



FACULTY SENATE
VALDOSTA STATE UNIVERSITY

Chunlei Liu
President

Benjamin Harper
**Vice President/
President Elect**

Mallory Lane
Secretary

Melissa Pihos
Parliamentarian

Michele Blankenship
Past President

**Faculty Senate Agenda
November 17, 2022, 3:30 p.m.
Microsoft Teams**

Follow [this link](#) to join the meeting, or copy and paste the link below into your browser:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjlwMmJkOWYtYzJjZS00YjgxLWJkNWMtZTg4MDRkZmYwMWFj%40thread.v2/0?context=%7b%22Tid%22%3a%2225a5d340-8abc-4053-b4bd-dc1213280353%22%2c%22Oid%22%3a%22737798bd-c63b-40ae-8dd3-e9e8c724a4da%22%7d

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

Special Request: At the request of the Senate's Executive Committee (fsec@valdosta.edu), any actions sent to the president (cliu@valdosta.edu) for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as a Word.doc attachment(s).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

1. Call to Order – Chunlei Liu
2. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Mallory Lane

Note: Please send an email to Mallory Lane (bmbarmore@valdosta.edu) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.

3. **Approval of the minutes of the October 20, 2022 meeting of the Faculty Senate.** <http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings). – Melissa Pihos
4. Updates from President's Office – Dr. Carvajal and/or Dr. Smith

5. Faculty Senate Bylaws updates – Ben Harper
 1. Attachment B: Faculty Senate Bylaws – Updated October 2022: Tabled to January/February 2023
6. Tenure and Promotion Task Force – Sheri Gravett and Michele Blankenship
7. Old & Unfinished Business
 - a. Statutory Committee Reports
 - i. Academic Committee (fs-stat-ac@valdosta.edu) – Sheri Gravett; Find agendas and minutes here:
<https://www.valdosta.edu/academics/registrar/academic-committee.php>
 - ii. Committee on Committees (fs-stat-coco@valdosta.edu) – Emma Kostopolus
 - iii. Faculty Affairs (fs-stat-fa@valdosta.edu) – Xiaoi Ren
 - iv. Faculty Grievance Committee (fs-stat-fgc@valdosta.edu) – Mary Block
 - b. Meeting minutes from the various committees should be sent to fsec@valdosta.edu **AND** to archives@valdosta.edu with “Archives Faculty Senate Papers” in the subject line. Please label minutes documents as shown in the following examples:
 - i. Technology_Minutes_04-29-2022
 - ii. Academic_Honors_and_Scholarship_Minutes_08-28-2021Thank you for your assistance in getting and keeping our records up to date. ☺
8. New Business
 - a. Standing Committee Reports:
 - i. Academic Honors & Scholarships (fs-stand-ahs@valdosta.edu) – Lindsay Godin
 - ii. Academic Scheduling & Procedures (fs-stand-asp@valdosta.edu) – Yakov Woldman
 - iii. Athletic Committee (fs-stand-ac@valdosta.edu) – Kyoung-Im Park
 - iv. Diversity and Equity Committee (fs-stand-dec@valdosta.edu) – Donna Sewell
 - v. Educational Policies (fs-stand-ep@valdosta.edu) – Can Denizman
 - vi. Environmental Issues (fs-stand-ei@valdosta.edu) – Clell Wright
 - vii. Faculty Scholarship (fs-stand-fs@valdosta.edu) – Attila Cseh
 - viii. Internationalization and Globalization (fs-stand-igc@valdosta.edu) – Hanae Kanno
 - ix. Library Affairs (fs-stand-la@valdosta.edu) – Brian Ring
 - x. Student Affairs (fs-stand-sa@valdosta.edu) – Laurel Yu
 - xi. Technology Committee (fs-stand-tc@valdosta.edu) – Lynn Crump
9. General Discussion
10. Adjournment

Attachment A

Guidance for Online Meetings

During this exceptional time, all Faculty Senate meetings will be held online using Microsoft Teams. The information to connect will be sent over email. This is an open meeting.

