

# By-laws

## Faculty Senate Districts

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Representation in the Faculty Senate will be according to districts. The Faculty Senate is



District 44: Kinesiology and Health Science

The Executive Committee provides leadership for the Faculty Senate by serving as an agenda committee for the deliberations of the Faculty Senate, helping the Senate conduct its business consistent with the Constitution and By-laws, and representing the faculty and the Faculty Senate to University leadership and the University community.

The officers plus **six** faculty senators will constitute the Executive Committee of the Faculty Senate. Executive Committee members will be elected every two years by the Faculty Senate at its organizational meeting. The terms of the Executive Committee will be two calendar years beginning the first day after commencement.

The composition of the Executive Committee will include:

- Faculty Senate chair
- Faculty Senate vice chair
- Faculty Senate secretary
- **Six** at-large representatives

**In the election of members to the Executive Committee (both officers and at-large members) the Faculty Senate should strive to achieve broad representation of all campus units with members in the Faculty Senate.**

#### Functions of the Executive Committee

- Prepare the agenda for all Faculty Senate and Faculty Forum meetings, including regular reporting on Executive Committee activities.
- Represent the faculty and the Faculty Senate to the University leadership.
- Represent the Faculty Senate to the University community.
- Manage assignments to Faculty Senate standing and ad hoc committees and the follow-up to Faculty Senate actions by other University entities.
- Administer elections for officers and the Executive Committee for the incoming Faculty Senate (led by the Vice Chair).
- Monitor participation by faculty senators. The Executive Committee can declare vacant the seat of a district senator who fails to attend more than three properly called meetings of the Faculty Senate.
- Appoint standing and ad hoc committees.
- Perform such other functions as assigned to it by the Faculty Senate or the Faculty Forum.

#### Committees of the Faculty Senate

1. Recommendations of the committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
2. Recommendations of committees of the Faculty Senate shall be in the form of written motions placed before the senate for its consideration, accompanied by written rationales for the specific recommendations made.

3. Each standing committee shall have at least two faculty senators among its membership and at least two-thirds of the membership of each committee shall be members of the Faculty Forum. The chair of the senate shall serve as an ex-

## B. UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Areas of Responsibility: All matters related to academic policies and procedures affecting undergraduate students, program, and faculty.

Examples include but are not limited to:

- Academic policies and procedures relating to admissions, continuance, and exit standards for undergraduate students
- Policies and procedures relating to academic advising for undergraduate students (including advising of student athletes)
- Interaction of intercollegiate athletics with academic units and programs
- Financial aid to undergraduate students (including oversight of financial aid to student athletes)
- Undergraduate instruction
- Continuance regulations and disciplinary-related issues such as academic dishonesty and the student code of conduct
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Examples include but are not limited to:

- Policies and procedures for scholarly activity and research, including research institutes or centers
- Resource allocation for support of scholarly activity and research
- Policies and procedures related to the administration of sponsored research

Membership

- Six faculty members (one from each college)
- Associate Vice President for Research and Graduate Studies (ex officio/non-voting member)

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F. PROMOTION AND TENURE COMMITTEE

Areas of Responsibility: All matters related to policies and procedures for faculty promotion and tenure.

Examples include but are not limited to:

- Policies on academic rank and tenure
- Procedures on awarding various academic ranks and procedure for granting tenure
- Policy on hiring and terminating faculty
- Policy and procedures on evaluation of faculty

Membership

- Eight faculty members (at least one from each college)
- Vice Provost for Faculty Affairs and Strategic Initiatives (ex officio/non-voting member)

G. FACULTY STATUS AND REMUNERATION COMMITTEE

Examples include but are not limited to:

- Academic policies and procedures governing online education, programs, and courses
- Policies impacting faculty teaching online courses
- Policies and procedures relating to academic advising for online students
- Online instruction and assessment
- Resources and support for online programs and faculty teaching online

Membership

- Ten faculty members affiliated with online programs or teaching online courses
- One representative of University Libraries
- Vice President for Digital Learning or representative of the Division of Digital Learning (ex officio/non-voting member)
- Vice Provost for Academic Affairs (ex officio/non-voting member)

#### I. ADMINISTRATIVE AND ACADEMIC SUPPORT COMMITTEE

Areas of Responsibility: All matters related to administrative and academic support and resources for academic programs and faculty.

- Examples include but are not limited to:
- Budget-related matters such as enrollment projections, budget priorities and policies, and tuition and fee changes
- Physical plant, landscaping, and parking
- Computing services to support research and teaching
- Instructional support services
- Oversight of continuing education and noncredit programming
- Oversight of planning and use of university physical and financial resources for



- Advising the University Libraries on the allocation of resources for collection material and services, especially considering changes in academic programs, the student population, and faculty needs

#### Membership

- Six Faculty members (one from each college)
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1. The resolution and its rationale, accompanied by a concise explanation of the nature of the emergency, must be distributed in writing to the Faculty Senate before the meeting is called to order.
2. Under "Approval of the Agenda," a motion must be made to add the item at an appropriate place in the agenda of the meeting. If the motion is passed, the item will be dealt with as a part of the Faculty Senate's business.

#### Attendance

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- A. Any faculty senator who for any reason misses three meetings of the Faculty Senate in an academic year shall be deemed to have vacated their seat and shall be replaced. In the event that a regular meeting is recessed to be reconvened at a later date, each session missed will be considered an absence for purposes of this rule.
- B. Exceptions to the above provision may be made only by a two-thirds vote of the senate conducted by a secret ballot.

#### Amendment

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- A. These bylaws may be amended at any meeting of the faculty senate by a two-thirds vote of the members present, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.