- A. Except as modified in this subsection and the subsection below, the terms of senators shall be two years. (Any group electing two senators will elect them on an *initial* 1-year and 2-year basis and bodies electing three senators will elect them on an initial 1-year, 2-year, and 2-year basis.)
- B. The terms of senators shall begin and end with the fiscal year.
- C. Filling a Vacancy.
  1. In the event a vacancy occurs before the completion of a term, a successor shall be elected for the unexpired portion of the term.
  2. In the event a senator is granted sabbatical or any other leave, that member's place shall be filled temporarily by an alternate, elected by the representative body in question, and he or she shall resume his or her place in the senate upon return to the university.
  3. An elected alternate shall have voting privileges.

### **Article IV - Officers**

## **Section 1. Election and Tenure of Officers.**

- A. Officers of the faculty senate shall be a president, a vice president and a secretary chosen from the pool of 10 school senators. A president, vice president and secretary shall be elected by the senate as a whole at the May meeting, and will succeed to their respective offices at the beginning of the next fiscal year following their election.
- B. The Executive Committee of the Faculty Senate consists of the president, vice president, secretary, and two members elected at large. At-large members will be elected by the senate as a whole at the May meeting, and will succeed to their respective offices at the beginning of the next fiscal year following their election.
- C. The Executive Committee of the Faculty Senate may not be concurrently serving on the Executive Committee of the Faculty Federation of Park University.
- D. In the absence of the president, the vice president shall preside.
- E. The method of election shall be by nominations from the floor and written ballots to be counted at the meeting.
- F. The term of office for the president and secretary shall be two years.
- G. The vice president shall be the president-elect and will succeed to the presidency.

## **Section 2. Certification of Officers.**

Elected officers shall certify their willingness to perform their duties.

## **Section 3. Duties of Officers.**

- A. The president of the faculty senate shall:
  1. Preside over all meetings.
  2. Circulate the agenda of each regular meeting to the faculty no later than one week prior to the meeting.
  3. Create any administrative arrangements and agencies necessary to conduct senate business and activities (e.g., select ad hoc committees, liaisons, special appointments).
- B. The vice president of the faculty senate shall perform the functions of the president in the event the president is unable to do so.
- C. The secretary of the faculty senate shall:
  - Maintain the minutes of meetings.

- Distribute the minutes to the entire faculty no later than one week after the last faculty senate meeting.
- Tape record meetings to insure accuracy of the minutes and make those recordings available upon request.
- Engage in necessary correspondence.
- Perform the functions of the president in the event neither the president nor the vice president is able to do so.

#### **Section 4. Filling a Vacancy.**

- A. Vacancies in the offices of vice president and secretary shall be filled by an election at a senate meeting where nominations are taken from the floor and voice or written ballots are used to count the votes.
- B. If the president is unable to perform the duties of the presidency due to illness, absence from Park University or other conflicts, and the inability to perform exceeds 60 days, then the Faculty Senate Executive Committee may, for the good of the senate, take the following actions:
  1. The Executive Committee may authorize the vice president to assume the position of the presidency for the remaining year.
  2. The Executive Committee may also request that a past president become the faculty senate president for the remaining year.

#### **Section 5. Administrative Support.**

Park University shall grant one-quarter release time for the faculty senate president and secretary. In addition, Park University shall provide a budget and appropriately equipped workplace for the official functions of the faculty senate. The budget will be sufficient to purchase supplies and allow for travel of senators from other Park University campus centers.

### **Article V - Meetings**

#### **Section 1. Regular Meetings.**

- A. Regular meetings of the faculty senate shall be held monthly, except during June and July.

- B. The faculty senate shall convene three meetings of the entire faculty each year (one at the beginning of each regular 16-week semester and one at the close of the academic year; August, January, and May) for the purpose of general discussion and elections. No motions – other than those to elect members -- may be taken or voted on at these meetings. These meetings will provide the senate members, and the faculty as a whole, opportunities to share in discussion of ideas vital to the academic life of the university.
- C. The faculty senate will follow the spirit of the Missouri Open Meetings Law. Current requirements of the open meetings law provide for, but do not require, the governing body to close its meetings when they relate to the following topics:
- Hiring, firing, disciplining or promoting an employee
  - Individually identifiable personnel records
  - Legal issues involving the governing body
  - Records that are protected from disclosure by other laws
  - Software codes for electronic data processing

When the faculty senate votes to meet in closed session, members must first cite - in open session -- the reason for the closure. Only the topic cited for closing the meeting can be discussed during the closed session. All final votes on these issues must be taken and recorded in open session.