To access the meeting easily, use the TEAMS link found in the email containing the agenda or through your calendar link (Outlook).

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please note the following:

1. All senators must sign the roster in order to be counted present. We will be using an online roster which can be found by using [using this link](#) (also copied below) on the day of the meeting. If you have a senator's proxy, please include this information using the online form, in addition to emailing Mallory Lane (bmbarmore@valdosta.edu) at least one week in advance as per Senate By-Laws.

Attendance link:

https://forms.office.com/Pages/ResponsePage.aspx?id=QNOIJbyKU0C0vdwSEygDU-yyAAwre_dFm9GqXKQ-WVxUNDJFWTRMNE5XR1BUSIJDSU5LMzg4TIdMRC4u

2. Given the new online format, the following points are very important for record-keeping and parliamentary rules:
 - a. If you would like to join the online discussion, use the "raise hand" feature. The Executive Committee will work to ensure that everyone is able to participate in a timely and organized manner. **Please do not use the chat function to pose questions unless otherwise directed due to technical difficulties by the meeting coordinator or IT.** Doing so can create confusion and timing for responses.
 - b. If you are not actively speaking, please mute your microphone in order to avoid feedback and/or background noise interruptions.
 - c. When a vote is called use the "raise hand" feature to vote. If you have a proxy, you will need to type the name and vote using the chat feature. Please keep in mind that the online function takes time. We will call for votes in one category and count "raised hands," then ask for proxies through the chat feature. After the votes have been officially counted, you will need to "lower your hand" so that we can call for votes in subsequent categories. Please only use the chat feature for proxy voting. We thank you for your patience as we accurately count all votes.

It is encouraged that all senators and possible attendees contact VSU IT to address any connection concerns before the meeting.

BYLAWS OF THE FACULTY SENATE

(As adopted January 23, 1992; amended May 1992, April 1993, April 1995, June 1995, September 1995, March 1999, October 1999, November 2002, October 2005, April 2008, February 2012, November 2013, March 2014, May 2015, April 2017, October 2022)

ARTICLE I. FACULTY SENATE

SECTION 1. MEMBERSHIP

A. Voting Members

1. Voting members of the Faculty Senate consist of Elected Senators.
2. All members of the Faculty who hold the academic rank of lecturer, senior lecturer, principal lecturer, assistant professor, associate professor, or professor (except those just finishing their second consecutive elected term) are eligible for election to the Senate from the unit in which they hold faculty status.
3. The President of the University, Vice Presidents, the Academic Deans, and the Department Heads (who hold voting status on the Council of Department Heads) are not eligible for election to the Senate.
4. Faculty holding part-time, temporary appointments, or honorary titles are not eligible for election to the Senate.

B. Non-Voting Members

1. The Chairperson of the Council on Staff Affairs serves as a one-year term as a non-voting participant.
2. The President of the Student Government Association and one other student appointed by the Student Government Association serve one-year terms as non-voting participants.
3. The VSU Retiree Association will appoint one person to serve a one-year term as a non-voting participant.

SECTION 2. TERMS OF SERVICE

- A. The term of an Elected Senator is three years.
- B. Elected Senators cannot serve more than two successive full terms.
- C. Terms of service on the Faculty Senate begin on August 1 and end on July 31.
- D. A person filling an unexpired term is eligible for election to two successive full terms.
- E. Terms of Elected Senators are staggered in a manner determined by the Committee on Committees so that approximately one-third of the Elected Senators are replaced each year.

SECTION 3. ELECTION OF SENATORS

A. Election Procedures

1. On or before November 1, the Committee on Committees will notify the University Units of the need to elect persons to fill elected Faculty Senate vacancies of elected Senators.
 - i. The Committee on Committees will provide each Unit with a list of vacancies and an election guide.
 - ii. The Unit Dean, Director, or Head may delegate the administration of the Unit election to an appointee.
2. Elections must be completed by February 1.
3. Units will conduct elections electronically through Qualtrics in accordance with the election guide.
4. The names of the newly Elected Senators will be forwarded by the Deans, Directors, or Heads of the Units to the Chairperson of the Committee on Committees by February 1.
5. Proxies will be permitted for the duration of such elections, provided that the faculty member is absent for extended illness or university-related business and that the faculty member submits the proxy in writing to the Dean, Director, Head, or the delegated appointee before the start of such elections.
 - i. No faculty member may hold more than one proxy for another faculty member.

