

Park University

Faculty Senate Bylaws

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Section

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 calls for shared responsibility and cooperative action among all constituencies of the University. Academic governance requires interaction and communication among those constituencies 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 constitutes the core of this academic community.

The Faculty Senate, as the faculty's deliberative body, represents faculty thinking for the benefit of the institution. To foster the fundamental principles of collaborative interaction, the Senate will meet regularly to provide a forum for the expression of faculty opinion and to submit to the Administration its independent recommendations representing the collective voice of the faculty. The duty of the Faculty Senate, is to actively solicit and discuss the diverse array of faculty views and matters it deems important and to work to forge an actionable consensus.

The Senate also serves as a mechanism through which the Faculty shares governance with the Administration to advance the goals of the University. In this capacity the Faculty Senate, in collaboration with standing University and Faculty Senate committees and other bodies, engages in a legislative process through faculty representation that includes deliberating and voting on recommendations/resolutions to be submitted to the University. The Senate has the policy-recommending responsibility in curricular matters and instruction and other policies affecting faculty not covered by the faculty collective bargaining agreement. It also has an important role in the establishment of academic policies, regulations and procedures intended to achieve the educational objectives of the University, all subject to approval by the President and the Board of Trustees.

The following constitution and bylaws are affirmed: 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

collective action to deal with matters of concern to the faculty, particularly matters of curriculum and instruction, and academic policies, both for face-to-face and Online modalities.

ARTICLE II –DUTIES AND RESPONSIBILITIES OF THE FACULTY SENATE

Section 1. To represent the faculty of Park University in governance of the university.

Section 2. To advise the President of the university and the Provost and, as such, provide for representative participation of the faculty as interested partners in decision-making and management of the vital affairs affecting the academic life of the university.

Section 3. To cooperate with other Park University constituencies in carrying out the mission of the University.

ARTICLE III –MEMBERSHIP

Section 1. For the purpose of determining membership of the faculty Senate, the following individuals are eligible to vote for Senators and to be elected to serve as a Senator:

- A. Eligible faculty* are those who meet one of the following conditions:
 - 1) All full-time faculty, with faculty contracts, who hold any rank.
 - 2) Any part-time faculty members who have at least a one half time teaching contract within the academic year..
- B. Ineligible Faculty
 - 1) Those members of the academic community holding primarily administrative contracts, or those whose responsibilities do not involve teaching one half of their time within the academic year.
 - 2) Adjuncts.
 - 3) Anyone with title of Dean, Assistant or Associate Dean.

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

A. Number:

The faculty Senate will consist of the 21 members (qualified from Article III) as described below.

- 1) Three Senators each from the five schools: School of Business and Management, School for Education, School of Natural and Applied Sciences, School of Social Sciences, and the School of Arts and Humanities.
- 2) A minimum of three Senators who serve as faculty at a distance.
- 3) Two Senators from the graduate academic council.
- 4) One Senator from the Hauptmann School for Public Affairs

B. Method of Election

- 1) Each Senator shall be elected by a majority vote of the body they represent. If this takes place in a meeting, there shall be nominations from the floor and written ballots counted at the meeting.
- 2) Senators shall be elected no later than the May meeting of the School or other body meetings (e.g. Faculty at a distance, Graduate Academic Council, etc.) for the term of office to begin and end with the fiscal year (July 1 through June 30).

Section 3. Terms of Senators.

A. Senators are elected to two-year terms, and can serve a maximum of two consecutive terms at a time. Each term begins and ends with the fiscal year.

B. 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 from the appropriate School or other body they represent, 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.

**NOTE: for the purpose of the Faculty Senate membership, the use of the term "Faculty" is narrowed from the definition of "Faculty" provided in the Faculty Collective Bargaining Agreement (FCBA). Wherever the term "Faculty" appears in the Faculty Senate Bylaws, it refers to individuals who are eligible for Senate membership (as defined in Article III).*

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 Senators. A president, vice president and secretary shall be elected by the Senate as a whole at the May meeting, and will assume 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 of the Senate. These two at large members will be elected by the Senate as a whole at the May meeting, and will assume their respective offices at the beginning of the fiscal year following their election.
- C. No member of the Executive Committee of the Faculty Senate may serve concurrently 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 secret ballots will be counted at the meeting.
- F. The term of office for the president, vice president, and secretary shall be two years, but each could be elected to a maximum of two consecutive terms.

Section 2. Duties of Officers.

- A. The president of the faculty Senate shall:
 - 1) Preside and conduct over all meetings.
 - 2) Circulate the agenda of each regular meeting to the faculty no later than one week prior to the meeting.
 - 3) Vote on Senate resolutions only in cases of a tie vote or when a vote is taken by a secret ballot.
 - 4) Create ad-hoc Senate committees and nominate members to the Senate's Standing Committees, which expire at the end of the president's current term.
 - 5) Forward approved resolutions to the Provost.
- B. The vice president of the faculty Senate shall perform the following functions:
 - 1) Perform the functions of the president in the event the president is unable to do so.
 - 2) Create any administrative arrangements necessary to conduct Senate business and activities.
 - 3) Perform other duties as assigned by the president.