## **Section 2. Special Meetings.**

- A. Special meetings shall be called by the president of the faculty senate upon the written request of 30 percent of the senators or 30 percent of the full-time faculty (Ill. 1), or upon the request of the Faculty Senate Executive Committee, provost, or president of Park University.
- B. Special meetings shall consider only the issue for which they are called.
- C. If a special meeting is called to meet a short deadline for a senate decision, then a written and/or e-mail notice of the meeting must be sent to all senators at least one week prior to the special meeting date. If a quorum of the senators is not obtained at the special meeting, then the executive committee may act on behalf of the senate with advice and guidance of the senators present at the meeting.

## **Section 3. Quorum and Majority**

- A. A quorum for the conduct of business shall be a majority of the members, 11 out of 21.
- B. Decisions in all matters, except Standing Rules, shall be by a simple majority of those voting. Abstentions will not be counted as either Yeah or Nay votes.

#### **Section 4. Order of Business**

The usual order of business for regular meetings shall be the following:

1. Call to order.
2. Roll call of members present.
3. Reading and approval of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

#### **Section 5. Procedures of the Meetings.**

- A. Robert's Rules of Order, newly revised, shall govern the meetings of the faculty senate in all cases to which they are applicable and in which they are consistent with these bylaws or the standing rules.
- B. All non-members are welcome, but non-members will be seated in a separate section and may address the senate upon recognition by the presiding officer.
- C. Upon sufficient notification, the provost and president of the university may be recognized by the presiding officer of the faculty senate.

- D. The presiding officer may dismiss anyone who disrupts the proceedings.
- E. A parliamentary consultant shall be appointed by the executive committee of the senate.

Any senator may place an item on the agenda of the senate or may present a proposal for referral to a committee.

## **Section 6. Standing Rules (Policies and Procedures)**

A. The normal procedure for action items of the faculty senate shall be:

1. An item will be brought to the department for approval
2. An item approved by the department will go to the school for approval
3. An item approved by the school will be transmitted by the senators from the school to the faculty senate

B. The legislative process

1. Any item, whether for action, discussion, or other consideration, will be submitted to the senate president by students, faculty members, faculty committees or subcommittees, schools of the university, or administrators.
2. The president will collect these items and bring them to the monthly meeting of the executive committee. The executive committee will be the conduit through which flows all of the academic business of the senate.
3. The executive committee will make a decision on each item. Their options will include:
  - a. A decision to include the item **for discussion or information only** at the next senate meeting.
    1. *If the item is sent to the senate for discussion or information only —*

The item will be discussed at the senate meeting. The senate may, by majority vote of those senators present, convert the item to an action item, and refer it to the executive committee, which will then forward it to the appropriate committee or subcommittee for preparation.

b. A decision to include the item as an **action item** at the next senate meeting.

1. *If the item is sent to the senate as an action item —*

The item will be discussed during one senate meeting, then voted on at the next meeting. The senate may, by two-thirds majority of those senators present, vote to suspend this rule. In this case, a vote on the item may be taken the same day it is first presented to the senate.

c. A decision to **drop the item** from any further consideration or discussion.

1. *If the item is dropped by the executive committee —*

The senate will be informed that the executive committee deems an item unworthy of discussion or action. The senate may, by two-thirds majority vote of those senators present, vote to suspend this decision, and place the item on the senate agenda. If the senate and executive committee do not place the item on the agenda, an explanation of the rejection will be forwarded to the submitting person or body.

d. A decision **to refer the item** to a committee or subcommittee for consideration.