B. Election Certification

1. The Committee on Committees will certify the election of each Senator Elect by verifying faculty status, rank eligibility, and reviewing vote count and proxies.
2. Unless an error is found in the count that would change the outcome of the election, the Committee on Committees will certify the election no later than April 1.
3. The Committee on Committees will certify the election of each Senator Elect and prepare a Faculty Senate roster and committee assignments for the President of the Faculty Senate and submit it no later than May 1.
 - i. This roster will be posted on the Faculty Senate website for the upcoming year.

C. Election Challenges

1. Procedural challenges to elections should be made by March 1 to the chair of the Grievance Committee, who will inform the chair of the Committee on Committees.
2. If a challenge is filed with the Grievance Committee, the person elected during the challenged election serves until the matter is resolved by the Grievance Committee.
3. If a new election is necessary, the Grievance Committee chair notifies the chair of the Committee on Committees, who notifies the Unit.
4. The Committee on Committees will supervise the new election if requested by the Grievance Committee.

D. Special Elections for Unfulfilled Terms

1. If an Elected Senator is unable to complete the term of office, these procedures are to be observed.
2. The Elected Senator will inform the President of the Faculty Senate in writing no later than fourteen days before the effective date of resignation.
3. Within five working days of receiving the letter of resignation, the President will ask the Chairperson of the Committee on Committees to call for a special election in the resigning Elected Senator's Unit.
4. Within five working days of receiving the request from the President for a special election, the Chairperson of the Committee on Committees will request the Dean, Director, or Head of the Unit to schedule an election to fill the unexpired term.
 - i. The Unit will give ten days advanced notice of the election to Unit faculty.

E. Attendance

1. Elected Faculty Senate members are to attend all Faculty Senate meetings.
2. Faculty senators must attend a minimum of four meetings per year.
3. Two absences by a member of the Faculty Senate from Senate meetings within one academic year shall automatically remove the member from the Senate.
4. A member of the Faculty Senate who duly designates a proxy for a Senate meeting shall not be counted as absent if the proxy attends the meeting.
5. Faculty senators on a leave of absence beyond one semester will be removed from their position.

F. Special Elections for Removal from Term in Office

1. If an Elected Senator is removed from the term of office, these procedures are to be observed.
2. The Elected Senator will be informed in writing by the President of the Faculty Senate no later than seven days before the effective date of removal and no later than seven days after the final absence.
3. Within five working days of sending the notice of removal, the President will ask the Chairperson of the Committee on Committees to call for a special election in the removed Elected Senator's Unit.
4. Within five working days of receiving the request from the President for a special election, the Chairperson of the Committee on Committees will request the Dean, Director, or Head of the Unit schedule the election an election to fill the unexpired term.
 - i. The Unit will give ten days advanced notice of the election to Unit faculty.
5. Except for the President, a person elected to fill an unexpired term will complete the remaining term of the Senator being replaced and will assume all the senatorial responsibilities of that person.

G. All senators will be appointed and serve as a faculty senate representative on a statutory or standing committee.

1. In the case of standing committees, this position will most likely be a leadership role as stated in Article II, Section 3, part H of these bylaws.