- C. The secretary of the faculty Senate shall:
- 1) Maintain the minutes of meetings.
 - 2) Distribute the unapproved minutes to Senators within two weeks after the last faculty Senate meeting.
 - 3) Post approved minutes on the Senate website within two weeks after approval.
 - 4) Engage in necessary correspondence.
 - 5) Perform the functions of the president in the event neither the president nor the vice president is able to do so.
- D. The Executive Committee of the Senate serves in the following manner:
- 1) Meets monthly in executive session to set the Senate agenda before each Senate meeting.
 - 2) Holds special meetings in executive session as warranted, provided a notice is given to the Senators.
 - 3) Periodically meets with the Provost and other university administrators to exchange views on institutional matters.
 - 4) Submits the Senate budget request in compliance with established procedures.
 - 5) Meet in executive session on any senate matter deemed necessary.

Section 3. Filling a Vacancy.

- A. If the president is unable to perform the duties of the presidency due to illness, absence from Park University, or other serious matter, and the inability to perform exceeds 60 days, then the Faculty Senate Executive Committee may declare the position of Senate president as vacant and appoint the vice-president to serve as president for the remainder of the term.
- B. 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 written ballots can be by secret ballot used to count the votes.

Section 4. Administrative Support.

Park University shall grant three-hours of release time per semester for the faculty Senate president.

ARTICLE V - MEETINGS

Section 1. Regular Meetings.

- A. Regular meetings of the faculty Senate shall be held, except during June and July.
- B. In addition, the faculty Senate shall convene two meetings of the entire faculty each for the purpose of general discussion and the opportunity to share ideas vital to the academic life of the university.
- C. The faculty Senate meetings shall be open to the Park University community.
- D. The Senate has the authority to close part of its meeting to all non-Senators by a majority vote of the Senators present. The Senate may invite guests into the meeting, as long as those guests are publicly specified and announced prior to the meeting.
 - 1) When the faculty Senate votes to meet in closed session, members must first cite— in open session— the reason for the closure and the length of time that the meeting will be in closed session.
 - 2) Only the topic cited for closing the meeting can be discussed during the closed session and only for the length of time announced and voted on.
 - 3) All final votes on these issues must be taken and recorded in open session. Voting may be through secret ballots.

Section 2. Special Meetings.

- A. Special meetings shall be called by the Senate president on any of the following conditions:
 - 1) On the written request of at least one-third of the Senators or one-third of the full-time faculty
 - 2) On the request of at least two members of the Faculty Senate Executive Committee
 - 3) On the request of the Provost, for specific reasons.
- B. Special meetings shall consider only the issue(s) 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 two days prior to the special meeting date.

Section 3. Quorum and Majority

- A. A quorum for the conduct of business shall be a simple majority of the members.
- B. Decisions in all matters, shall be by a simple majority of those voting.
 - 1) Abstentions will not be counted as either Yeah or Nay votes.
 - 2) All Senators present must vote either Yeah, Nay, or to abstain.
 - 3) No absentee ballots will be accepted.
 - 4) Voting may be done through secret ballots.

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. Officer reports.
5. Report from the University President or Vice President(s).
6. University Committee reports.
7. Senate Committee reports for action or updates - Senate votes to accept or not to accept minutes from Senate Committees
8. Special Items—Important business previously designated for consideration at this meeting.
9. Unfinished business.
10. New business.
11. Announcements.
12. Adjournment.

Section 5. Procedures of the Meetings.

- A. The latest edition of Robert's Rules of Order shall govern the meetings of the faculty Senate.
- B. A parliamentary consultant shall be appointed by the executive committee of the Senate.
- C. A procedure to provide for teleconferencing and video conferencing should be made available so that those calling in can obtain recognition from the floor and be counted in the procedures relating to voting.
- D. The president will collect agenda items and bring them to a monthly meeting of the executive committee.

ARTICLE VI – COMMITTEES

Section 1. Faculty Senate Committees: Duties and Responsibilities

- 1) Standing committees of the senate, shall 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 by the Faculty Senate.
- 2) Standing committees of the Faculty Senate may establish subcommittees as needed with the approval of the committee on committees and the Senate; subcommittees may consult with other members of the faculty, members of the administration, or students.
- 3) Subcommittee members must include at least two committee members from the standing committee to which they report. Up to five additional members may be added by the standing committee. Such members can come from any University group or administrative unit.
- 4) Student representatives to subcommittees shall be currently registered students in good standing. In most cases they will be recommended by University approved student organizations.
- 5) Each standing committee and subcommittee shall elect its own Chair and secretary for a term of one-year. It must provide its meeting minutes to the Faculty Senate Secretary so they can be posted on the Faculty Senate website within one week of the meeting or otherwise distributed to the faculty as a whole.
- 6) Each committee shall submit written reports of its recommendations to the Executive Committee, which shall put them on the agenda.
- 7) A simple majority of committee members shall constitute a quorum for meetings.
- 8) Faculty Senate Standing Committees must have at least one Senator serving on the committee.
- 9) Membership to any standing committee requires approval by a simple majority by the Senate.