1. *if the item is referred to a committee or subcommittee, excluding the curriculum committee —*

The committee or subcommittee will consider the item. The committee or subcommittee must, at their next meeting:

- I. **Vote to approve the item.** The item will then go to the senate for consideration. (See above—it will be discussed at one meeting, voted on at the next).
- II. **Vote to reject the item.** A notation on the “no vote” decision will be included on the agenda of the next senate meeting. The senate may, by vote of a majority of those senators present, vote to resurrect the item, and place it on the agenda. At that point, it will be discussed at one meeting, and voted on at the next.
- III. **Vote to table the item.** Committees will be strongly encouraged to table items only if a procedural or substantive reason is presented why immediate action should not be taken. A notation on the “table vote” will be included on the agenda of the next senate meeting.

## **Article VI – Committees**

### **Section 1. Committee on Committees**

- A. The committee on committees will present a proposed slate of standing committees at the March faculty senate meeting. Before the end of the fiscal year, the Committee on Committees, shall appoint the chairs and members of the standing committees for the following fiscal year. The appointments will be based on preferences and strengths of faculty members. This will not include the curriculum committee, the personnel panel, or the tenure committee, which are elected committees.
- B. The six at-large members of the committee on committees will be elected at the May meeting and begin their term July 1 through June 30.
- C. The committee members will serve a three year term. Every year two new members will be elected. The initial committee members will be elected for 1-year, 2-year and 3-year terms
- D. Faculty members will submit requests for appointment to specific committees to the chair of the committee on committees at the January

meeting of the faculty senate. Those appointments will be for the following fiscal year.

- E. Each senator, except the officers, shall serve on one standing committee and may serve as representative of the senate on no more than one other campus committee.

## **Section 2. Standing Committees (Powers and Functions).**

- A. Standing committees will be responsible for recommending policies and actions on items referred to them and for formulating recommendations in the area of their responsibility for the consideration of the faculty senate.
- B. Standing committees of the faculty senate may establish subcommittees as needed with the approval of the committee on committees; subcommittees may consult with other members of the faculty, members of the administration, or students.
- C. Each standing committee, special committee, and subcommittee shall elect its own secretary who will provide minutes to the faculty senate secretary so the minutes can be posted on the Website within one week of the meeting or otherwise distributed to the faculty as a whole.
- D. Each committee shall submit written reports of its recommendations to the executive committee, which shall put them on the agenda.
- E. A majority of committee members shall constitute a quorum for meetings.
- F. Student representatives to committees shall be currently registered students in good standing. They shall be appointed by the appropriate graduate and undergraduate student governing bodies.

## **Article VII - Additional Responsibilities**

- A. The faculty senate may make a parallel recommendation about an action from another agency of the university concerning academic issues and report the faculty senate decision to the provost. The decision will carry the full weight of the faculty.

- B. All items approved by the senate will be sent to the provost. The faculty senate will request a written response to each item from the provost or the president of the university within one month of receipt of the senate recommendation. In the spirit of openness and civility which must be the hallmark of any university, the senate, the provost and the president of the university will begin the process of seeking consensus on any item rejected by the administrative officers of the institution. The written response from those officers will be the first step in seeking common ground.
- C. The faculty senate will begin the process of addressing administrative concerns about the item at its next meeting.
- D. In the event no compromise can be achieved on the item, the faculty senate may, by a two-thirds vote of those senators present, choose to communicate the item directly to the board of trustees for their consideration.

## **Article VIII - Initiative, Referendum and Recall**

### **Section 1. Referendum.**

Any petition signed by twenty-five percent of the full-time faculty (III. 1) shall be sufficient to cause the president of the faculty senate to conduct a referendum on any action of the senate as specified by the petition.

### **Section 2. Recall.**

Any petition signed by a simple majority of the members of any school or other represented body shall be sufficient to cause a vote on the recall of any of its elected representatives and the election of a replacement.

## **Article IX - Ratification and Amendment**

### **Section 1. Ratification.**

These bylaws shall be ratified at the moment of approval by a majority of the faculty by written ballot.

### **Section 2. Amendment.**

- A. An amendment to these bylaws may be proposed by a two-thirds vote of the entire senate membership.
- B. A proposed amendment shall be ratified by a two-thirds vote of the faculty members (III. 1) voting, provided the amendment has been

circulated to the faculty prior to the vote. The vote shall be taken in a special meeting of the entire faculty.