SECTION 4. OFFICERS OF THE SENATE

A. President and Vice President/President-Elect

1. No later than the last regular meeting of the Senate in the spring semester, the Senate shall elect a Vice President/President-Elect to a three-year term by a majority vote of those present.
 - i. In the event of a Senator's election to this role, the Senator shall fulfill this term without regard to the length of time remaining in the Senator's elected term.
 1. If the Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3 of these bylaws.
2. The Vice President/President-Elect will serve the first year in this roll beginning in the fall semester following election.
 - i. In the absence of the President, the Vice President/President-Elect will assume the duties of President and presiding officer.
 - ii. The Vice President/President-Elect makes reports of all actions taken by the Senate.
 1. These reports are submitted to the President of the University and submitted to the General Faculty at its bi-annual meeting.
 - iii. The Vice President/President-Elect arranges for meetings of the Senate and coordinates and manages all details related to the meetings.
 1. The Vice President/President-Elect will send via email notice of the regular Senate meetings and distribute to the Senators and General Faculty the agenda and accompanying documentation no less than one week before the scheduled meeting.
 - iv. If the office of the Vice President/President-Elect becomes vacant, a special election will be conducted by the Senate to fill the office.
 1. An announcement of the special election will be made at the next regular Senate meeting after the office becomes vacant.
 2. The special election will be held at the second regular Senate meeting after the office becomes vacant.
3. The second year will be served as President.
 - i. The President shall be the presiding officer of the Senate.

1. The presiding officer shall conduct meetings according to Robert's Rules of Order and may vote only to break a tie.
2. In the President's absence, the Vice President/President-Elect shall preside.
- ii. The President chairs the Executive Committee of the Faculty Senate.
- iii. The President writes the Senate annual report.
 1. The President will submit the annual report to the General Faculty and the President of the University on or before July 1 of each year.
- iv. If the office of President becomes vacant, the Vice President/President-Elect will assume the office of President.
4. The third year will be served as Immediate Past President.

B. Secretary

1. No later than the last regular meeting of the Senate in the spring semester, the Senate shall elect a Secretary by a majority vote of those present.
2. The Secretary shall serve a one-year term beginning in the fall semester.
 - i. In the event of a Senator's election to this role, the Senator shall fulfill this term without regard to the length of time remaining in the Senator's elected term.
 1. If the Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3 of these bylaws.
 - ii. If the office of the Secretary becomes vacant, a special election will be conducted by the Senate to fill the office.
 1. An announcement of the special election will be made at the next regular Senate meeting after the office becomes vacant.
 2. The special election will be held at the second regular Senate meeting after the office becomes vacant.
3. The Secretary records and reviews detailed minutes of the Senate.
 - i. The Secretary sends copies of the minutes to the President of the University no later than ten days following each Senate meeting.
4. The Secretary updates the Faculty Senate web page to ensure that all meeting agendas, minutes, reports, and other correspondence are posted in a timely manner.

C. Parliamentarian

1. No later than the last regular meeting of the Senate in the spring semester, the Senate shall elect a Parliamentarian by a majority vote of those present.
2. The Parliamentarian shall serve a one-year term beginning in the fall semester.

- i. In the event of a Senator's election to this role, the Senator shall fulfill this term without regard to the length of time remaining in the Senator's elected term.
 1. If the Senate term expires while serving as an officer of the Senate, the Senator's seat will be filled by routine election as in Article I, Section 3 of these bylaws.
- ii. If the office of the Parliamentarian becomes vacant, a special election will be conducted by the Senate to fill the office.
 1. An announcement of the special election will be made at the next regular Senate meeting after the office becomes vacant.
 2. The special election will be held at the second regular Senate meeting after the office becomes vacant.
3. The Parliamentarian calls order to and determines the proper application of Robert's Rules of Order.

SECTION 5. EXECUTIVE COMMITTEE MEMBERSHIP

- A. The Executive Committee is composed of the President, the Vice President/President-Elect, the Secretary, the Parliamentarian, and the Immediate Past President.
 1. The President, the Vice President/President-Elect, the Secretary, the Parliamentarian are voting members of the Executive Committee.
 2. The Immediate Past President is an ex-officio advisory member of the Executive Committee.
- B. The Executive Committee is chaired by the President.
 1. The President arranges for meetings of the Executive Committee and coordinates and manages all details related to the meetings.
 2. In the absence of the President, the Vice President/President-Elect will preside.
- C. Executive Committee members may be exempt from serving on standing committees in a leadership role, as described in Article II, Section 3, part H of these bylaws.