Section 2. Faculty Senate Standing Committees

A. Committee on Committees.

- 1) The Senate Executive Committee serves as the Committee on Committees. The Committee on Committees assigns issues to the appropriate standing committee for discussion if it deems it necessary

- 2) The Committee on Committees appoints one Senator to serve on each standing committee
- 3) Each Senator, except members of the Executive Committee, shall serve on one (1) additional committee.

B. Election Committee

1. It is made up of three Senators, whose job it is to solicit nominations for Senate officers and supervise the elections.
2. No member of the Election Committee can be a candidate for any elected position that the Election Committee supervises.

C. Liberal Arts Committee – Its purpose is to designate, upon request, already approved courses as LA (general education) courses, and to guide the Liberal Arts assessment process, in collaboration with the University Assessment Committee.

- 1) It periodically reviews the LA curriculum to ensure quality, relevance and scope to advance the student's liberal education in conformity with the University's mission statement.
- 2) It develops and recommends structures and processes to assess the LA curriculum.
- 3) Recommends a Liberal Arts curriculum for all modes of instruction, with the goal of assuring quality and consistency.
- 4) The LA committee forwards its recommendations on LA designations directly to the Provost and sends its minutes to the Faculty Senate Secretary for distribution to the Senate and the faculty. This committee can make recommendations on relevant academic policy issues directly to the Senate.
- 5) It is composed of 5 voting members, one representing each of the five traditionally undergraduate schools. Ex-officio, non-voting members include the Registrar, the CDL associate dean, and associate dean or dean of the College of Liberal Arts & Sciences.

D. Committee on Academic Matters

- 1) The Committee on Academic Matters is charged with evaluating proposals and making recommendations on academic policies to the Faculty Senate. It oversees academic matters that require the direct involvement of the faculty in maintaining educational standards and practices of the institution.

practices of the institution.

- 2) Membership of the Committee consists of one faculty member from each School, each elected for a one-year term by the Faculty Senate.
- 3) This committee will discuss and recommend to the Senate nominations for Honorary Degrees.

E. Faculty Affairs Committee

- 1) The Faculty Affairs Committee is charged with soliciting and evaluating applications for faculty Endowed Funds for professional development.
- 2) This committee is further charged with evaluating proposals and making recommendations on issues regarding the professional environment of the faculty.
- 3) Membership of the Faculty Affairs Committee consists of one faculty member from each School, each elected for a one-year term by the Faculty Senate.

Section 3. Faculty Senate Sub-Committees

A. Budget Subcommittee

This is a subcommittee of the Faculty Affairs Committee. Its purpose is to promote collaborative processes in helping to determine budget priorities, and developing, utilizing and allocating the university budget, particularly in matters relating to faculty, curriculum, and academic programs.

Section 4: Senate Ad Hoc Committees

1. Ad Hoc Committees are created by the Senate Executive Committee and given a clear charge. Each such committee's charge ends at the end of the current fiscal year, and must be renewed the following year if the Ad Hoc Committee's work is not finished.
2. The creation, charge and minutes of Ad Hoc Committees must be reported to the Senate and reflected in the Senate's minutes.
3. Membership on the Ad Hoc Committees can vary and can include any member of the university community.
4. Findings or recommendations of Ad Hoc Committees are reported to the Executive Committee for further consideration.

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 and the Provost will make a good faith effort to respond in writing within one month of receipt of the Senate communication. In cases where the Administration does not agree with the recommendation(s) of the Senate, the Provost's written response will include a rationale for that decision, and, if requested, the Provost will meet with the Senate Executive Committee to exchange information about the decision.
- C. 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 University President and request reconsideration.

ARTICLE VIII - REFERENDUM AND RECALL

Section 1. Referendum.

Any petition signed by one-third of the full-time faculty (as defined in article III. 1) shall be sufficient to cause the president of the faculty Senate to conduct a referendum among the faculty 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 Senator 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, and are approved by the Board of Trustees.

Section 2. Amendment.

- A. An amendment to these bylaws must be approved by a two-thirds vote of the entire Senate membership, provided the amendment has been circulated to the faculty at least a week prior to the vote. The vote shall take place by written ballot and

and supervised by the Election Committee so that each eligible faculty member (as defined in Article III) is only represented once in the vote.

B. Proposed Amendments must be approved by the Board of Trustees.