SECTION 6. COMMITTEE ON COMMITTEES

- A. The Chair of the Committee on Committees will, at the second Faculty Senate meeting of the spring semester, submit no more than two names for each of the two committee vacancies, and, after other nominations have been called for from the floor, the vote will be taken in accordance with Article I, Section 9 of these Bylaws. Nominations from the floor for a vacancy within a particular unit can be made only by Elected Senators from the unit.
- B. The persons elected will assume their duties on the following August 1.

SECTION 7. MEETINGS OF THE FACULTY SENATE

- A. The Executive Committee of the Faculty Senate will determine dates and times for Faculty Senate meetings. The dates and times for Faculty Senate meetings for the forthcoming year will be distributed no later than the last spring semester meeting of the Faculty Senate.
- B. Special meetings of the Faculty Senate may be called by the Executive Committee upon the request of the President of the Faculty Senate or upon the written request of at least 25 percent of the Senators.

SECTION 8. CONDUCT OF FACULTY SENATE MEETINGS

- A. The order of business at Faculty Senate meetings will be as follows:
 1. Call to Order.
 2. Approval of Minutes.
 3. Unfinished Business.
 4. New Business.
 5. General Discussion.
 6. Adjournment.
- B. Except for special meetings of the Faculty Senate, the following procedures will be used for all reports, recommendations, proposals, and other items submitted to the Faculty Senate for its regularly scheduled meetings.
 1. Committee reports, recommendations, and proposals must be submitted in writing to the President at least four weeks before the next scheduled meeting of the Faculty Senate.
 2. Upon receipt of the materials, the President will call a meeting of the Executive Committee for the purpose of setting the agenda for the next scheduled meeting of the Faculty Senate.
 3. Debate on any one question will be limited to 30 minutes.
 4. During General Discussion, any Senator may bring an issue to the floor for Faculty Senate consideration using the following guidelines:
 - i. With approval by a majority vote of the Faculty Senate, a member of the General Faculty, student body, staff, or administration will be allowed to speak before the Faculty Senate for a specific purpose for no more than five minutes.
 - ii. Except for proposals contained in the report from the Academic Committee, the Faculty Senate may amend any recommendation or proposal from the floor.
 - iii. The report from the Academic Committee will be voted on in its entirety by the Faculty Senate. However, any Senator may request that a specific proposal be detached from the report for individual consideration.

5. If a vote is taken on a question and the vote passes the Faculty Senate, the Senate President will send the decision within five days of passage to the President of the University for approval. A minority report may be filed by a Senator who does not vote with the majority. The President of the University will inform the Executive Committee of the action taken on the matter within 30 days of receiving the Faculty Senate's recommendation.
 6. If a vote is not taken on a question, it will be held over to the next scheduled meeting or remanded to the appropriate committee for consideration.
 7. If a question does not receive a favorable vote from the Faculty Senate, it will be dropped until resubmitted.
- C. A complete and permanent set of minutes for each Faculty Senate meeting will be kept by the President.
1. A copy of the Faculty Senate minutes will be sent to members of the faculty and the President of the University no later than ten working days after the Faculty Senate meeting.
 2. The Secretary will record minutes and will make a copy of the Senate minutes available on the Faculty Senate webpage within ten working days after the Faculty Senate meeting. By the end of summer semester, the minutes, together with all other documents, will be made available on the Faculty Senate webpage.

SECTION 9. VOTING PROCEDURE

- A. Voting will be conducted by a show of hands unless otherwise ordered by the Senate.
- B. Voting for the election of the Faculty Senate officers and members for the Committee on Committees, however, will be conducted by secret vote.
- C. Any Senator may request a secret vote on any issue.
- D. Proxies will be allowed for Senators who are unable to attend Faculty Senate meetings and will be given only to another Senator. Proxies must register with the President prior to the meeting. No person may represent more than one (1) other Senator at a meeting.

ARTICLE II. COMMITTEES

SECTION 1. COMMITTEE MEETINGS

- A. All committees, with the exception of the Grievance Committee, will meet at least twice a semester during the academic year and at least once during the summer, if necessary.

SECTION 2. OVERLAP OR DUPLICATION

- A. The Committee on Committees will review all Standing Committees annually to determine whether overlap or duplication exists among the committees and will report to the Faculty Senate at its last meeting of the spring semester.

SECTION 3. MEMBERSHIP OF STANDING COMMITTEES

- A. General faculty from each College of the University and Odum Library will fill 12 positions on each committee so that, wherever possible, each school of the University and the Odum Library is proportionally represented. If enough members from one college or unit are unavailable, additional members from another college or unit may be appointed.
- B. No fewer than one (1) student recommended by the President of the SGA will sit on each committee.
- C. No fewer than two (2) Senators selected by the Committee on Committees will sit on each committee.
- D. One (1) Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee. The COSA members of standing committees are considered voting members.
- E. Terms of committee members will be staggered.
- F. Membership of Standing Committees may include persons appointed by the Committee on Committees in ex officio capacity, maintaining an appropriate balance to meet the overall goals of Faculty Senate.
- G. As soon as all committee vacancies are filled, the Committee on Committees will prepare a membership list of Statutory and Standing Committees for inclusion in the Faculty Handbook for the coming year.
- H. Committee chairpersons and chairpersons elect must be Elected Senators and are to be selected by the Committee on Committees for a term of one (1) year, except as provided in VSU Statues or elsewhere in these Bylaws. The terms of the chairpersons may be renewed.
- I. Standing Committees may create subcommittees, which may include non-committee personnel. The Committee on Committees will be informed by each committee chairperson of the membership of subcommittees.
- J. Specific Standing Committees and Their Responsibilities.
 - 1. Academic Scheduling and Procedures Committee: to review and recommend policies and procedures pertinent to the University calendar, class scheduling, final examination scheduling, University catalogs and bulletins, Honors Day, and commencement.

2. Athletic Committee: to review and recommend policies and procedures pertinent to University intercollegiate athletics.
3. Educational Policies Committee: to review and recommend policies and procedures pertinent to advising, undergraduate admissions and retention, public services, and registration; and to hear undergraduate petitions for exceptions to academic policy, including graduation.
4. Faculty Scholarship Committee: to review and recommend policies and procedures pertinent to both graduate and undergraduate faculty development, research, and the use of animal and human research subjects; to receive and review research and development proposals; and to allocate research and development funds.
5. Library Affairs Committee: to review and recommend policies and procedures pertinent to the Odum Library and its use, and to review and make recommendations related to library allocations.
6. Diversity and Equity Committee: to review and recommend policies and procedures pertinent to ethnic, religious, and gender minorities; and to review and recommend policies and procedures pertinent to quality support programs for students with special needs including, but not limited to, those with physical impairments, behavior disorders, and learning disabilities.
7. Student Affairs Committee: to review and recommend policies and procedures pertinent to such student services as financial aid, housing, health services, counseling services, mail services, and food services; as well as student communications and affairs, in general.
8. Environmental Issues Committee: to review and recommend policies and procedures pertinent to environmental issues, as they relate to recycling, facilities use, campus beautification, and traffic planning.
9. Academic Honors and Scholarship Committee: to review and recommend college-wide scholarships and honors for students and to arrange for appropriate presentations, including Honors' Day.
10. Technology Committee: to develop and review policies and procedures relating to technology issues and to interface with other statutory and standing committees when such issues overlap their charge.
11. Internationalization and Globalization Committee: to initiate, develop and review policies and procedures to strengthen the institution's internationalization and globalization efforts, interacting with other statutory and standing committees when such issues overlap their charge.

SECTION 4. SPECIAL COMMITTEES

- A. The Faculty Senate may create Special Committees of the Faculty Senate to deal with matters not within the jurisdiction of an existing Statutory or Standing Committee of the Faculty Senate.
- B. Any member of the Faculty Senate, General Faculty, classified staff, administration, or student body may request in writing to the President the creation of a Special Committee.

- C. The President will place the request for a Special Committee on the agenda of the next Faculty Senate meeting.
- D. Upon Faculty Senate approval of the request, the President will instruct the Committee on Committees to create a Special Committee in accordance with whatever guidelines the Faculty Senate may establish.
- E. Special Committees will operate for no longer than one (1) academic year unless the Faculty Senate renews the mandate of the Special Committee.

SECTION 5. APPOINTMENT AND ELECTION TO COMMITTEES

- A. Unless otherwise specified by the Statutes of the University, terms of appointed and elected Standing Committee members are three (3) years.
- B. Terms of committee members and chairpersons begin on August 1 and end on July 31.
- C. The terms are staggered by the Committee on Committees in a manner so that approximately one third (1/3) of the appointed and elected membership is replaced each year.
- D. On or before April 10 the Committee on Committees will notify the Student Government Association (SGA) of the number of student vacancies on standing Committees. The list of student appointments must be submitted to the Committee on Committees no later than three business days after the April SGA meeting.
- E. During spring semester, the Committee on Committees will request members of the faculty and classified staff to indicate the Standing Committees on which they wish to serve. The Committee on Committees will make the necessary appointments to fill vacancies.
- F. On or before November 1, the Committee on Committees will notify the University units of the need to elect representatives to fill Statutory Committee vacancies. Elections must take place before January 15.
- G. No later than midterm spring semester, the Committee on Committees will distribute the names of the tenured faculty. The faculty will vote to fill the vacancies on the Grievance Committee. Those faculty receiving the largest number of votes will be elected. Prior to this election, the Committee on Committees will have appointed and announced the Grievance Committee Chair.
 - 1. Senators will be eligible for election.
 - 2. Serving faculty may be reelected.
- H. A member of a committee who finds it necessary to resign must provide the committee chairperson written notification no less than seven (7) days in advance of the effective date of resignation. Within seven (7) days of notification, the chairperson will notify the Committee on Committees of the resignation.
 - 1. The Committee on Committees will appoint replacements to fulfill appointed terms of committee membership.
 - 2. Within five (5) working days of notification, the Committee on Committees will notify the appropriate University unit of the need to schedule a special election for a replacement to fulfill an elected term of office. The appropriate University unit will be notified no less than ten (10) days in advance of the scheduled election.

DRAFT

SECTION 6. PROCEDURES FOR STATUTORY COMMITTEES, STANDING COMMITTEES, AND SPECIAL COMMITTEES

- A. On or before October 1, Statutory Committees, Standing Committees, and Special Committees will discharge the following responsibilities.
 - 1. They will set the schedule of their regular meetings and so inform the Committee on Committees. The schedule of committee meetings is published by the Committee on Committees and inserted in the Faculty Handbook.
 - 2. They will submit to the Executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.
 - 3. They will submit written rules governing their procedures to the President of the Faculty Senate and the Secretary who will ensure they are placed on the Faculty Senate Webpage.
- B. Except for the Grievance Committee, all proposals, recommendations, reports, and any other material presented for a committee's consideration must be submitted to the committee's chairperson in accordance with the committee's written procedures.
- C. Except in the case of executive sessions of the Grievance Committee and its Hearing Panels, all committee meetings are open.
- D. Each committee will decide whether or not guests of the committee will be heard and under what conditions.
- E. Committees will keep substantive minutes or recordings of their deliberations. Copies of committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be downloaded on the Faculty Senate webpage no later than two (2) weeks after a committee meeting.
- F. Each committee will prepare an annual report and submit it to the President of the Faculty Senate by April 30.

ARTICLE III. AMENDMENTS

SECTION 1. BYLAWS

- A. A Senator must send a copy of the proposed amendment to the President of the Faculty Senate one (1) month before the next regular meeting of the Faculty Senate.
- B. The President of the Faculty Senate will send a copy of the proposed amendment to each Senator no less than one (1) week before the next regular meeting of the Faculty Senate.
- C. At the next regular meeting, the President of the Faculty Senate will read the proposal and call for preliminary debate limited to ten (10) minutes for all proponents and ten (10) minutes for all opponents.
- D. Ratification by the Faculty Senate requires an absolute majority.